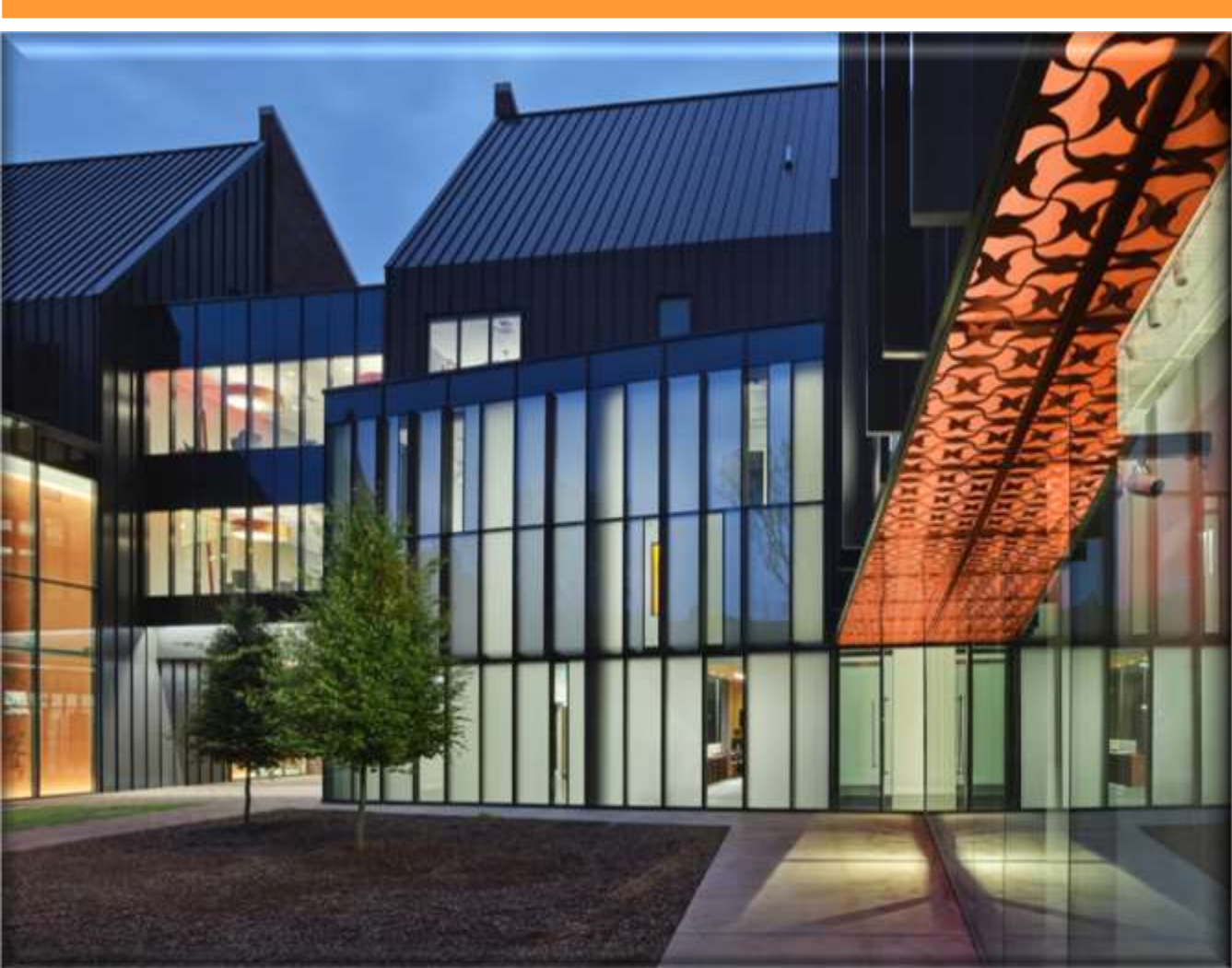




# **Student Handbook 2023-2024**



**TABLE OF CONTENTS**

History	3
College Policies/Student Code of Conduct Philosophy	4
Crime Reporting Procedures	5
Campus Crime Report	5
Federal Timely Warning Reporting Obligations	6
Cyberbullying Policy	13
Conduct Hearing Procedures	15
Alcohol Policy Violations	27
Controlled Substance Policy Violations	28
Points Based Sanction System for Alcohol and Controlled Substance Violations	29
Hazing Policy	37
Diversity and Inclusion	38
Hendrix College Assistance Animal Policy	40
Title IX	51
Computing	54
Security Camera Policy	57
Student Organizations	61
Vehicles and Parking	63
Bicycle Policy	67
Weapons Policy	70
Key Policy	71
On Campus Living Policies	72
Facilities Policies	77
Housing Processes	81
Missing Persons for Students Residing On Campus	97
Emergency Response and Evacuation Procedures	99
Academic Integrity Policy	102
Hendrix Name, Colors, Logos, & Seal	105
Mail and Packages	107

## Introduction

This handbook is published as an invaluable source to provide all members of the Hendrix community with important information on college policies and procedures relating to college services, student rights and responsibilities, and student life. It is the responsibility of the readers to familiarize themselves with its contents. While effort is made to present policies and procedures accurately as of the publication date, Hendrix reserves the right to add, delete, revise, or modify policies and procedures at any time. Such changes will supersede any previously published policies or procedures on a similar topic. It is the responsibility of the readers to verify current policies or procedures.

## History

The Hendrix College bylaws state that the faculty shall organize the discipline of the College and are responsible for the student's spiritual, moral, social, and intellectual welfare. The implementation of the conduct process is delegated to the Dean of Students and their staff.



The student conduct process at Hendrix College is based on an educational model intended to balance the community's interests with individual freedoms. Activities inconsistent with the Hendrix College Student Code of Conduct philosophy are considered violations and are open to sanctions. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community values. When a student cannot conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community. Students should be aware that the student conduct process is quite different from criminal and civil court proceedings.

Every attempt will be made to hear policy violations promptly, considering a student's right to due process. There may be times during the year when the Dean of Students or Assistant Dean of Students adjudicates complaints to expedite the process. (Examples may include but are not limited to alleged policy violations that occur before the official opening of the College or during the last week of classes and/or during finals). All internal procedures used by the hearing bodies must comply with the policies and regulations outlined in the handbook.

## College Policies/Student Code of Conduct Philosophy

Hendrix College cultivates empathy, creativity, self-understanding, rigorous inquiry, informed deliberation, and active learning across the liberal arts toward the development of the whole person. Through engagement that links the classroom with the world, and a commitment to diversity, inclusion, justice, and sustainable living, the Hendrix community inspires students to lead lives of accomplishment, integrity, service and joy. Members of the Hendrix community are expected to maintain standards of conduct, befitting maturing and responsible citizens in an academic community and reflecting the purposes of the College. The obstruction or disruption of the work of the College will not be tolerated.

Hendrix College adheres to the principle of equal educational and employment opportunity without regard to age, race, gender, disability, sexual orientation, ethnicity, or national origin. Further, the College is committed to the maintenance of an atmosphere of civility and respect for all students, faculty, and staff.

- All members of the community are expected to exhibit integrity and personal honesty in the classroom and in other campus affairs. Evidence of dishonesty such as theft or plagiarism is considered cause for disciplinary action.
- Abuse (physical, written, or spoken) or intimidation of others will not be tolerated, nor will conduct which is endangering or which leads to physical harm to other persons.
- Personal behavior of members of the community must conform to standards of propriety congenial to the College's heritage and aims, as well as to the laws of the state and nation.
- All College-sponsored events are expected to be consistent with the standards of the College.
- The College is committed to maintaining an atmosphere in which free expression is protected and promoted.

At Hendrix College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. When members of the community fail to exemplify these standards, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

## Crime Reporting Procedures

The College encourages anyone who is the victim or witness to any crime or who witnesses suspicious behavior to promptly report the incident to Hendrix Public Safety by calling 501-450-7711, using one of the blue Emergency phones, or visiting the Public Safety office. These methods should also be used to promptly report other types of emergencies to Public Safety for inquiry and investigation.

Members of the community are also encouraged to promptly report crimes to the Conway Police Department when the victim of a crime elects to or is unable to make a report. This can be done by calling 911 or 501-450-6120 for non-emergencies. Tips can be called in anonymously at 501-450-4135, or tips can be texted anonymously by sending a text to CRIMES (274637) using Keyword "CONWAY" at the beginning of the message.

Students who are victims of a crime and do not want to pursue action within the College Conduct system or the Criminal Justice System are encouraged to make a confidential report to the Dean of Students Office (SLTC 209, 501-450-1222) or to a counselor in Hendrix College Counseling Services (501-450-1448). Students who choose this confidential option have the right to report the incident to Hendrix Public Safety or Conway Police in the future. When they deem appropriate, Hendrix counselors encourage students they are counseling on procedures to report crimes on a voluntary, confidential basis for inclusion in the annual Clery Act report.

## Campus Crime Report

Each year the College will publish an annual security report in accordance with guidelines of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1998). The Dean of Students Office and the Office of Public Safety have prepared this report. The Campus Crime Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Hendrix College, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security. Those wishing to report crimes voluntarily and confidentially for inclusion in the Clery report may do so by contacting the Dean of Students Office at 501-450-1222 or Public Safety at 501-450-7711.

For more information and to view the Campus Crime Statistics Report, go to the Hendrix College website <https://www.hendrix.edu/campussafety/>. Click on [Campus Crime Report](#) for a printable report.

## Federal Timely Warning Reporting Obligations

In the event that a situation arises, either on or off-campus, that, in the judgment of the Office of Public Safety and/or Dean of Students Office, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the College email system to students, faculty, and staff, and if circumstances warrant it, through the H-Alert system. Victims of crimes — including sexual misconduct — should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim’s name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of the danger.

## Overview of Conduct Process

An alleged violation of college standards or policies will first be reported. When deemed necessary, the allegations are investigated by an appropriate College official. This involves meeting with individuals involved in the situation and examining the circumstances of the complaint. If conduct charges are pursued, the student in question receives a written description of the specific alleged violation of college standards or policies (charge letter) and information regarding the conduct process. Evidence regarding the alleged violation may be reviewed but not kept by the student. All reporting documentation remains in the student conduct folder.

The Dean of Students and Assistant Dean of Students reserve the right to remove a student from the campus, restrict access to campus property, or restrict contact with other College community members (no-contact order) prior to a formal hearing if there are concerns for the student’s emotional or physical welfare or for the well-being of the College community. On occasions when such action is necessary, a hearing will be held as soon as possible. Customarily, pending action taken by the College Conduct Council or pending an appeal, the status of a student and their right to be present on the campus or attend classes will not be altered.

**Off-Campus Misconduct:** Once admitted to Hendrix College, students are expected to conduct behavior in accordance with the policies in the student handbook. In general, the College does not take disciplinary action for minor off-campus misconduct. At the discretion of the Dean of Students, Hendrix students may be subject to disciplinary proceedings even if those actions take place off-campus, through electronic media, or even if they take place outside of the normal academic year when the actions constitute a major violation of college policy or suggest a danger to the College community. The College may initiate action whether legal action has been taken.



**On-Campus Misconduct and the Law:** Normally, on-campus misconduct by students will result in conduct action being taken on campus. On some occasions, however, the College may call on external law enforcement authorities and assist, as appropriate, these agencies in their investigation of alleged on-campus criminal activity. Specifically, actions that cause or threaten serious harm to members of the campus community or that severely impair the essential functions of the College may require the College to call upon off-campus authorities. On such occasions, outside authorities will be summoned only by an official of the College. Students should recognize that the College is obliged to report to off-campus authorities the commission of any act that is considered to be a serious crime.

## Conduct Records

Notice of conduct action may be sent to update parent(s) of students who have been declared dependents on the parents' last federal income tax return. The final decision to send a notification to parents will be made by the Dean of Students Office. The Office of Student Affairs will maintain records of conduct action. The use of these records is governed by the College policy concerning the confidentiality of student records. A student's conduct record will be reviewed by a hearing body in the process of determining sanctions after responsibility is established. Decisions of suspension and expulsion will remain permanently in the student's file. All records of major violation conduct action or conduct probation will remain in the student's file and will be kept by the Dean of Students Office for three years past their graduation date. All student records of minor violation conduct action will be expunged after the student graduates. However, all disciplinary records of students continuing in the graduate program at Hendrix will remain available to Hendrix hearing bodies until graduation from the graduate program.

**Types of Conduct Complaints** Violations of the College Standards and Policies are considered either minor or major complaints based on the nature and severity of the incidents.

- Minor Complaints:* involve violation of a college policy, which, at the discretion of the Assistant Dean of Students or Dean of Students, would typically be heard by either the Peer Conduct Hearing Panel or an Administrative Hearing Officer. Some examples of minor complaints may include but are not limited to visitation violations; minor alcohol policy violations; violation of residence hall community standards; excessive noise or quiet hour violations; minor property damage; violation of fire safety rules and procedures; smoking on campus, or petty theft.

- Major Complaints:* involve violation of a college standard or policy which, at the discretion of the Assistant Dean of Students or Dean of Students, justifies the imposition of a sanction of expulsion, suspension, or conduct probation. The College Conduct Council or an

Administrative Hearing Officer hears these complaints. Some examples of major complaints may include but are not limited to: violation of the College standards; behavior potentially harmful to other people (including assault, harassment, Cyber-Bullying, use of fireworks, violation of fire safety rules, etc.); conduct that leads to the embarrassment of or indignities to other persons; vandalism to property; possession of firearms or other weapons; major theft; multiple or repeated violation of College policies or use; major alcohol policy violations; and possession or sale of illegal substances.

## Offenses Subject to Disciplinary Action

Any student or non-student who violates state, federal, or local laws or ordinances or any College rules, regulations, or policies while on Hendrix-managed property or while representing the College may be subject to college disciplinary action. In addition, students or non-students found violating any of the items listed below may be subject to college disciplinary action. In some cases, students may be charged with a violation for attempting to violate a policy. (The list below should not be seen as all-inclusive).

### **Harassment and/or Assault**

- **Harassment**

*Definition: Harassment or threats by means other than the use or threatened use of physical force. Harassment is defined as (1) unwelcome verbal, written, or physical conduct (2) that creates an intimidating, hostile, or offensive environment (3) that is sufficiently severe or pervasive that (4) it unreasonably interferes with, denies, or limits an individual's ability to participate in the college community or participate in or benefit from the college's educational programs or activities. Such conduct may include communication via phone, text, mail, email, or social media.*

- **Violating provisions of a “no-contact order.”**

*Definition: A no-contact order prohibits a person from being in physical or verbal contact with another person, whether face-to-face or over the phone/internet/social media. No contact orders issued by the Dean's Office of Student Affairs will stipulate the specifics of contact within the order. Each contact order is different based on the violation or event that required the order issuance.*

- **Hazing**

*Definition: Hazing is any action taken or situation created, whether on or off-campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing includes but is not limited to any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that would subject the individual to physical harm or mental stress, such as sleep deprivation, forced*



*exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual. Among prohibited activities are forced or coerced activities that create excessive fatigue; cause physical and psychological shocks; involve kidnapping; involve morally questionable quests, treasure hunts, scavenger hunts, or any other such activities; involve publicly wearing apparel that is conspicuous and not normally in good taste; cause students to engage in public stunts and buffoonery, morally degrading or humiliating games and activities, or late night activities which interfere with academic activities. Also prohibited are any activities violating federal, state, or local laws, this Code of Conduct, or accepted standards of good taste or decency. For purposes of this definition, any activity described in this paragraph upon which the admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be "forced or coerced" activity, the willingness of an individual to participate in such activity notwithstanding.*

- **Assault**

*Definition: An assault is an act of inflicting physical harm or unwanted physical contact upon a person or, in some specific legal definitions, a threat or attempt to commit such an action. Grabbing someone's wrist, spitting in someone's face, throwing hot water or beverage, and punching someone is examples of acts that could be considered assault. Assault is a crime even if there is no apparent injury.*

- **Cruelty or mistreatment of animals**

*Definition: Animal abuse or cruelty is the crime of inflicting physical pain, suffering, or death on an animal, usually a tame one, beyond the necessity for normal discipline. It can include neglect that is so monstrous (withholding food and water) that the animal has suffered, died, or been put in imminent danger of death. Mistreatment can include exposure to controlled substances or alcohol.*

### **Disorderly or Disruptive Behavior Violations**

- Disrupting the peace and good order of the College
- Fighting, quarreling, inciting to riot, or other disruptive behavior
- Interfering with functions or activities of the College and the educational programs by blocking access to or from college facilities
- Failing to comply with the directions of the college or college officials
- Violating visitation or closing hour regulations
- Aiding or abetting any prohibited conduct
- Entering or exiting a building through a window
- Smoking on campus (see Hendrix Smoking Policy)
- Access to prohibited areas (roofs, ledges, balconies, etc.)
- Public urination

- Tampering with surveillance camera equipment

**Destructive Behavior Violations**

- Destruction, damage, or attempted damage to personal or College property, including acts of vandalism
- Arson
- Littering, dumping of trash, and any other acts which would necessitate cleaning

**Theft Violations**

- Theft, attempted theft, including acts of larceny, burglary, breaking and entering, or robbery.
- Possession of stolen personal or College property

**Dishonesty**

- Fraud, forgery, alteration, unauthorized possession, or misuse of college documents, records, or identification instruments.
- Furnishing false information to the college or any college official
- Knowingly presenting a worthless check or forging a money order in payment to the College or to a member of the College community acting in an official capacity, or failure to make satisfactory arrangements for settling accounts with the College.
- False reporting of an emergency, including, but not limited to, false fire alarms and bomb threats.

**Alcohol Violations**

- Public Consumption  
*Definition: the consumption of alcohol in an unapproved container outside of an approved property or college-sanctioned event. An example is a student drinking alcohol from a can, bottle, or other unapproved containers when traveling from their residence to a scheduled sanctioned event on Hendrix College property. Unapproved containers are glass bottles, beer cans, or other alcohol containers than specific cups and sizes (22 oz) for events.*
- Public Intoxication  
*Definition: A Student or Guest commits the offense of public intoxication if they appear in a public place while under the influence of alcohol or a controlled substance to the degree and under the circumstances such that they are likely to endanger themselves or other persons or property, or that they unreasonably annoy persons in their vicinity. Arkansas State Statute 5-71-212*
- Possession by a minor  
*Definition: In Arkansas, it is illegal for any person under the age of 21 to purchase, consume, or possess beer, wine, or liquor. This includes Hendrix College property.*
- Serving to minors

*Definition: Arkansas Statue 3-3-201 (a) Any person who shall unknowingly sell, give away, or otherwise dispose of intoxicating liquor to a minor shall be guilty of a violation and punished by a fine of not less than two hundred dollars (\$200) nor more than five hundred dollars (\$500) for the first offense.*

- Possession of alcohol in traditional residence halls

*Definition: Possession of alcoholic beverages in Martin, Hardin, Couch, Galloway, Veasey, Raney, Miller Creative Quad, and Market Square South. These Hendrix-owned residential halls have been identified as locations where no alcohol can be stored or consumed by any student regardless of legal age. The Dean's office can only approve alcohol in these residential areas for school-approved sanctioned events, which must be scheduled and approved before the event.*

- Violation of a "No Alcohol" order issued by the Dean's Office to a specific person or event.

*Definition: If a student or event has been issued a "No Alcohol Order" by the Dean's Office, the said student(s) and event organizer will be in violation and subject to sanctions and the ability to host events for a specified amount of time.*

- Over possession as defined by Hendrix College (see the Alcohol Policy)
- Manufacturing alcohol without prior written permission for academic purposes
- Serving individuals already intoxicated
- Driving under the influence (DUI) and driving while intoxicated (DWI) either on or off-campus.
- Intoxication that leads to self-harm or harm to others
- Intoxication leading to property damage, disruption to the community, or other violations of Hendrix College Policy
- The display or consumption of alcohol in public areas (academic buildings, gym, playing fields, residence hall lounges, parking lots, etc.) beyond a student's room or apartment in Hendrix contracted housing

### **Controlled Substance Violations**

- Possession of narcotics, hallucinogens, barbiturates, amphetamines, and other controlled substances defined by Arkansas statutes, except as expressly permitted by law.
- Use of narcotics, hallucinogens, barbiturates, amphetamines, and other controlled substances defined by Arkansas statutes, except as expressly permitted by law.
- Distribution of narcotics, hallucinogens, barbiturates, amphetamines, and other controlled substances by sharing, selling, or as defined by Arkansas statutes, except as expressly permitted by law.
- Sale or manufacturing of narcotics, hallucinogens, barbiturates, amphetamines, and other controlled substances defined by Arkansas statutes, except as expressly permitted by law.
- Possession of drug paraphernalia (*This includes pipes, bongs, scales, dab pens,*

*papers, clips, and torch, just to name a few prohibited items).*

**Weapons and Fireworks Violations**

- Unauthorized possession, storage, or use of weapons, firearms, ammunition, and knives.
- Possession or use of fireworks

**Residence Hall Policies Violations**

- Cohabitation
- Sleeping overnight in the common area
- Possession of prohibited items
- Escort/Guest policy violation
- Leaving trash in hallways or common areas
- Improper Checkout
- Hosting one or more animals in college-owned Residential Facilities not approved as an Emotional Support or Service Animal through the Office of Academic Success. Students in violation will incur a cleaning and Flea/tick treatment expense, as well as possible relocation of the animal.
- Failing to clean up after approved assistance animal, feces, and or urine.
- Smoking or vaping in a Residence Hall building (see Hendrix Smoking Policy)
- Throwing objects out of windows
- Unauthorized access to closed buildings, construction areas, or no access areas such as rooftops
- Playing or any inappropriate use of sporting equipment in the hallways, stairwells, or lounges
- Excessive noise (courtesy hours are in effect 24 hours a day)
- Room Cleanliness
- Abandoned personal items in lobby, hallway, or outdoor porch and yard areas
- Removal of Hendrix-owned furniture from residential rooms.
- No pools are allowed; this includes kiddie pools or makeshift pools in pickup beds.

**Title IX Sexual Harassment, Gender or Sex-based Harassment, and Retaliation**

Hendrix College encourages the reporting of all Title IX policy violations to the Title IX Coordinator, Dr. Jennifer Fulbright, in person, by phone at 501-450-2901, or by email at [fulbright@hendrix.edu](mailto:fulbright@hendrix.edu).

- Sexual Misconduct
- Sexual Harassment
- Gender-based Harassment
- Dating Violence
- Domestic Violence
- Stalking
- Sexual Exploitation
- Retaliation
- Pregnancy and Parenting related issues

**Fire Safety**

- Tampering with fire safety equipment – This includes any action to circumvent or disable the operational ability of a fire safety device.
- Unauthorized possession of fire safety equipment

**Computer Policy**

- Violation of Computer Policy

**Vehicle Policy**

- Violation of College rules regarding the operation and/or parking of motor vehicles.

**Cyberbullying Policy**

Cyberbullying involves using information and communication technologies (for example, cellular phones, digital cameras, computers, and other smart devices) to engage in deliberate, single or repeated, and hostile behavior by an individual or group to harm others. Cyberbullying may include cyber harassment, cyber stalking, and the invasion of privacy, all of which constitute violations of the Student Code of Conduct. Cyberbullying can cause significant harm to students, including loss of reputation, humiliation and embarrassment, clinical depression, fear and anxiety, loss of self-esteem, and even self-injurious and suicidal behavior.

Cyberbullying in any form will not be tolerated, and any student found responsible for engaging in cyberbullying will be subject to immediate disciplinary action, which may result in suspension or permanent separation from Hendrix College if a case of cyberbullying is determined to be of a criminal nature. In that case, it may be referred to the Conway Police/Conway Prosecutor's Office in addition to being adjudicated as a Code of Conduct violation. Cyberbullying is inconsistent with the Mission of Hendrix College and unacceptable for any member of the Hendrix Community to harass another for personal reasons and/or based on their race, color, national origin, sex, disability, sexual orientation, or gender identity, or religion.

**Federal Laws – Bullying**

Although no federal law directly addresses bullying, in some cases, bullying overlaps with discriminatory harassment when it is based on race, national origin, color, sex, age, disability, or religion. When bullying and harassment overlap, federally funded schools (including colleges and universities) have an obligation to resolve the harassment. When the situation is not adequately resolved, the U.S. Department of Education's Office for Civil Rights and the U.S. Department of Justice's Civil Rights Division may be able to help.

Schools are obligated by these laws to address conduct that is:

- Severe, pervasive or persistent
- Creates a hostile environment at school. That is, it is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school
- Based on a student's race, color, national origin, sex, disability, or religion

Although the US Department of Education, under Title VI of the Civil Rights Act of 1964, does not directly cover religion, often religious-based harassment is based on shared ancestry or ethnic characteristics which is covered. The US Department of Justice has jurisdiction over religion under Title IV of the Civil Rights Act of 1964.

**Hearing Bodies**

There are several types of hearing bodies included in the conduct system. The Dean of Students Office maintains records of the hearings.

**Administrative Hearing**

- Membership: One or more trained professional staff from the Department of Student Affairs.
- Training: Members will receive training. Any member who does not receive the required training cannot serve.
- Function: Hear all types of complaints, including, but not limited to, sensitive complaints that require a prompt decision, incidents of alleged violence, and sexual misconduct.

**Peer Conduct Hearing Panel**

- Eligible Panel Members: Five (5) or more students and a panel advisor who is a professional staff member in the Office of Student Affairs. Students serving on the panel will be nominated by the student senate and confirmed by the Dean of Students. Students must be in good behavioral standing in order to serve on this committee.
- Hearing Panel: A minimum of three (3) students are present at each hearing. The panel advisor or their designate is a non-voting ex-officio member of the Peer Conduct Hearing Board.
- Training: Student members will receive training at the beginning of the academic year. New members will be trained on an ongoing basis. Any member who does not receive the



required training cannot serve.

- Function: Hear all types of minor complaints.

### **College Conduct Council**

- Eligible Council Members: Three (3) or more faculty members (nominated by the faculty Committee on Committees and elected by the faculty) and three (3) or more students (nominated by the Student Senate and confirmed by the Chair of the College Conduct Council and the Dean of Students. Students must be in good behavioral standing in order to serve on this committee).
- Hearing Council: A minimum of two (2) students and three (3) faculty or staff members are present at each hearing. The Chair of the College Conduct Council is appointed by the Faculty Committee on Committees and is one of the three (3) faculty members on the Council. In the event that the Chair is unable to serve, another faculty member of the committee may be appointed to serve as chair during the hearing. The Dean of Students or their designate is a nonvoting ex-officio member of the College Conduct Council.
- Training: Members will receive training at the beginning of the academic year. New members will be trained on an ongoing basis. Any member who does not receive the required training cannot serve.
- Function: Hear all types of major complaints.

## **Hearing Procedures**

### **Administrative Hearings**

The majority of conduct hearings are completed with an Administrative Hearing Officer. During Administrative Hearings, the Hearing Officer meets with the accused student to discuss the alleged incident and the corresponding alleged conduct violation. If the accused student accepts responsibility for the violation, then the Hearing Officer assigns appropriate sanctions. If the accused student does not take responsibility for the violation, then the Hearing Officer has the discretion to refer the case to a hearing board.

### **College Conduct Council and Peer Conduct Hearing Panel Procedures**

Conduct hearings are closed. Once a hearing has begun, entering and leaving the hearing are to be restricted by the Chair in order to maintain the objectivity and privacy of the proceedings. The Chair of the College Conduct Council is appointed by the faculty Committee on Committees and is one of the three faculty members on the Council. In the event that the Chair is unable to serve, another faculty member of the committee may be appointed to serve as chair during the hearing. In Peer Conduct Hearing boards, the Chair is the administrative Peer Board Advisor or a representative from the Dean of Students Office.

All non-academic discipline hearings will be informal, and strict rules of evidence shall not apply. The student(s) in question shall be notified, in writing, of the alleged charge(s) and of

the date, time, and place of the hearing. Every effort will be made to set up a hearing within ten (10) working days after a **charge letter is issued**; however, factors such as holiday breaks, end of the academic term, ongoing investigation, etc., may prevent the College from meeting this guideline.

**Advisors.** The respondent and complainant may seek assistance from an advisor who must be a member of the Hendrix community (faculty, staff, or student) of the student's choosing for the College Conduct Council and Peer Conduct Hearing Panels. College conduct hearings are internal conduct proceedings; therefore, the advisor may not be an attorney or anyone outside of the Hendrix community.

**Responding to the Charge.** For each charge, a student will be asked to enter a statement of Responsible or Not Responsible. In rare cases in which a student faces suspension or expulsion, a student may be given the option to enter a statement of No Contest.

**Responsible Statements.** If the student in question accepts responsibility for a minor complaint, an appropriate College official will determine an appropriate sanction for the violation. If the student in question accepts responsibility for a major complaint, the student will have a meeting with the College Conduct Council or Administrative Hearing Officer to determine an appropriate sanction. ***By making a statement of responsibility, the student in question waives their right to appeal the merits of the allegation or any procedural matters.*** However, students may appeal based on the severity of sanctions.

**Not Responsible Statements.** If the student in question does not accept responsibility, a hearing is scheduled. In minor complaints, the student in question will have their case heard by a Peer Conduct Hearing Panel or an Administrative Hearing Officer. In major complaints, the College Conduct Council will be convened. From this point on, the student in question is assumed not responsible concerning the charges which have been leveled against them. It is the responsibility of the College or complainant to provide convincing evidence.

**No Contest Statements.** If a student is facing suspension or expulsion if found responsible for a conduct violation(s), then that student may be eligible to provide a statement of No Contest to the conduct violations. Allowing a No Contest Statement is at the discretion of the Dean of Students, Assistant Dean of Students, or Chair of the College Conduct Council. Students who enter a Statement of No Contest accept the sanctions issued to them without contesting the conduct charge(s). If a student enters a Statement of No Contest after being informed of the sanction(s) that would be issued as a result of the statement, then the student waives their rights to appeal. If the student enters a Statement of No Contest before being informed of the sanction(s) that would be issued as a result of the statement, the student waives the right to appeal the merits of the allegation or any procedural matters. However, the student may appeal based on the severity of sanctions. Conduct violations for which a

student enters a Statement of No Contest will appear on that student's conduct record.

A "preponderance of the evidence" standard will be used when a hearing body is determining responsibility. This means that the conduct in question "more likely than not" occurred. In the context of a board hearing, the accused student will be found to be responsible for the alleged conduct violation if the hearing board, by majority vote, concludes that the conduct violation more likely than not occurred based upon careful review of all evidence presented.

### **Confidentiality in the process**

Information provided for review to the complainant and respondent is to be accessed and used only by the respondent, complainant, their advisor, and the employees of the College assigned to adjudicate and monitor the process. Distribution of any document or other verbatim reproduction of any information provided by the College or other party in this process will result in immediate disciplinary action. Charges will be evaluated and may include retaliation under the GBM policy or failure to comply with the directions of the College under normal College conduct procedures. The distribution of confidential information undermines the process of adjudicating and resolving policy violations on campus and will not be tolerated.

### **Student Rights in the Process**

**The student in question has the right to:**

***Be charged with a specific violation of college standards or policies to prepare their case adequately.*** When a Peer or College Conduct Council hearing is necessary, a notice of the hearing will be electronically mailed or delivered via campus mailbox to the student(s) at least three (3) days prior to the hearing. During the hearing phase of the proceedings, it is the right of the student only to answer the charges with which has been charged.

### **The student in question and the complainant have the right to:**

***Be present at the hearing.*** However, if either or both the student in question and complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absence and a decision rendered accordingly, based on the evidence presented.

***Present evidence by the witness or by signed written statement if a witness is unable to attend the hearing.*** Witnesses appearing before the hearing board generally must be members of the Hendrix community. Non-members of the Hendrix community may present written statements pertinent to the charges in question. The Chair of the hearing board has the discretion to allow witnesses who are not members of the Hendrix community to appear before the board. It is the responsibility of the student in question and the complainant to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence. Evidence must be pertinent to the charges in

question. Character witnesses are not allowed. Evidence is generally restricted to written reports and witness testimony. The complainant and respondent, along with their advisors, will be granted access to all written materials concerning their complaint at least three (3) days prior to the hearing. These written materials may be viewed in the Dean of Student's Office. They may not be copied, reproduced, photographed, or removed from the Dean of Students' Office.

***Bring an advisor to the hearing.*** The advisor must be a current member of the Hendrix community – faculty, staff, or student – for the College Conduct Council (CCC) or Peer Hearings. Advisors may not participate in the examination of witnesses or in the presentation of materials or information to the hearing officer/board. The advisor's role is limited to providing support and private advice and consultation to the student who is a complainant or respondent in a conduct hearing. Once students receive notification that they will be referred to a Peer or CCC hearing process, advisors may accompany a complainant or respondent to any meeting or hearing related to the conduct case. Advisors of record may review hearing board materials in the company or absence of their advisees but are not permitted to copy or record materials in any way. The advisor may assist the student in the preparation of their complaint/response, be present during the hearing, and assist the student during the hearing, but may only address the hearing body at the pleasure of the chair of the hearing body. Advisors must remain quiet and respectful during the conduct hearing. Facial expressions or body movements that are distracting or intimidating will not be allowed.

Advisors may be removed from the hearing if these guidelines are not followed. In addition to these specific guidelines for advisors, advisors must follow the timelines and conduct process procedures provided to their advisees.

***Question all witnesses present at the hearing.*** At the discretion of the Chair of the hearing board, the accused and the accuser may be asked to direct their questions for each other to the Chair of the hearing board.

***Provide testimony in alternative locations.*** A complainant or respondent can request to give their testimony via alternative means of being in the physical presence of the other person. Screens and closed-circuit broadcasts may be permitted, but not to the disadvantage of the other student.

***Right to be Present for Entire Proceeding.*** The complainant and respondent have the right to be present for all testimony and questioning. Only deliberation is conducted in a closed session without the parties present. The respondent is allowed to be present if findings and sanctions are presented orally at the end of the hearing. The complainant is permitted to be present during this presentation only in cases involving violence.

***Right to Present Own Complaint or Use Proxy.*** The alleged victim has the right to present their own complaint if they want to do so or to ask the College to stand as the complainant in their place.

***Right to Know Outcome and Sanctions.*** If the complainant is an alleged victim of violence, then the complainant and respondent will receive the outcome and sanctions (if necessary) of the hearing in writing at the same time. In such a case, if findings and sanctions are presented orally at the end of the hearing, the complainant is permitted to be present. Whether or not findings (and sanctions, if necessary) are presented orally, notification of the hearing outcome will be sent within two (2) working days of the decision of the hearing board. If there is a change to the result of the hearing, such as when an appeal is filed and accepted, then the complainant and accused will receive the notice of the change in writing at the same time. At the conclusion of such cases, the complainant and accused will receive the notice of the final outcome in writing at the same time. If the complainant is *not* the victim of violence or gender-based misconduct, then the outcome and sanctions will *not* be disclosed to the complainant.

*If the victim is deceased as a result of the violation, the Dean of Students Office will provide the results of the conduct hearing to the victim's next of kin, if so requested in writing.*

***Right to Appeal.*** Both the complainant and the accused have a right to appeal the outcome of a hearing in cases involving violence. The respondent has the right to appeal in all other cases. A written request for appeal must be submitted to the Vice President for Student Affairs within three (3) business days after a conduct decision is rendered. The decision rendered during the appeal is final. There is no appeal of appeals.

The following procedures and rights pertaining to the conduct process (except Gender-Based Misconduct processes):

***Attempted Violations.*** In most circumstances, Hendrix College will treat attempts to commit any of the violations listed in the *Student Code of Conduct* as if those attempts had been completed.

***College as Complainant.*** As necessary, Hendrix College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the alleged victim of misconduct. In cases in which the accuser is not a member of the Hendrix community, the College will serve as the complainant.

***False Reporting.*** Hendrix College will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

**Group Action.** When members of groups, individuals were acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group, and a hearing may proceed against the group as jointly accused students. Charges proceeding against a group do not preclude any individual from facing charges or sanctions as an individual.

**Amnesty Policy.** The Hendrix College community encourages the reporting of crimes. Sometimes, complainants or those who witness allegations of misconduct are hesitant to report to college officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many individuals as possible choose to report to college officials. To encourage reporting, Hendrix College pursues a policy of offering complainants and witnesses of allegations of misconduct immunity from minor policy violations related to the incident.

**Notice of When Complaint Delivered to Accused Student.** Complainants are notified as to when notice of the complaint is delivered to the accused student.

**No-Contact Order.** Students are entitled to seek a no-contact order that imposes reasonable restrictions on student contact. The Dean of Students or Assistant Dean of Students will issue the no-contact order.

**Witnesses and Documentary Evidence.** Our procedures call for an exchange of information between the parties in advance of the hearing, including an exchange of the complaint and answer, witness statements, other written statements, and other evidence that may be available.

**Right to Advance Notice of Board Composition and Right to Challenge.** The complainant and respondent will receive advanced notice of who will serve on the conduct board or panel and will be given the right to challenge any member on the basis of actual bias prior to the hearing (at least 48 hours prior to the hearing). Any challenge will be decided by the Dean of Students or Assistant Dean of Students for CCC and Peer hearings.

**Jurisdiction of the Student Conduct Process.** If the complainant is a student but the accused is a Hendrix faculty or staff member, then the case will be processed by Human Resources. If the accused is a student, but the complainant is a Hendrix faculty or staff member, then in most instances, the case will be processed through the Student Conduct Process.

If the accusing individual is not a member of the Hendrix community, but the accused is a Hendrix student, then the case will be processed through the Student Conduct Process, with



the College serving as the complainant. The Student Conduct Process does not have jurisdiction over non-Hendrix community members, so it is unable to process cases in which a Hendrix student accuses a non-Hendrix member of misconduct. However, the Dean of Students Office will assist students in filing complaints with the appropriate officials regarding this category of accused.

### **Procedural Rule for Addressing Prior Conduct Violations**

While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Dean of Students or Assistant Dean of Students may supply previous complaint information to the board or may consider it if hearing the complaint, only if:

1. The accused was previously found to be responsible or took responsibility;
2. The previous incident was substantially similar to the present allegation; or
3. Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

### **General Timeline for Student Conduct Hearings**

Actions prior to a student being charged with a conduct violation:

- An alleged incident is reported.
- The Dean of Students Office investigates the allegation.
- The Dean of Students Office determines there is enough information to charge a student with a conduct violation.

The following provides a general timeline of events leading to the hearing date:

**Day 1** - Accused student receives the written conduct charge letter

**Day 1 to 3** - Within 48 working hours from receipt of the charge letter, the following occurs:

- The accused student should provide a written statement in response to the charge(s) (if this information has not already been submitted)
- The accused student should ask witnesses to provide a written statement (if this information has not already been submitted)
- The complainant should provide a written statement and ask witnesses to do the same (if this information has not already been submitted)

**Day 3** - All initial written statements are due to the Dean of Students' Office

**Day 4** - All initial written statements are processed by the Dean of Students' Office

**Day 5 & 6** - The accused student and complainant have 48 hours to review all initial statements and to provide any additional written evidence or witness statements.

\*The initial statements submitted cannot be modified or retracted during this time. Any changes in statements can be presented orally during the hearing or through written addenda to the statement if the witness is not present during the hearing.

**Day 6** - After 48 hours of review, all written evidence available for the hearing is finalized.

The accused and complainant will have access to review all final written materials at least three working days before the hearing.

**Day 7** - Either party who wants to contest the composition of the hearing board must do so to the Dean of Students Office at least 48 hours before the hearing.

**Day 9** - Hearing takes place. The hearing will typically take place within 9-10 days of the issuance of a charge letter.

\*This timeline may be modified to allow for an expedited hearing process only if both the complainant and respondent agree to the modified timeline.

### **Range of Potential Sanctions**

The hearing officer or body may impose one or more of the following sanctions for each policy violation.

**Expulsion** – The permanent dismissal from the College with no possible future readmission to the College. A student who has been expelled is barred from visiting the campus.

**Suspension** – The mandatory separation from the College for a specified period of time. An application for readmission will be considered after the time period of the suspension has elapsed. Readmission is subject to stipulations by the College Conduct Council and the approval of college officials. A student who has been suspended is barred from visiting the campus unless written permission is granted by the Dean of Students.

**Conduct Probation** - A sanction is serving notice to a student that their behavior is in serious violation of college standards and policies. It is assigned for a time period of up to two years. A breach of college during the probationary period may result in suspension or expulsion from the College.

**Conduct Warning** - A sanction is serving notice to a student that their behavior is in violation of college policy.

**Termination or Change in Residency Privileges** - A sanction that terminates or changes a student's residency. This sanction is usually accompanied by other conduct sanctions determined by the hearing body.

**Restriction or Revocation of Privileges** - Temporary or permanent loss of privileges, including but not limited to the use of a particular facility or service, visitation privileges, and parking privileges.

**Campus Work Hours** - Work hours are coordinated through Facilities Management, Dining Services, or the Dean of Students Office. It is the student's responsibility to schedule work dates and hours in advance of sanction deadlines. Failure to contact appropriate offices in a

timely manner will not constitute a reason for an extension. It is not the responsibility of offices to accommodate students who do not request hours in a timely manner. Completed and signed verification forms are due to the Dean of Students Office prior to the sanction deadline.

**Educational Project** - Project that encourages reflection and demonstration of knowledge.

**Fines** - Penalty fees payable to the College as determined by the hearing body for violation of certain College policies. This definition does include administrative charges imposed by the College.

**Restitution** - Payment made for damages or losses to the College or to individuals as directed by the hearing body.

**Counseling Intervention** - When behavior indicates that an evaluation or assessment may be beneficial, the student may be referred to the College Counselor or other mental health professional.

**Judicial/Conduct Hold** - If a student fails to complete the conditions of a conduct sanction (e.g., College Service Hours, etc.), a Conduct Registration Hold will be placed on their Registrar's account. With this hold in place, the student is restricted from utilizing the major functions of the Registrar's Office (e.g., prohibited from participating in registration and course adjustment, requesting transcripts, and receiving a diploma). The College Conduct Council or the Dean of Students Office will remove the hold when it has been determined that the student is working toward compliance or pending conduct charges are addressed.

**Other Appropriate Action** - Sanctions not specifically described above that must be approved by the Dean of Students.

**Points-Based Sanction System for Controlled Substance and Alcohol Violations** - See the Alcohol and Controlled Substance Policy for details.

**\*NOTE:** The panel reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Students must be in good conduct standing in order to be eligible for graduation, including conferring of diploma and access to transcripts. Students will NOT be eligible for conferral of a degree if a Charge Letter has been issued or an investigation has begun.

### **Appeals**

**Grounds for Appeal.** Both the complainant and the respondent have a right to appeal the outcome of a hearing in cases involving violence. The respondent has the right to appeal in

all other cases. A written request for appeal must be submitted to the Vice President for Student Affairs within three (3) business days after a conduct decision is rendered. A request for appeal must be based on one of the following reasons:

1. If new information exists that was unavailable during the original hearing that could affect the outcome;
2. A material deviation from written procedures could have impacted the fairness of the hearing; or
3. The sanction(s) may be grossly disproportionate to the severity of the offense.

**Process Review.** The Vice President for Student Affairs will, within three (3) business days after receiving the request for appeal, determine whether the petition meets at least one of the three grounds for an appeal hearing. The Vice President for Student Affairs may:

1. Deny the appeal if it does not meet one of the grounds;
2. refer the complaint back to the College Conduct Council or the Peer Conduct Hearing Panel for re-opening of the hearing to allow reconsideration in light of whichever of the three ground(s) the appeal is granted upon; or
3. refer the appeal request to the Appeals Board.

*\*If the Vice President for Student Affairs is unable to process the appeal, then another member of Hendrix Senior Staff will process the appeal using the same guidelines. If the Vice President for Student Affairs or other Senior Staff member is unable to provide a response to the appeal request within three days, then that official will contact the appealing student in writing within three days of receiving the request to provide an updated timeline for determining the status of the appeal.*

**Scope of Response of original hearing body.** If the complaint is referred to the original hearing body, then that body may take the following action:

1. Uphold their original decision;
2. Increase their original sanction;
3. Decrease their original sanction; or
4. Change the finding of responsibility.

**Appeals Hearing Procedures.** If an appeal hearing is granted either by the original hearing board or the Appeals Committee, then the hearing board or Appeals Committee will review the appeals document and any written or taped documentation regarding the original hearing, as needed. The hearing board or Appeals Committee may confine their review to written or taped documentation only. However, as determined by the hearing board or Appeals Committee, they may speak with any student or board member involved with the hearing process for more information or clarification. The Appeals Committee will not conduct a new hearing of the original case. The hearing board or Appeals Committee will respond in writing to any request for appeal within ten (10) business days of receiving the appeal from the Vice

President for Student Affairs unless extenuating circumstances exist.

**Scope of Response of Appeals Committee.** The Appeals Committee may take the following action:

1. Uphold the hearing board/officer decision;
2. Increase the hearing board/officer sanction;
3. Decrease the hearing board/officer sanction; or
4. The Appeals Committee may not change the finding of responsibility.

**Finality of Appeals.** Decisions made by the Vice President for Student Affairs, the Appeals Committee, and original hearing boards hearing appeals are final. No appeals of appeals are permitted.

### **Resources Available to Students Orders of Protection**

***Hendrix No-Contact Order:*** Students are entitled to seek a no-contact order that imposes reasonable restrictions on student contact. The Dean of Students Office will issue the no-contact order. Students should contact the Dean of Students office at 501-450-1222, visit the office, or email Dean LeBlanc at [leblanc@hendrix.edu](mailto:leblanc@hendrix.edu) or for this request. Because Hendrix No Contact Orders are only institution-based, both parties must be students for the order to be in effect. At the point that either party graduates or are withdrawn from the College, the No Contact Order ends.

***Legal Order of Protection:*** Students may also pursue an Order of Protection from the Faulkner County Prosecuting Attorney's Office. The Victim Service Center of the Prosecuting Attorney's Office should be contacted to pursue this option. The phone number is 501-450-3051. The Dean of Students Office will assist you in pursuing an Order of Protection if you would like to do so. Students should contact the Dean of Students office at 501-450-1222, visit the office, or email Dean LeBlanc at [leblanc@hendrix.edu](mailto:leblanc@hendrix.edu) for this request.

**See the Hendrix College Title IX policy. The policy can be found at**  
<https://www.hendrix.edu/titleix>.

## Policies

### Failure to Comply Policy

To maintain an orderly environment, students must show respect for and follow the requests of college officials, including Resident Assistants, as they carry out their assigned duties. Recurring policy infractions represent a continuous disregard for college policy and may result in enhanced sanctions.

### Working with College Officials

You and your guests must follow the direction(s) of college officials at all times. Providing false information or failing to provide information to staff, interfering with staff while they are performing their duties, or being uncooperative, verbally, or otherwise abusive to staff is unacceptable. Abusive behavior includes but is not limited to physically threatening conduct, verbal threats, and use of profanity, name-calling, or noncompliance with staff directions.

### ALCOHOL AND OTHER DRUGS

Note: The information presented in this section of the Handbook is intended to meet the provisions of the Student Right to Know and Campus Security Act (1990), the Drug-Free Schools and Communities Act (1989), and the Higher Education Amendments (1992). Through its programs and procedures, the Hendrix Alcohol and Other Drug Policy seeks to accomplish the following objectives:

- To promote a campus climate that encourages individuals to cultivate and exhibit mature, responsible, and lawful conduct relative to the possession and use of alcohol;
- To encourage compliance with the laws of Faulkner County and the State of Arkansas regarding the possession, use, and sale of alcohol and other drugs;
- To influence the social climate and expectations of the campus in ways that promote a positive, safe, and balanced social environment;
- To provide educational programming that informs students of the potential dangers of alcohol and other drug abuse and promotes responsibility and moderation relative to alcohol use; and
- To implement appropriate conduct mechanisms and sanctions for individuals who violate the standards set forth by the Policy.



The educational mission and the high standards of Hendrix require that the campus be free of all illegal drugs. Further, the College prohibits the unlawful possession, use of, or distribution of drugs, including alcohol, by students and employees on Hendrix property or at any College-sponsored activity. See further information in the College Policies section of this handbook.

Where it may be effective, the College prefers a policy of developmental discipline and rehabilitative education, as opposed to mandatory punishment. The developmental nature of the College community raises the expectation that assistance will be offered to any member who is suffering from the abuse of any substance. This help may be in the form of educational programs, on-campus counseling, or off-campus counseling referrals. The College will terminate its relationship with students or employees who persist in their use of illegal drugs or in their unlawful possession of any substance, including alcohol. Violators of federal, state, and local laws related to illegal alcohol and drug use will be referred to the proper authorities for prosecution.

Hendrix College does not encourage the use of alcoholic beverages. The display or consumption of alcohol is prohibited in all areas except apartments in Hendrix College-contracted housing and in other campus locations where events are approved, on a case-by-case basis, by the Department of Student Affairs. Student events are alcohol-free unless otherwise designated.

Students of the College and their on- and off-campus guests who choose to possess and/or consume alcoholic beverages are expected to abide by the laws regarding alcohol in Faulkner County and the State of Arkansas. In matters relating to alcohol, Hendrix students will be held accountable for their own actions and those of their guests. Irresponsible behavior resulting from the consumption of alcohol is not tolerated. Being under the influence of alcohol may affect sanctions for violating any College policy. Students not in compliance with the Hendrix College alcohol policy will be required to dispose of all alcoholic beverages in their possession, or the alcohol will be confiscated and disposed of by a professional staff member or the Office of Public Safety.

### **Amnesty Policy**

The Hendrix College community discourages abuse or overconsumption of alcohol and the use of other illegal drugs. Abuse of these substances can create health emergencies for consumers. Sometimes, friends or bystanders are hesitant to report the health concern to college officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that health emergencies always be reported promptly to college officials. To encourage reporting, Hendrix College pursues a policy of offering those who report health emergencies immunity from minor policy violations related to the incident.

**ALCOHOL POLICY VIOLATIONS**

- Alcohol violations include, but are not limited to, the following: possession of alcohol in traditional residence halls (Martin Hall, Hardin Hall, Couch Hall, Galloway Hall, Veasey Hall, Raney Hall, Miller Creative Quad, which includes Arkansas, Conway Corporation Halls, and Market Square South).
- Public consumption
- Public intoxication
- Possession of alcohol by a minor
- Serving alcohol to minors
- Over-possession as defined by Hendrix College of residents 21 or over residing in the Hendrix Houses or Apartments. Per person, this includes but is not limited to quantities over one case (30 – 12-oz. containers) of beer/malted beverage OR two (1L) bottles of wine OR one (1L) bottle of spirits/hard liquor, OR a reasonable combination of these types, kegs (whether full or empty), other common serving containers, etc.
- Serving alcohol to individuals already intoxicated
- Driving under the influence and driving while intoxicated either on or off-campus
- Intoxication that leads to harm to yourself or others
- Intoxication leading to property damage, disruption to the community, or other violations of Hendrix College Policy
- Manufacturing alcohol (without prior written permission for academic purposes).
- Hendrix College maintains the right to adjust its alcohol policy at any time based on the health and welfare of all students.
- In the absence of clear mitigating circumstances (resident away for the evening, etc.), all residents of the Hendrix room or apartment in which a major Alcohol Policy violation occurs will be charged with the violation.

**Controlled Substance Policy Violations**

The use, possession, or distribution of controlled substances by sale or sharing or of illegal non-prescribed drugs such as marijuana, LSD, cocaine, etc., and of related drug paraphernalia is strictly prohibited on the campus and in college residences. The unauthorized use, possession, sharing or sale of controlled substances sometimes prescribed for medicinal purposes (i.e., marijuana, amphetamines, barbiturates, and tranquilizers) will not be tolerated at any time. In matters relating to the Controlled Substances Policy, students of the college will be responsible for their own actions and for the actions of their on-campus and off-campus guests.

**Delta 8**

Delta-8 tetrahydrocannabinol, also known as delta-8 THC, is a psychoactive substance found in the *Cannabis sativa* plant, of which marijuana and hemp are two varieties. Delta-8 THC is

one of over 100 cannabinoids produced naturally by the cannabis plant but is not found in significant amounts in the cannabis plant. As a result, concentrated amounts of delta-8 THC are typically manufactured from hemp-derived cannabidiol (CBD). It is important for consumers to be aware that delta-8 THC products have not been evaluated or approved by the FDA for safe use in any context. Products that have Delta 8 tetrahydrocannabinol are prohibited from campus.

### **Arkansas Medicinal Marijuana Statute**

In accordance with Arkansas Law prohibiting the smoking of marijuana in any location in Arkansas, Section 1, Subsection, (a)(2)(B) the amendment does not permit the person to possess, smoke, or otherwise engage in the medical use of marijuana on the grounds of a daycare center, preschool, primary or secondary school, **college**, or university.

### **Sanctions for Alcohol and Controlled Substance Policy Violations**

It is the intention of the College to create a policy that is effective in addressing controlled substance and alcohol violations. The policy also should be consistent and clear to students. For the policy to be most effective, it should include elements that help to deter future violations but also support the educational goals of our institution. Additionally, the policy should allow students to come forward to assist friends in need without penalty.

### **Points Based Sanction System for Controlled Substance and Alcohol Violations**

The Points Based Sanction System (PBSS) establishes a 10-point system for alcohol and controlled substance sanctions. Points are assigned to each type of violation and are set in a standardized format. This change does not alter the process for student rights. Students still have a right to be charged in writing for policy violations, and they have the right to a **hearing** to address such charges. The points are applied only when a student accepts responsibility or is found responsible for their actions. In addition to holding students accountable for their actions, the system is also set to reward positive behavior and offers students three potential ways to reduce their point totals through action. The system also offers “points amnesty” from controlled substance or alcohol-related violations to students who step forward to get medical assistance for themselves or others. While students who have consumed alcohol or controlled substances receive 0 points because they sought help for themselves or others sought help for them, they still receive a conduct charge. There are additional sanctions for students who continue to accumulate points. Students who have repeat violations in the same semester receive an extra point for subsequent violations. Students who are at 6 points or more are placed on Conduct Probation and are not permitted to apply for or to study abroad or live off-campus. Any student who reaches 10 points is required to take a medical leave of absence to address their alcohol/controlled substance issues.

Point distribution based on violation		
Points	Description of Violation	Fine*
0	Medical Amnesty - Student who has consumed alcohol or drugs in violation of our policies but seeks help for self or another in need of emergency care	
1	Consumption/possession of drugs or alcohol by the underage guest of a student	
1	Possession of an open container of alcohol for students 21+	\$25.00
2	Public intoxication for students 21+	\$50.00
2	Possession of alcohol in traditional residence halls for students 21+	\$50.00
2	Underage consumption or possession of alcohol (2 points and a \$75 fine if in a traditional residence hall)	\$50.00
3	Underage consumption or possession of hard alcohol (3 points and \$100 fine if in a traditional residence hall)	\$75.00
3	Providing alcohol to an underage student	\$100.00
3	Use or possession of marijuana or paraphernalia (Each can be charged as a separate violation)	\$100.00
4	Providing hard alcohol to an underage student(s)	\$125.00
5	Possession of a large common source of alcohol (e.g., keg, punches with alcohol)	\$200.00
5	Possession of an amount of marijuana that exceeds personal use	\$250.00
7	Possession of illegal drugs (including prescription drugs) other than marijuana	\$250.00
7	Drinking and driving with BAC above .08	
	* Students may request to complete service hours in lieu of a fine.	
	** Hard alcohol refers to distilled spirits with an alcohol content greater than 15%.	

### **Additional Points**

The following points may be assigned in association with alcohol/drug use as part of the conduct process if the student is found responsible for the charge. If these violations are not associated with a drug/alcohol violation, they will be assessed through the regular hearing process. Only one additional point may be assessed for a single incident.

Points	Violation	Other Actions
1	Failure to cooperate with college officials or local law enforcement officer	
1	Possession or use of false identification	
1	Any alcohol/or controlled substance violation that places an approved service or emotional support animal (ESA) in danger	Refer to ESA board
1	Repeated sanction within the same semester	\$50 fine
1	Vandalism of property	Restitution Plus Labor for Repair

### **Actions Taken for Accumulation of Points**

Once a student reaches the total points listed below, they will be subject to the following restrictions based on those levels

Points	Action
4	*Parental/*Coach/Office of Academic Success notification
6	Placed on Conduct Probation - not permitted to apply for or to study abroad, live outside of campus housing, or access funding to college programs (Murphy, Odyssey, Miller, etc.)
8	Placed on Social Probation - not permitted to participate in any college activities outside of classroom requirements
10	Required leave of absence to address alcohol/controlled substance issues

\*Coaches may be notified for drug violations before 4 points. Parents may be notified before 4 points in cases with extenuating circumstances.

### **Point Forgiveness**

Students can reduce their point total with the following actions. All reductions will be applied at the completion of the semester.

A	For each complete semester where a student is not responsible for a violation of these policies, the student's cumulative points will be reduced by ONE POINT. Any sanctions due that semester would have to be completed before the point reduction is applied.
B	Students have a one-time opportunity to successfully complete an alcohol/drug education course and reduce their points by ONE POINT. Cost is borne by student.

C	Students who successfully engage in counseling by completing an alcohol/drug assessment at students cost and follow recommended treatment plan will have their cumulative points reduced by ONE POINT.
---	--

Students are eligible to reduce their points by a maximum of 2 points per semester. Students may only use options B and C one time each during their time at Hendrix. Students are not permitted to "bank" points. 0 points are the lowest level of points.

Students who successfully return from a required leave under this policy will receive forgiveness of 5 points for that action.

### **Relationship between the Conduct Record and the Points Based Sanction System for Controlled Substance and Alcohol Violations**

All violations of the Student Conduct Policy, including alcohol and controlled substance violations, are recorded on a student's conduct record. While the number of points accumulated by a student may be reduced through actions of the student, the violation that resulted in those points will remain on the conduct record. Decisions of suspension and expulsion will remain permanently in the student's file. All records of major violation conduct action or conduct probation (including as a result of having 6 points on the Points Based Sanction System for Controlled Substance and Alcohol Violations) will remain in the student's file and will be kept by the Dean of Students Office for three years past graduation date. All student records of minor violation conduct action will be expunged after the student graduates.

### **Alcohol Policy Review**

An Alcohol Policy Review Committee will meet at least once a year to assess the effectiveness of the Policy, enforcement, and educational programs associated with alcohol use at Hendrix. The Student Senate, Student Life Committee, and the Vice President for Student Affairs will determine the composition of this committee.

### **Alcohol and the Law**

The information that follows is provided to promote increased awareness among Hendrix students of state and county laws governing alcohol use. It is intended to be neither a restatement of law nor a summary of all the laws relating to alcoholic beverages. For a full listing of Arkansas laws and penalties, please see [www.arkansas.gov](http://www.arkansas.gov).

In Conway and in Arkansas, it is illegal: To knowingly or unknowingly sell, give, procure, or otherwise furnish alcoholic beverages to any person under 21 years of age;

### **Penalties for unknowingly providing:**



- 1st offense: Fine - \$200 to \$500
- 2nd or subsequent offense: Jail Time - No less than one year; Fine - \$500 to \$1000

**Penalties for knowingly providing:**

- 1st offense: Misdemeanor; Jail Time - No more than ten days; Fine - No more than \$500
- 2nd or subsequent offense: Felony; Jail Time - 1 to 5 years; Fine - No more than \$500

For a person under the age of 21 years of age to purchase or have in their possession any intoxicating liquor, wine, or beer (alcohol inside the body is deemed possession);

**Penalties**

- 1st offense: Misdemeanor; Fine - \$100 to \$500; Theme or essay on liquors, wine, or beer; probation
- 2nd or subsequent offense: Same as 1st offense

To be publicly intoxicated by either appearing in a public place under the influence of alcohol or a controlled substance to the degree that the person annoys others in the vicinity or is likely to cause injury to self, others, or property, or by consuming an alcoholic beverage in a public place; to sell, give away, or dispose of intoxicating liquor to an intoxicated person.

For those arrested for possessing or purchasing alcohol as a minor, the following applies: In addition to the fine, at the time of arrest of a person eighteen (18) years of age or older for violation of the provisions of the subsection of this section, the arrested person shall immediately surrender their license, permit, or other evidence of driving privilege to the arresting law enforcement officer as provided in § 5-65-402. The Office of Driver Services or its designated official shall suspend or revoke the driving privilege of the arrested person or shall suspend any nonresident driving privilege of the arrested person, as provided in § 5-65-402.

The period of suspension or revocation shall be based on the offense that caused the surrender of the arrested person's license, permit, or other evidence of driving privilege as described in subdivision (e)(1) of this section and the number of any previous offenses as follows:

- i. Suspension for sixty (60) days for a first offense under subsection (a) of this section;
- ii. Suspension for one hundred twenty (120) days for a second offense under subsection (a) of this section; and

- iii. Suspension for one (1) year for a third or subsequent offense under subsection (a) of this section.

### **Controlled Substances and the Law**

It is unlawful for any person to manufacture, deliver, or possess with intent to manufacture and deliver a controlled substance. For a full listing of Arkansas laws and penalties, please see [www.arkansas.gov](http://www.arkansas.gov)

Drug convictions, and other criminal convictions, may affect your ability to receive federal student aid. The following information is provided by the Federal Student Aid website at <https://studentaid.ed.gov/sa/eligibility/criminal-convictions>:

“Your eligibility might be suspended if the offense occurred while you were receiving federal student aid (grants, loans, or work-study). When you complete the FAFSA form, you will be asked whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, you will be provided a worksheet to help you determine whether your conviction affects your eligibility for federal student aid. If your eligibility for federal student aid has been suspended due to a drug conviction, you can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If you regain eligibility during the award year, notify your financial aid office immediately so you can get any aid you’re eligible to receive. “If you are convicted of a drug-related offense after you submit the FAFSA form, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.”

Students with questions about criminal convictions and their federal student aid should contact the Hendrix Financial Aid Office at 501-450-1368 or visit <https://studentaid.ed.gov/sa/eligibility/criminal-convictions>.

### **Health Risks Related to Alcohol**

Short-term effects of alcohol use include:

- Distorted vision, hearing, and coordination
- Altered perceptions and emotions
- Impaired judgment
- Bad breath
- Hangovers

Long-term effects of heavy alcohol use include:

- Loss of appetite
- Skin problems
- Sexual impotence
- Malnutrition (food substitution; digestion interference)
- Delirium tremors: disorientation, hallucinations, memory loss
- Brain damage and possible permanent psychoses
- Cancer of the mouth, esophagus, or stomach due to alcohol irritation
- Heart disease, enlarged heart, or congestive heart failure
- Liver damage, including cirrhosis, liver cancer, and alcohol hepatitis
- Irritation of the stomach lining causing ulcers and/or gastritis
- Damage to the adrenal/pituitary glands
- Fatal bleeding from the esophagus
- Congenital disabilities or injury to the fetus during pregnancy
- Respiratory depression
- Increased aggressiveness, possible abuse of others
- Impairment of coordination and judgment

### **Health Risks Related to Controlled Substance Use**

The general health risks associated with the use of illegal drugs can be divided into two categories: drug use that can destroy a healthy mind and body by outright organic damage, mental illness, malnutrition, and failure to get treatment for injuries or diseases; and drug use that generally reduces the body's natural immune system and increases the chances for infectious diseases such as hepatitis and AIDS. Drug overdose may cause psychosis, convulsions, coma, or death. Specific health problems associated with the following drugs:

- Amphetamines: heart problems, malnutrition, possible death, psychological and physical dependence, hallucinations;
- Cocaine: convulsions, coma, death, destruction of nasal membranes, physical dependence, depression, hallucinations, confusion, lesions on the lungs;
- Depressants (Barbiturates, Tranquilizers, Methaqualone): confusion and loss of coordination, physical and psychological intolerance, coma or death, problems when taken with alcohol;
- Marijuana and Hashish: confusion and loss of coordination, psychological dependence, lung damage;
- Hallucinogens (LSD, PCP, DMT, STP, MDMA, Designer Drugs): hallucinations and panic, congenital disabilities, convulsions, coma, death; and
- Narcotics (Heroin, Morphine, Codeine, Opium): lethargy and loss of judgment, physical and psychological dependence, convulsions, coma, death, malnutrition, infection, hepatitis.

### **Alcohol Education Programs**

Residence Hall Council programming - As part of their application process, students applying for candidacy in Residence Hall Council elections are required to attend an informational meeting dealing with the alcohol and other drug education programming requirements for which they will be responsible as members of their Residence Hall Council. Student Affairs staff and current Residence Hall Council members from each hall will conduct this meeting. Within two weeks of their election in the spring, the President and one other selected member from each newly elected Residence Hall Council will meet as a group with the Dean of Students or their designee(s) to plan the Hall Council alcohol education and other drug programs to be presented to hall residents in the upcoming fall semester. During the spring semester, these Hall Council members will complete an alcohol and another drug education-training program provided by Student Affairs staff members.

In the fall semester, within two weeks of their arrival on campus, members of each Hall Council will be responsible for conducting alcohol and other drug education and awareness programs for new students in their residence hall. The first program is to be completed prior to the first weekend after the first day of classes; the second program is to be presented within the following week. A third session will be conducted for new students near the end of the fall semester. Hall Councils will be encouraged to work in collaboration with each other and the residence hall staff in planning these three programs for new students. The programs will focus on issues pertaining to alcohol and other drug use and its consequences, specifically addressing negative effects on grades, health risks, the law, and personal liability issues. It is expected that upper-class students, as peers having faced similar challenges as new students, will be effective in communicating information about alcohol use to new students.

Upper-class students will be educated about the Alcohol and Other Drugs Policy, laws regarding alcohol and other drug policy enforcement, and resources for assistance at the first residence hall meeting to be scheduled within the first three weeks of the fall semester. Hall Councils will inform upper-class students about the purpose of the educational programs for new students. Upper-class students will be encouraged to cooperate in this program by supporting these efforts.

**Other Education and Awareness Programs** - Other alcohol and drug education and awareness programs sponsored by residence halls, student organizations, and Student Affairs offices will be conducted during New Student Orientation and during each semester for students living in residence halls. Specific training programs regarding alcohol and other drug and substance abuse will be incorporated into workshops for Orientation Leaders and Resident Assistants. Substance-free programs and activities developed by students and staff will be implemented throughout the academic year.

**Assistance for Students** - Hendrix College is committed to providing students with factual information about alcohol and other drugs, as well as confidential referrals to qualified counseling and treatment professionals in Central Arkansas. Students who have a history of alcohol or other drug abuse or problems with drinking or who are concerned about their consumption of alcohol and/or other drugs should contact a professional staff member in the Office of Student Affairs for further information and assistance.

### **Endangering Behavior Policy**

Hendrix endeavors to create a secure environment for its students. We provide a support network that attempts to prevent harm to any student, and that promotes safe behavior. From time to time, however, a student may engage in behavior that is either threatening to self or others. This document states the College's policy and procedures when such behavior occurs.

A student is engaging in or displaying endangering behavior if:

- They pose a substantial threat of harm to self or others
- They behave in ways that are severely disruptive to others
- They refuse or are unable to comply with treatment
- They exhibit behavior or physical condition that deteriorates, suggesting with reasonable probability that harm may occur to self or others.

When a member of the Hendrix College community becomes aware of endangering behavior, that person will notify the Dean of Students, Hendrix College Counselor, and/or Professional Residence Life Staff. These individuals constitute the Crisis Management Team (CMT). When a student who feels threatened by others reports endangering behavior, every effort will be made to protect the confidentiality and/or anonymity of the reporting student.

When the Crisis Management Team becomes aware of endangering behavior, they will assess the severity of the situation. If the result of the assessment indicates that further action is necessary beyond the scope of services available at Hendrix College, the student will be referred to Counseling Associates, Inc. (CAI) or other treatment facilities. The Dean of Students has the authority to limit campus access during assessment. Faculty and staff are not to transport a student who is engaging in endangering behavior. Instead, the Conway Police Department or an ambulance is to transport the student. In order for a student to be screened by CAI, they must be transported to Conway Regional Health System's (CRHS) emergency room or the detention center at the Faulkner County Sheriff's Office, as these are the only two locations CAI is able to conduct an assessment. (Typically, the Conway Police Department is not a location where assessments are conducted; however, they may agree to allow CAI to screen a student there on occasion). A member of the CMT will notify the

student's family of the situation and will make every effort to discuss this notification with the student first.

Before a student is allowed to return to residential facilities and/or attend classes after a hospitalization, a meeting with the College Counselor and the Dean of Students is required, in part, to ensure that the student will receive follow-up counseling. A consent form signed by the student allowing the Hendrix College Counseling Center to request a discharge summary from the hospital and/or treating professional will be necessary. The discharge summary should state whether the student is still considered to be engaging in endangering behavior and should also include follow-up or aftercare plans. If the student refuses to sign a release for hospital records (i.e., the discharge summary), they have the option of presenting certification from the hospital's treating professional that the student is able to return to residential facilities and/or attend classes and that the student is complying with any follow-up or aftercare plans. This information will enable the Dean, in consultation with the College Counselor, to decide whether to authorize a medical leave or allow the student to return to campus. If a student is allowed to return, they may be required to sign and comply with a written behavioral contract/safety plan.

In complaints of endangering behavior where a student poses a clear and present danger to another individual, the above policy is followed, and the individual will be notified in accordance with "duty to warn" guidelines. If a student is making threats against another, "duty to warn" guidelines state that any mental health professional is mandated to warn an intended victim. Campus security will be notified as well. For the well-being of the student at risk and the community, any student may be dismissed from Hendrix College if their endangering behavior violates the College's Code of Conduct.

## Hazing Policy

### Arkansas Hazing Law

§ 6-5-201. Definition (a) As used in this subchapter, unless the context otherwise requires, "hazing" means: (1) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or (2) The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him; or (3) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of



the student attacked or to discourage him from remaining in that school, college, university, or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or (4) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section. (b) The term "hazing" as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

§ 6-5-202. Prohibitions (a) No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing or encourage, aid, or assist any other student in the commission of this offense.

(1) No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. (2) Any act of omission or commission shall be deemed hazing under the provisions of this subsection.

§ 6-5-203. Penalties (a) The offense of hazing is a Class B misdemeanor. (b) Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

## Diversity and Inclusion

The Hendrix College diversity and inclusion initiatives are led by the Office for Diversity and Inclusion and guided by the Hendrix College Statement on Diversity. The Office for Diversity and Inclusion (ODI) works to promote an equitable, diverse community at Hendrix. The Office designs and implements sustainable policies, initiatives, and programming to increase and maintain diversity and ensure inclusion among Hendrix students, faculty, staff, administration, alumni, and the Board of Trustees.



For more information regarding diversity at Hendrix or to share ideas for increasing diversity and inclusion, call 501-505-2951 or email [Diversity@hendrix.edu](mailto:Diversity@hendrix.edu), or visit Student Life and Technology Center offices 245 & 246. The ODI also has Facebook and Instagram accounts that post updated events and opportunities.

### **Hendrix College Statement on Diversity**

Hendrix College values a diverse learning environment enriched by the race, ethnicity, age, religion, sexual orientation, gender identity/expression, socioeconomic status, ability, culture, political philosophies, geographical backgrounds, and intellectual perspectives of its students, faculty, staff, and administrators. We believe diversity makes the whole richer and that participating in a dynamically inclusive community provides a framework for successful leadership and engaged citizenship in the 21st century.

Inclusion is our name for an active and constructive engagement with diversity. Inclusion consists of developing and implementing programs and policies that

1. Respect the dignity and civil rights of all persons
2. Help prevent prejudice and discrimination
3. Recruit and retain diverse students, faculty, and staff
4. Promote capacities for understanding diverse cultures
5. Cultivate capacities for generous listening, especially to those who might otherwise not be heard

6. Introduce the arts of dialogue across differences, and
7. Afford opportunities for mutual transformation through multicultural cooperation, all with the aim of creating an atmosphere that is welcoming, hospitable, and true to the best of liberal arts education.

*\* Approved by the Hendrix Faculty in April 2016 and by the Hendrix Board of Trustees in October 2016.*

## Harassment and Discrimination Policy

Please follow the link <https://www.hendrix.edu/titleix> for Non-Discrimination Policy and Title IX Compliance Information. All students, faculty, and staff complete annual training on preventing harassment and discrimination on campus.

Title IX Coordinators, Investigators, and members of the Hearing Panels (including the Chair) are trained using the ATIXA materials associated with their role. Further information about the training materials from ATIXA may be located using this link: <https://atixa.org/2020-regulations-requirement-posting-of-training-materials/>

Additional training undertaken by the Title IX Coordinator, Deputy Coordinator, and Hearing Panel members is located here: <https://sites.ed.gov/titleix/policy/>

## Hendrix College Assistance Animal Policy

### General Considerations

Hendrix College recognizes the importance of service, emotional support, and therapy animals for individuals with disabilities and has established the following policy regarding assistance animals (and Service Animals in Training) and emotional support and therapy animals to assist students with life issues. The policy ensures that students with disabilities, who require the use of assistance animals as a reasonable accommodation, receive the benefit of the work or task performed by such animals or the therapeutic support they provide. Hendrix is committed to allowing students with disabilities the use of an assistance animal on campus to facilitate their full participation and equal access to the College's programs and activities. The College also recognizes that the presence of such animals may, however, present health, safety, security, and programmatic issues for other members of the community.

The College reserves the right to enforce all relevant rules for the use of assistance animals through the student conduct code and applicable laws. The College also reserves the right to revoke the permission granted for the campus presence of any assistance animal whose owner fails to follow the requirements set forth in this procedure. Failure to comply with the Assistance Animal Policy regarding bringing animals to events, proper care, and cleanliness

will result in Student conduct action. Monthly spot checks to verify compliance with the policy and welfare of the animal shall be completed, if a violation occurs those spot checks will occur more frequently. Additionally, the College reserves the right to change this policy, as necessary. In cases of extreme animal neglect or endangerment, the College reserves the right to contact the Faulkner County Animal Welfare and Control office for appropriate intervention.

Requests for therapy and emotional support animals will only be reviewed under this policy for college housing. These animals will not be allowed in other campus facilities. Requests that do not carry evidence of the necessity of the animal will be denied.

## Definitions

### Fair Housing Act

The Fair Housing Act prohibits discrimination on the basis of disability in all types of housing transactions. The Act defines persons with a disability to mean those individuals with mental or physical impairments that ***substantially limit one or more major life activities***.

The term mental or physical impairment may include conditions such as blindness, hearing impairment, mobility impairment, HIV infection, mental retardation, alcoholism, drug addiction, chronic fatigue, learning disability, head injury, and mental illness. The term major life activity may include seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, speaking, or working. The Fair Housing Act also protects persons who have a record of such an impairment or are regarded as having such an impairment.

### What is a Disability?

In order to qualify for a reasonable accommodation under the FHA, 504, or the ADA, the student must meet the statutory definition of having a "disability." "Disability" is defined as a physical or mental condition or impairment that is medically recognizable and diagnosable and that substantially limits one or more of a person's major life activities. These limitations may include: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. A person is substantially limited in major life activities if the individual is unable to perform the activity or is significantly restricted as to the manner in which they can perform that activity when compared to the average person. Acceptable documentation of disability can be from either a medical or mental health provider. It should verify the disability as well as the need for an assistance animal.

### What is a Service Animal?

A "Service Animal" performs functions and tasks that the individual with a disability cannot perform for him or herself. Service animals are individually trained to do work or perform

tasks for the benefit of an individual with a disability. These tasks include but are not limited to guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. ***Please see the Service Animal document for more details.***

### **What is a Therapy Animal?**

A Therapy Animal may soothe anxiety in some individuals but does not assist an individual with a disability in activities of daily living. Therapy animals are not service animals and will not necessarily qualify as a reasonable accommodation under ADA. If they meet the qualifications as a reasonable accommodation, then such animals can only be permitted in housing and not in public indoor areas on campus.

### **What is an Emotional Support Animal?**

An “emotional support animal” often referred to as a “companion animal” is an animal whose sole responsibility is to provide a calming influence, affection, stability, or security. An emotional support animal should demonstrate a good temperament and reliable, predictable behavior. Unlike a service animal, an emotional support animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. An emotional support animal, however, may be incorporated in a treatment process to assist in alleviating the symptoms of that individual’s disability. This treatment occurs within the person’s residence. Emotional support animals are not service animals and will not necessarily qualify as a reasonable accommodation under ADA. If they meet the qualifications as a reasonable accommodation, then such animals can only be permitted in housing and not in public indoor areas on campus. Generally, the presence of only one ESA will be approved for a student in order to fulfill the intent of the FHA requirements in providing support to the student with a mental health disability.

For ease in interpreting this document, all prospective animals will be labeled as ‘*assistance animals*.’

### **Approved Animal**

An “approved animal” is an assistance animal that has been granted as a reasonable accommodation under this policy.

### **Owner**

The “owner” is the student or other covered person who has requested the accommodation and has received approval to bring the “approved animal” on campus.

## Procedures

### How can I apply for an assistance animal?



Lauren D. Wilson, M.A.

Assistant Director of Academic Success

☎ (501) 450-1482

✉ [wilsonl@hendrix.edu](mailto:wilsonl@hendrix.edu)

📍 Student Life and Technology Center 207

Email: [assistanceanimals@hendrix.edu](mailto:assistanceanimals@hendrix.edu)

Students may apply for an assistance animal through the Office of Academic Success (OAS). The committee recommends a minimum of 8 weeks' ownership of the animal prior to bringing it to campus to ensure adequate compatibility and socialization. Assistance animals may not reside in college housing without express approval from college officials. Such requests should be processed as follows:

1. Submit the following forms:

- Assistance Animal Request Form
- Signature block from Animal Policy
- Medical Verification form (this form must be completed by an off-campus healthcare provider and also requires a letter from the same healthcare provider)

It is important to note that the College may approve your request to have an ESA but not approve the specific animal you hoped to bring to campus. For example, most reptiles, rodents, and monkeys may be rejected because of health and safety concerns, as they can carry zoonotic diseases, which pose a threat to the general welfare of residents in the communal living environment. Assistance animals (dogs and cats specifically) must be at least one year of age to ensure reasonable independence and maturity.

2. Register with the OAS
3. Provide verification of disability to OAS
4. Provide a letter from a medical provider stating the purpose for the assistance animal
5. If a student receives conditional approval from the first round of forms, the student must then submit the following forms:

A. Animal Registration Form;



- B. Roommate/Suitemate Acknowledgment Form;
  - C. veterinary (immunization) records, particularly rabies;
  - D. photograph of animal
  - E. proof of licensing in Faulkner County if the animal is a dog or a cat.
6. Provide documents verifying the animal provides assistance to mitigate or alleviate a symptom of the identified disability

\*Applicants should make arrangements with their external healthcare provider for the exchange of information with Hendrix College since the student's healthcare provider may be contacted for clarification. Healthcare providers must be certified/accredited in one of the following categories:

- A. M.D.
- B. Ph.D.
- C. Nurse Practitioner
- D. Licensed counselor or therapist

### **Verification of Disability and Need for an Assistance Animal**

NOTE: Only Service Animals have access to non-residential College-owned facilities (except restricted areas). Emotional support and therapy animals are restricted to housing only.

A student seeking the assistance of an assistance animal to use College facilities and services must provide verification to the OAS that they have a qualifying disability, and that the assistance animal is needed for the use and enjoyment of the College facilities and services. The student's health care provider, who is qualified to make the requested assessment, must submit a signed letter on professional letterhead expressing the following:

1. The provider's diagnosis of the person's condition.
2. The provider's opinion that the condition affects a major life activity.
3. The provider's professional opinion that the service animal is used to help with the person's daily living activities and is necessary to utilize College facilities and services effectively. (Appropriate context must also be provided for assistance animals.)
4. The provider's description of what service(s) the assistance animal will specifically provide.
5. Any additional rationale or statement the College may reasonably need to understand the basis for the professional opinion.

\*Documentation of the disability may not be required if the specific disability is already known to the College. Documentation of the need for the service animal may not be required if the need for the disability-related service animal is already known to the College.

The Assistance Animal Committee will meet three times per year (April, July, and November) to review requests for housing accommodations. The following deadlines for requesting housing accommodations apply:

**Hendrix College incoming first-year students:** July 1 for the fall semester November 1 for the spring semester

**Hendrix College returning students:** March 1 for the fall semester November 1 for the spring semester

Applications will **not** be accepted during the month of August unless the student has experienced an exceptionally significant change in circumstances.

Hendrix staff will review documentation, and if the Assistance Animal Committee approves the request, then a representative of the OAS will arrange a meeting with the person requesting an assistance animal. This policy will be carefully reviewed with the person at that time.

If a student's request to house an assistance animal is denied, then they will have the opportunity to appeal such decisions. All appeals are reviewed by the Vice President of Student Affairs. The student will receive information about the appeals process via email, and this information will be sent to the student within one week of the denial decision.

Upon approval of an assistance animal, the student's roommate(s) or suitemate(s) will have the choice of rooming with the student with the assistance animal OR being moved to another location. Professional and student residential staff will be notified.

### **Conflicting Health Conditions**

Residence Life personnel will make a reasonable effort to notify students in the residence building where the approved animal will be located.

Students with a medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Residence Life Office if they have a health- or safety-related concern about exposure to an assistance animal in residential facilities. Students with a medical condition(s) that are affected by animals are asked to contact the OAS if they have a health- or safety-related concern about exposure to an assistance animal in non-residential facilities on campus. The College is prepared to also

reasonably accommodate individuals with such medical conditions that require accommodation when living, working, or studying in proximity to assistance animals.

The Assistance Animal Committee, in collaboration with Residence Life, will resolve in a timely manner any conflict arising from the presence of assistance animals. Staff members will consider the conflicting needs and/or accommodations of all persons involved. The Office of Academic Success staff may use Hendrix Health Services as a resource for information on health issues. The Office may consult with the Assistance Animal Committee at its discretion. In the event that an agreement between conflicting parties cannot be reached, the OAS' decision is final and not subject to appeal.

### **Owner's Responsibilities for Having an Approved Animal on Campus**

1. The owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the College or cause difficulties for other members of the College community. The owner and approved animal are both responsible for abiding by the conduct policies outlined in the Student Handbook. The owner may be charged with a violation of student conduct for inappropriate behavior of an approved animal.
2. Service Animals may travel freely with their owner throughout College facilities. Therapy or emotional support animals must be contained within the approved student's privately assigned residential area (room, suite, and apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. When outside the residence, the owner of an assistance animal shall carry proof that the animal is an approved animal.
3. Maintenance checks may occur in student residences per the request of the student or as part of routine maintenance. The standard procedure for gaining access to student residences is as follows:
  - Facilities will knock on the door and/or ring the doorbell
  - If no response after 1 minute, Facilities will open the door slightly and announce themselves
  - If an animal is loose in the residence, Facilities will notify Ernest Hendley. Hendley will attempt to contact the student by phone. Facilities will not work in a residence with an uncrated animal.
  - Fines and/or sanctions may apply to the owner of the animal.
4. The owner is responsible for posting official animal signage on all external doors of their campus residence. This signage is obtained through the OAS and must be posted continuously as long as the animal is in residence on campus.

5. The owner is financially responsible for the actions of the Approved Animal, including bodily injury or property damage. The owner's responsibility covers, but is not limited to, replacement of furniture, carpet, windows, wall covering, and the like. Carpet replacement expenses alone can cost several thousand dollars; final restitution costs will vary depending upon the original condition of the residence and other factors. The owner is expected to cover these costs at the time of repair and/or move-out. In sum, the owner is personally and financially responsible for the actions of an assistance animal
6. In the event two or more roommates have an assistance animal, there is an expectation that the animals live harmoniously together. Any conflicts between the animals should be worked out between the residents. If there is animal-related damage to your residential unit, then the College's policy on room damage charges will apply. If one resident takes responsibility for damages in a common area, then that resident will be charged. If neither resident claim responsibility for the damage, any fines and/or repair fees will be split evenly between the residents with animals.
7. The owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to College premises that are assessed after the student and animal vacate the residence. The College shall have the right to bill the student account of the owner for unmet obligations.
8. The owner must notify the OAS in writing if the Approved Animal is no longer needed as an approved animal or is no longer in residence. To replace an approved animal, the owner must file a new Request for Reasonable Accommodation and register the new animal via the Approved Assistance Animal Registration Form.
9. The owner's residence may be inspected for fleas, ticks, or other pests twice a semester or as needed. Residence Life or Facilities will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a College-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residential facilities.
10. (For students in the Residence Halls and/or Apartment shares) All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the owner and animal or the non- approving roommates or suitemates, as determined by Residence Life, may be moved to a different location.

11. Approved Animals may not be left overnight in College Housing to be cared for by another student. Animals must leave campus if the owner leaves campus for a prolonged period, including overnight. For a partial list of animal boarding businesses, check the last page of this document.
12. Housing has the ability to relocate the owner and approved animal as necessary according to current contractual agreements. The owner undertakes to comply with the “Guidelines for Maintaining an Approved Animal at Hendrix College” as set forth in this policy.
13. The owner agrees to continue to abide by all other College policies. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through the Student Conduct Process, and the owner will be afforded all rights of due process and appeal as outlined in that process. Should the approved animal be removed from the College premises for any reason, the owner is expected to fulfill housing obligations for the remainder of the housing contract.

## **Guidelines for Maintaining an Approved Animal at Hendrix College**

### **Introduction**

The following guidelines apply to all approved animals and their owners unless the nature of the documented disability of the owner precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted.

### **Care and Supervision**

The student who received approval for the animal is responsible for the animal's care and supervision at all times. The person is required to maintain control of the animal at all times. This includes the cleanup of the animal's waste in accordance with College policy. Outdoor solid animal waste must be picked up immediately and disposed of in outside trash dumpsters. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces. Hendrix Housekeeping is not responsible for disposing of animal waste.

### **Animal Health and Well-Being**

1. **Identification:** All approved animals are required to obtain and wear Hendrix identification at all times. If wearing the identification is not feasible for the animal, then the identification will be affixed to the animal's carrier and or containment apparatus.

2. **Vaccination:** In accordance with local ordinances and regulations, the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a vaccination tag. Local licensing requirements must be followed.
3. **Health:** Animals housed in College housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The College has the authority to direct that the animal receives veterinary attention. (Local licensing law is followed.)
4. **Licensing:** The College reserves the right to request documentation showing that the animal has been licensed if applicable. All applicants should contact the Faulkner County Animal Control Office at 501-450-6160 to ensure compliance with local ordinances.
5. **Assistance Animals and Conduct Policy violations:** Students in violation of the controlled substance, alcohol, or any other Hendrix conduct policy that may put the animal at risk, may have their Assistance Animal approval revoked. Students can apply for reinstatement of the Assistance Animal. An interim period of one semester or longer may be required between the violation and the reinstatement of the Assistance Animal.
6. **Leash:** The animal must be on a leash or crated anytime it is outside the owner's private residential facility, including residential communal areas. The only exception to this rule would be if the leash would inhibit the animal's ability to be of service. If the owner is not able to put the animal on a leash, then it should be in a carrier when leaving the private residential facility of the owner. The owner is required to maintain control of the animal at all times. The city of Conway has a leash law.
7. **Spaying, neutering, pregnant Assistance Animals:** The Assistance Animal committee strongly endorses spaying or neutering for all assistance animals. No offspring of assistance animals will be permitted to reside in campus housing.
8. **Containment of assistance animal during owner temporary absence:** Any assistance animal left in a residential facility while the owner is away temporarily from that facility for any length of time must be housed in a crate or other appropriate containment apparatus. Roommates or suitemates cannot be left in charge of assistance animals to avoid this requirement, nor can animals be moved to another room on campus if the owner is not present. The owner of the animal retains responsibility for the animal at all times. If the student needs assistance locating a local kennel, they can contact Julie Brown at [brownj@hendrix.edu](mailto:brownj@hendrix.edu).



9. **Containment of assistance animal when College officials are present:** If the owner is present in the residential facility and a College official comes to that facility on College-related business, then the assistance animal must be placed in the containment apparatus for the duration of the time the College official is present. If the owner needs a small amount of time to contain the animal before College officials enter the facility, then the owner should open the door enough to prohibit the animal from escaping out of the door to request a small amount of time to contain the animal. If the owner's disability prohibits the student from placing the animal in a containment apparatus, then that animal should be leashed and sitting beside the owner while College officials are present.
10. **Cleaning of assistance animals:** Animals may not be washed in College residence halls. See the last page of the document for a partial list of grooming businesses.
11. **Other Conditions:** The Office of Academic Success may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

### **Requirements for Faculty, Staff, Students, and Other Members of the College Community**

Members of the College community are required to abide by the following practices:

1. They are to allow a Service Animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
2. They are not to touch or pet an assistance animal unless invited to do so by its owner.
3. They are not to feed an assistance animal without permission from the owner.
4. They are not to startle an assistance animal deliberately.
5. They are not to separate or to attempt to separate an owner from their assistance animal.
6. They may not inquire about the owner/student's health status or specific services provided by the animal.

### **Service animals will be given access to ADA-appropriate buildings/rooms unless:**

The animal is out of control, and its handler does not take effective action to control it; the animal is not housebroken (i.e., trained so that, absent illness or accident, the animal controls its waste elimination); or (3) the animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures.

### **Removal of Approved Animal**

The College may exclude/remove an approved animal when 1) the animal poses a direct threat to the health or safety of others, or 2) the animal's presence results in a fundamental alteration of the College's program, or 3) the owner does not comply with Owner's Responsibilities as outlined in this policy, or 4) the animal or its presence creates a significant disturbance or interference within the Hendrix community.

**Damage**

Owners of Approved Animals are solely responsible for any damage to persons or College property caused by their animals.

**Areas off-limits to Service Animals**

The College may prohibit the use of Service Animals in certain locations because of health and safety restrictions (e.g., where the animals may be in danger or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, swimming pools, rooms with heavy machinery, and areas outlined in state law as being inaccessible to animals.

Exceptions to restricted areas may be granted on a case-by-case basis by contacting OAS and the appropriate department representative; the person directing the restricted area has the final decision.

**Areas off-limits to therapy and emotional support animals**

Assistance animals are approved for specific private residential spaces only. All indoor areas (including common residential spaces) are off-limits to approved emotional support and or therapy animals without prior authorization from the OAS.

**\*\*Partial list of local veterinarians, animal boarding, and/or grooming businesses:**

- Chestnut Animal Clinic; 612 Chestnut; 501-327-4413
- Hounds' Hideaway (boarding, grooming); 1238 McNutt Rd.; 501-358-6598
- PetSmart (grooming, supplies); Conway Commons – 650 Elsinger; 501-548-6083
- St. Francis Veterinary Clinic; 3180 Dave Ward Dr.; 501-327-9200 For further information, please contact AssistanceAnimals@hendrix.edu.)

## Title IX Policy Information

Hendrix College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected characteristic, and retaliation for engaging in a protected activity.

Hendrix College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, Hendrix College has developed policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of a protected characteristic, and for allegations of retaliation.

The Title IX Coordinator serves as the investigator for Title IX allegations involving student respondent(s), anonymous reports, and all others not involving an employee respondent. The Deputy Title IX Coordinator serves as the investigator for allegations involving employee respondent(s). The investigator is responsible for gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

Any member of the community who believes they have experienced gender or sex-based discrimination or misconduct that violates Hendrix College Title IX Policy should report that conduct in person, via email, telephone, or using the link provided for this purpose by the College to:

Name: Jennifer Fulbright

Role: Title IX Coordinator

Office: Title IX Office, Student Life & Technology Center, #150

Phone: 501-505-2901

Email: [fulbright@hendrix.edu](mailto:fulbright@hendrix.edu)

In addition to the Title IX Coordinator, the following individuals have been designated by Hendrix College as Officials with Authority (OWA) to institute corrective measures on behalf of Hendrix College and may receive reports alleging possible policy violations. Once an OWA receives a report or notice of an alleged violation of the Hendrix College Title IX policy, that

OWA shall immediately forward the information to the Title IX Coordinator for review. The OWA shall not initiate the investigation process or contact any other involved party.

Reports made to the Title IX Coordinator or any of the OWAs listed below constitute actual knowledge on behalf of Hendrix College of an allegation of a violation of the Title IX Sexual Harassment Policy.

Name: Bridgette Gray  
Role: HR Generalist & Deputy Title IX Coordinator  
Office: Human Resources, 1545 Washington Avenue  
Phone: 501-450-1415  
Email: grey@hendrix.edu

Name: Vicki Lynn  
Role: Vice President of Human Resources  
Office: Human Resources, 1545 Washington Avenue  
Phone: 501-450-3882  
Email: lynn@hendrix.edu

Name: Dr. David Sutherland  
Role: Provost  
Office: Fausett Hall, 2nd floor  
Phone: 501-450-1273  
Email: Sutherland@hendrix.edu

Name: Michael LeBlanc  
Role: Interim Vice President for Student Affairs & Dean of Students  
Office: Student Life & Technology Center, 2nd floor  
Phone: 501-450-1222  
Email: leblanc@hendrix.edu

Name: Kesha Baoua  
Role: Vice President for Diversity and Inclusion & Chief Diversity Officer  
Office: Student Life & Technology Center, 2nd floor  
Phone: 501-450-3824  
Email: baoua@hendrix.edu

Name: Amy Weaver  
Role: Director of Athletics  
Office: Wellness and Athletics Center, #213  
Phone: 501-450-3899  
Email: [weaver@hendrix.edu](mailto:weaver@hendrix.edu)

Name: Brian Williams  
Role: Director of Public Safety  
Office: Office of Public Safety, 1553 Washington Avenue  
Phone: 501-450-3833  
Email: [williamsb@hendrix.edu](mailto:williamsb@hendrix.edu)

Name: David Bugh  
Role: Assistant Director of Public Safety  
Office: Office of Public Safety, 1553 Washington Avenue  
Phone: 501-450-1467  
Email: [bugh@hendrix.edu](mailto:bugh@hendrix.edu)

The College's complete Title IX policy can be [accessed here](#).

## Computing

All students are required to accept the **Acceptable Use of Technology Resources** policy before access to computing resources is made available.

### **Acceptable Use of Technology Resources**

Hendrix College, Technology Services

Policy # 12001

Effective: Monday, April 18, 2022

#### **Purpose**

The Acceptable Use Policy is intended to describe the appropriate use of access to the Hendrix College network and other technology, including desktop and portable computer systems, fax machines, Internet and World Wide Web access, telephones, voicemail, electronic mail (e-mail), electronic bulletin boards, and networks.

#### **Scope**

This Policy applies to all faculty, staff, students, any third-parties contracted by the College, and any other individual or group authorized to access College information systems that store, transmit, or process institutional data.

#### **Responsible Party**

Vice-president of Technology Services/CIO

### **1. STATEMENT**

Technology resources at Hendrix College - including desktop and portable computer systems, fax machines, Internet and World Wide Web access, telephones, voicemail, electronic mail (e-mail), electronic bulletin boards, networks, and its intranet - are available to authorized students, faculty, staff, and off-campus constituents. Access to these resources is requested from the Office of Technology Services.

Access is granted with the understanding that the resources will be used as stated in the request and will comply with acceptable use as defined in this policy.

Acceptable use should always be legal and ethical. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individuals' rights to privacy, freedom of speech, and freedom from intimidation, harassment, and unwarranted



annoyance. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which currently apply to use of these resources. The College is not responsible for unacceptable or unethical use of technology resources

## **2. ACCEPTABLE USE**

Acceptable use of technology resources include:

- instruction;
- independent study;
- authorized research;
- independent research;
- and official work of the offices, units, recognized student and campus organizations, and other agencies of the College.
- other use of Hendrix-owned or operated technology resources that support the education, research, and service mission of the College, and is also consistent with this policy.

Authorized users are:

- Faculty, staff, and students.
- Anyone connecting from a public information service.
- Others whose access furthers the mission of the College and whose usage does not interfere with other users' access to resources.

In addition, a user must be specifically authorized to use a particular technology resource by the college unit responsible for operating the resource.

All acceptable use of technology resources must conform with existing College policies, guidelines, and codes of conduct; and existing local, state and federal laws.

Therefore, any misuse or violation of this acceptable use policy will be judged in accordance with those published policies and rules of conduct, including, but not limited to, the Hendrix College Student Handbook, Faculty Handbook, Staff Handbook and local, state and federal laws.

It is your responsibility to be aware of the potential for and possible effects of manipulating information, especially in electronic form, to understand the changeable nature of electronically stored information, and to continuously verify the integrity and completeness of information that you compile or use. You are responsible for the security and integrity of college information stored on your individual computing desktop system.

## **COMPUTER LABS**

Technology Services manages the Acxiom Computer Center, located in the Jennings L. Snoddy wing of the Bailey Library, and the Othaout Technology Center (OTC) in the Student

Life and Technology Center. The Acxiom Computer Center houses 40 computers, a digital scanner, and two laser printers. The lab is open 24 hours a day, seven days a week. The OTC houses 30 computers and allows the Hendrix community access to color printing, 3D printing, and poster printing.

Other open computer labs on campus are provided by Natural Sciences (Reynolds Hall, 12 Power Macintosh computers) and Economics and Business (Mills Building, seven systems running Microsoft Windows). Numerous other computer labs are located in departments on campus and are available for student's taking classes in that department.

### **INTERNET**

Students can have internet access from their residence hall rooms 24 hours a day, as well as 24-hour access from the Bailey Library Lab. The internet can be accessed through any device connected to the Hendrix College network.

Wireless connectivity is available in all residence halls, classroom buildings, and most outdoor spaces on campus to any wireless device that supports the WPA2 encryption (Contact the Helpdesk if your problem is connecting your gaming console to the gaming network).

### **PUBLIC ACCESS CATALOG (PAC)**

The Hendrix Library has automated its card catalog and circulation systems. Users of the PAC system can search for specific materials by author, subject, title, date, and/or keyword and determine if the materials are currently available. PAC is available on the Hendrix College Network.

## College Security Camera Policy

### **Purpose**

Hendrix College is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. We have added security cameras to a portion of our campus to assist in making our campus as safe as possible. The deployment of cameras is supported by the Student Senate and approved by the Student Life Committee. The Student Life Committee is responsible for the oversight and approval of camera locations.

These cameras are not actively monitored, but they are intended to deter crime and assist in investigation of crimes and recovery. This policy addresses the College's safety and security needs while respecting and preserving individual privacy.

To ensure the protection of individual privacy rights in accordance with the College's values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security.

### **Policy**

All video footage will be secured and will be managed by the Office of Public Safety with technical support provided by the Technology Services department. Any requests to view camera footage will be submitted to the Office of Public Safety.

The Office of Public Safety shall monitor developments in the law and in security industry practices and technology to ensure that camera surveillance is consistent with best practices and complies with all federal and state laws.

The Hendrix College Student Life Committee will review proposals and recommendations for camera installations and review specific camera locations to determine that the perimeter of view of fixed location cameras conforms to this policy.

The Dean of Students Office will review any complaints regarding the utilization of surveillance camera systems and determine whether this policy is being followed.

The Dean of Students Office will review all external requests to release records obtained through security camera surveillance. The College will seek consultation and advice from the

General Counsel as needed related to these requests prior to the release of any records outside of the College. Video surveillance records will generally not be released to the public, students, general employee, and parent or law enforcement agency. The content of the video is a student and College record subject to administrative regulations regarding confidential student records. While College personnel will typically review the footage, the College reserves the right to allow individuals to view video footage if that is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern, or campus policy violation.

### **General Principles**

Cameras are not actively monitored. They are viewed only upon the report of a crime or violation. Information obtained from the cameras shall be used exclusively for campus policy enforcement, including, where appropriate, student judicial functions or to assist local law enforcement and campus/local crime. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All appropriate measures must be taken to protect an individual's right to privacy and hold College information securely through its creation, storage, transmission, use, and deletion.

All camera installations are subject to federal and state laws.

### **Placement of Cameras**

Cameras will be located so that personal privacy is protected. No audio shall be recorded. Camera positions and views of residential housing shall be limited to external areas. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.

All video camera installations should be visible. The exact location, number, and function of all cameras will generally be considered confidential for security purposes and not be released to the general public, guests, or employees. The College reserves the right to place cameras in areas that are not open to the campus or general public (e.g., closed buildings or secured areas).

Anyone who tampers with video equipment will be subject to disciplinary action through the Dean of Students Office.

### **Access and Monitoring**

All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with college policies, state and federal laws and will not be based on the subjects' personal characteristics, including age, color, disability, gender,

national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and

legal manner. All personnel with access to college security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

When an incident is reported, the personnel responsible for the area in question may request Public Safety to review the images from the camera. As circumstances require, the Dean of Students may authorize others to review images. A log will be kept of all instances of access to and use of recorded material. This log will be discarded at the end of each academic year.

### **Appropriate Use and Confidentiality**

Personnel are prohibited from using or disseminating information acquired from college security cameras except for official purposes. All information gathered and/or observations made in the use of security cameras is considered confidential and can only be used for official College and law enforcement purposes upon the approval of the Dean of Students or designee. Personnel are expected to know and follow this policy.

### **Use of Cameras for Criminal Investigations**

The use of video equipment may be used in criminal investigations on behalf of the College. Individuals or agencies from outside of the College must request access to view materials in accordance with our policies governing student records. Video records will be destroyed within seven (7) days at the conclusion of any investigation and subsequent hearing process.

### **Exceptions**

This policy does not apply to cameras used for academic purposes. Cameras that are used for research, communications, or class projects would be governed by other policies involving human subjects and are, therefore, excluded from this policy.

### **Safety and Security Camera Acceptable Use Policy**

This policy does not address the use of student/employee personal cameras, webcams, videotaping events, or live streaming for general use by the College. This policy also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities would include videotaping of athletic events for post-game review, videotaping of concerts, plays, and lectures, live stream activity, or videotaped interviews of persons. Automated teller machines (ATMs), which may utilize cameras, are also exempt from this policy.

### **Procedures**

Departments requesting security cameras will be required to follow the procedures outlined in this policy.

**Training**

Camera control operators shall be trained in the technical, legal, and ethical parameters of appropriate camera use. Camera control operators shall receive a copy of this policy and provide written acknowledgment that they have read and understood its contents.

**Operation**

Video surveillance will be conducted in a manner consistent with all existing College policies. Camera control operators shall monitor based on suspicious behavior, not individual characteristics. Camera control operators shall not view private rooms or areas through windows. All operators and supervisors involved in video surveillance will perform their duties in accordance with this policy. Abuse of standard operating policies or inappropriate camera control operations will result in disciplinary action.

**Storage and Retention of Recordings**

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information. All surveillance records shall be stored in a secure location for a period of 21 days and will then promptly be erased or written over unless retained as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the Dean of Students. Individual departments shall not store video surveillance recordings. A log shall be maintained of all instances of access to or use of surveillance records. The log shall include the date and identification of the person or persons to whom access was granted.



**Smoking and Tobacco Policy**

Tobacco products (including e-cigs and vapor smoking devices) are prohibited from use on the Hendrix College campus, including parking lots, grounds adjacent to buildings, and athletic fields.

**Solicitation, Merchandising, Posting**

Unauthorized soliciting and/or distribution of materials, including mailings, posters, and advertisements for events, merchandising, and canvassing by non-community members, is prohibited. Students should ask solicitors, vendors, or canvassers for proof of authorization. Permission for activities of this type must be obtained from the Office of Student Activities. Activities of this nature occurring in Hendrix-owned housing must receive permission from the Office of Residence Life. Unauthorized solicitation should be reported to Public Safety. Campus organizations wishing to sell or solicit in the residence hall lobby must obtain permission from the Office of Residence Life at least one week prior to the event. Door-to-door solicitation is prohibited. No solicitation or selling by non-Hendrix College recognized organizations is allowed in the residence halls.

## Student Organizations

There are more than 70 student clubs and organizations at Hendrix College for the varied interests of the student body ([www.hendrix.edu/studentactivities](http://www.hendrix.edu/studentactivities)). Such organizations include student government, honorary societies, academic clubs, special interest groups, club sports, and service organizations. Students are encouraged to participate in those activities that offer opportunities for personal, cultural, intellectual, spiritual, and social growth. By becoming involved in the organizational life of the campus, students are able to become more active in their community and gain valuable skills to enhance their personal and academic success.

**Organization Registration Policy and Privileges.**

Registered student organizations must have purposes and objectives that are compatible with the heritage and aims of Hendrix College. Organizational membership policies and practices must be consistent with the principle of equal educational and employment opportunity without regard to age, race, gender, disability, sexual orientation, gender identity or expression, genetic information, or national origin. A student group must be an officially registered student organization in order to use the Hendrix College name, to be listed in official publications, and to be eligible to receive funds from the student activity fee through the Student Senate. Registered student organizations have priority over unregistered groups in access to campus facilities and media.

**Registration Process**

Student groups that desire to be officially registered at Hendrix College must submit an application to the Student Activities Office requesting registration of the group. The application must include the following information:

- the name of the organization
- statement of purpose
- membership policies
- names of three student leaders responsible for the organization
- name of the organization's advisor (full-time faculty or staff member)
- a current membership list
- a constitution

After review of this request, the Student Activities Office may grant provisional registration status to the student group until such time as the Committee on Student Life grants final registration of the group. Student Activities will forward the registration to the Chair of the Committee on Student Life, who will then contact the student leaders of the group. Student leaders will be requested to meet with the Committee to discuss their requests. Upon approval by the Committee, the Chair will communicate that decision in writing with appropriate documentation to the Student Activities Office, which will then officially register the organization.

### **Annual Renewal Process**

Each student organization must update the following information annually with the Student Activities Office:

- the name(s) of the group's officers/leaders
- the name(s) of the group's advisor(s)
- the group's updated constitution (preferably in electronic format)

Student organizations are subject to review by the Department of Student Affairs and the Committee on Student Life. Official registration may be withdrawn from an organization that fails to meet its objectives and basic responsibilities.

### **Student Responsibilities Within Organizations**

Organizations desiring official registration with the resulting privileges must follow the stated registration policies and procedures. All students in an organization associated with Hendrix College, whether registered or unregistered, will be individually subject to the rules of the College (see the section entitled "Standards of Conduct") and of the community. Students and organizations are free to support causes by orderly means that neither disrupt the regular and essential operations of the institution nor in any other way violate the rules of the

College. Any student has the right to associate freely with off-campus organizations without being punished or in any way harassed for this membership or association. Students and student organizations are free to examine and discuss all questions of interest and to express opinions both publicly and privately. Students may invite and hear any persons of their own choosing. Before a guest speaker is invited to campus, routine procedures should be followed. Facilities should be properly scheduled, and adequate preparation should be taken to ensure the program is conducted in a manner appropriate to the academic community. These procedures should not be used to censor unpopular opinions. The academic and larger community should recognize that in public demonstrations, expressions, or programs, students or student organizations speak for themselves. Sponsorship of guest speakers or programs does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the College.

### **Fundraising by Faculty or Student Organizations**

Except as provided herein, all fundraising activities on behalf of Hendrix College must be conducted only under the auspices of the Office of Advancement (OA). The OA is responsible for coordinating all fundraising except grants related to professional development (e.g., NSF, NEH, residencies, etc.). Charitable support through fundraising is sought from individuals, corporations, foundations, and other private sources. All efforts to seek philanthropic support from these sources must receive prior approval as described below and shall be coordinated through the Office of Advancement.

All fundraising efforts by administrative departments, academic departments (including individual faculty members), and any student organization must first be approved by the Senior Leadership Team member who is responsible for the area seeking funding. The Senior Leadership member will then seek approval from the OA. Fundraising efforts for athletics must be approved by the Athletics Director prior to being reviewed by the OA. Upon approval by the OA, all gifts and grants received, except grants related to professional development, must be received and documented by the OA in accordance with their processes and procedures.

## **Vehicles and Parking**

In order to provide a safe and efficient traffic system that ensures maximum vehicle and pedestrian protection, all vehicles operated on the campus by Hendrix College faculty, staff, and students must be registered with the Office of Public Safety.

### **Registration**

All vehicles must be registered online through your Campus Web account. Once registration is completed, you can pick up your permit/decal from the Campus Post Office or the Public

Safety Office on Washington Ave. Deviation from this process may occur for health and safety reasons. The \$160.00 decal/registration fee will be charged to every student's account. Students who do not intend to operate a vehicle on campus will receive a refund of the fee upon completion of a vehicle waiver form, also through your Campus Web account. If more than one vehicle is to be used on campus, each of the vehicles must be registered. After the purchase of one decal, additional decals may be obtained at no charge. If you submit a waiver stating you will not have a vehicle on campus but are found to be operating a motor vehicle, you may be cited for falsifying your registration in addition to "No Decal/Permit Displayed" violation, your waiver will be reversed, and the \$160.00 decal/registration fee will be charged to your account. As soon as you acquire a vehicle, it is your responsibility to contact the Business Office to have your waiver removed within two business days; otherwise, you will not be able to register your vehicle. Once your waiver is removed, you will be assessed the \$160.00 decal/registration fee. An accumulation of three citations for the "No Decal/Permit Displayed" violation could result in your vehicle being towed at the owner's expense and subsequent revocation of campus parking privileges.

To register a vehicle, the following information is required: year, make, model, color, and license plate number [Example: 1999, Ford, Mustang, red, 123 ABC (AR)]. Decals must be permanently affixed to the left rear bumper or the lower left of the rear window of an automobile and to the rear fender of motorcycles. Prior to application, make sure that the area is clean and dry. It is not permissible for a decal to be taped or displayed from the vehicle interior.

Temporary registration decals are available from the Office of Public Safety at no charge. These decals are to be used by visitors remaining on campus for more than one day and by students or staff using unregistered vehicles on campus for short periods of time.

### **Traffic and Parking Regulations**

The vehicle owner is responsible for all violations committed by a vehicle displaying the decal issued to the owner. If one loans their vehicle, its proper operation is the owner's responsibility. Persons operating a vehicle on the Hendrix campus are held responsible for acquainting themselves with and obeying the traffic regulations of the College. Vehicles bearing the registration decal on the left rear bumper or window (rear fender of motorcycles) are entitled to use the roadways and parking areas on campus as specified in these Traffic and Parking Regulations.

The lack of a parking space or the lack of knowledge of traffic and parking regulations is not a valid or justifiable excuse for violations of any parking regulations and will not be considered as a basis for appeal.

## Parking

### **Visitor Parking**

Visitor parking spaces are all marked in the Mills Center, Markham Street, and Fausett Hall. Additionally, all parking spaces located in the lots south and west of Dawkins Welcome Center are visitor spaces and are reserved for visitor parking 24 hours a day, seven days a week. All other visitor spaces are reserved from 8 a.m. to 5 p.m. Monday through Friday. Unauthorized vehicles parked in visitor parking will be cited and/or towed at the owner's expense.

### **Service Parking**

Parking will not be allowed in service spaces at any time. Unauthorized vehicles parked in service spaces will be cited and/or towed at the owner's expense.

### **Reserved Parking**

Each Area Coordinator and Head Resident Assistant has a parking space reserved near their residence hall. This is to provide easy access to their vehicles in case of an emergency.

There are four reserved parking spaces (2-Windgate Museum and 2-Murphy House) located at the northwest end of the Miller Creative Quad. These spaces are reserved for their visitors or guests and designated staff members conducting official college business.

Parking at Huntington/Clifton, Front Street, and Hendrix Corner Apartment complexes is reserved for apartment residents only. Guests should utilize adjacent street parking or other campus lots.

All reserved parking is 24 hours a day, seven days a week. Unauthorized vehicles parked in these spaces will be cited and/or towed, at the owner's expense.

### **Parking on Red Curbs/Fire Lane**

Red curbs signify fire lanes and/or sight areas such as an intersection. Parking in and/or blocking a fire lane creates a substantial risk to the safety of the campus. Vehicles parked on red curbs will be cited and are subject to being towed.

### **Parking on Lawns, Fields, or Sidewalks**

Parking is prohibited in areas such as the lawns, fields, or sidewalks. Vehicles found parked in these areas will be cited and are subject to being towed. This includes vehicles parked or driven on the lawn while loading or unloading personal belongings.

### **Double Parking**

Double parking is allowed for no more than 15 minutes when loading or unloading a vehicle in a residence hall parking lot. Parking is not permitted in Couch Circle at any time. Double parked vehicles must not be parked in such a manner that they obstruct the flow of traffic.

### **Accessible Parking**

Accessible Parking spaces for the disabled are provided for the benefit of physically challenged persons 24 hours a day, seven days a week. Unauthorized use of disabled spaces or blocking disabled access areas will result in fines as well as towing.

In addition to state disabled licensing, a Campus Disabled Permit is required on any vehicle registered to a Hendrix College student, faculty, or staff member using accessible parking spaces. The Office of Public Safety will issue these permits to individuals who present proof of a disabled permit or license plate. Such proof shall be the Disabled Person's Access to Parking Application Form issued by the state with the special plate or placards. Temporarily disabled permits are available from the Office of Public Safety and are approved by the Director of Public Safety.

### **Motor Vehicle Operation**

Vehicles operated on Hendrix College roadways and parking lots must be operated in a safe and courteous manner, not to exceed 10 miles per hour, and must yield to all pedestrians. Owners of vehicles observed by Public Safety being operated in an unsafe manner will be referred to the Dean of Students Office for disciplinary action. If it is a Staff or Faculty member, the Director of Public Safety will contact the appropriate Department Head or Supervisor.

### **Registration Revocation**

Vehicle registration may be revoked for individuals who repeatedly fail to comply with the parking regulations of Hendrix College or as deemed necessary by the Director of Public Safety. An accumulation of 5 or more vehicle operation/parking violations will be deemed a refusal to comply with the parking regulations, and a warning letter will be sent to the owner/operator of the vehicle. After receiving advice and counsel concerning their traffic violations in writing, an individual's continued refusal to comply with the motor vehicle regulations at Hendrix College will be sufficient cause for revoking the registration of the vehicle. Upon evidence of such refusal, the Director of Public Safety will notify the owner/operator in writing that their registration decal has been voided and that their vehicle is barred from campus. A vehicle with a voided decal will be towed if it is found in the campus parking lots, roadways, or other areas.



**Fines**

Accumulation of three citations for the No Decal/Permit Displayed violation could result in the vehicle being towed and revocation of parking privileges. All fines are payable at the Business Office in Fausett Hall. The following is the violation fines schedule.

PARKING ON SIDEWALK	\$35.00
OVERLINE PARKING	\$35.00
DOUBLE PARKING	\$35.00
BLOCKING ENTRANCE/EXIT	\$40.00
IMPROPER DISPLAY OF DECAL	\$50.00
RESERVED PARKING	\$50.00
NO PARKING AREA	\$50.00
VISITOR PARKING	\$50.00
DRIVING/PARKING ON GRASS	\$75.00
NO DECAL/PERMIT DISPLAYE	\$80.00
FIRE LANE/RED CURB	\$100.00
ALTERING/MISUSING DECAL	\$120.00
DISABLED PARKING/ACCESS	\$120.00
FALSIFYING REGISTRATION	\$125.00

**Appeals**

All traffic violation appeals must be submitted in writing within ten (10) business days of the date of the citation. Appeals will not be accepted after this period has elapsed. Appeal forms may be obtained from and returned to the Office of Public Safety. All appeals will be turned over to the Traffic Appeals Committee (which is a subcommittee of the Peer Conduct Hearing Council). The decision of the appeals committee is final and will be recorded at the bottom of the appeal form. The appeal committee generally meets quarterly. A copy of the completed form will be sent to the individual filing the appeal, the Office of Public Safety, and to the Business Office.

**Recreational Equipment**

Vehicles, including, but not limited to, skateboards, scooters, or skates, may not be used in the interior of buildings, on balconies, catwalks, exterior corridors, or in any areas which may cause injury to individuals or damage to facilities. Pedestrians in crosswalks, on sidewalks, and at all other designated pedestrian traffic areas shall have the right of way over any recreational equipment. No electric vehicle shall be driven on the walk bridge going over Harkrider Street or the tunnel going under Harkrider Street. This equipment may be stored in student rooms and other designated areas outside the residence halls unless it has a motor,

electric or fuel. No motorized vehicle or parts of a motorized vehicle may be stored or brought into a building. Hoverboards are banned from campus. Stairwells and lobbies in the College residences are not to be used for the storage or holding of personal items. All personal items brought to campus are to be stored in student rooms or specially designated areas (e.g., bike racks located outside of residential buildings). For policies on bicycles, please see the Bicycle Policy section.

## Bicycle Policy

### **Bicycles**

Hendrix College recognizes that bicycles are an important and legitimate means of transportation, provided they are operated with due regard and concern for the safety of the public.

To provide a safe and efficient means of managing a large number of bicycles on campus, all bicycles operated by Hendrix College faculty, staff, and students must be registered with the Department of Public Safety.

Hendrix College assumes no responsibility for the care and protection of any bicycle, attached accessories, or contents at any time.

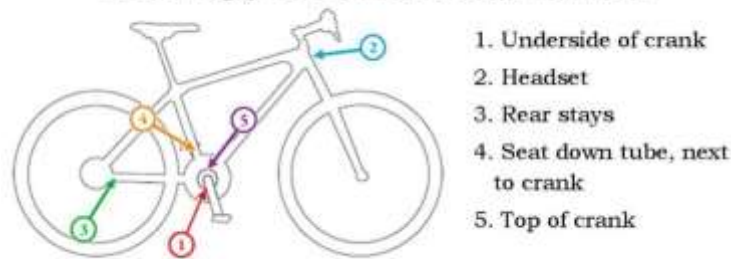
### **Registration**

All bicycles operated and stored on campus must be registered online through your Campus Web account. Once registration is completed, you can pick up your permit/decal from the Public Safety Office on Washington Ave. Deviation from this process may occur for health and safety reasons. There is no charge to register your bicycle. In the event of theft of the bicycle, the Hendrix decal will provide an additional method of identification for use during the investigation. We encourage bicycle owners to file a Conway Police report if their bicycle or accessories are stolen, in addition to reporting the theft to Public Safety. We also recommend checking the Conway Police Recovered Bicycle Inventory at

<http://conwaypd.org/index.php/news-information/recovered-bicycle-inventory>

The following information is required to register a bicycle: make, model, color, type, and serial number. [Example: Huffy, Extreme, Red, Mountain, 123456789.]

### Locating your bike's serial number



Decals must be permanently affixed to the left side of the down tube, below the seat, or to the top side of the top tube of the bicycle. Prior to application, make sure that area is clean and dry.



## Bicycle Regulations

The bicycle owner is responsible for complying with all bicycle regulations. Persons operating a bicycle on the Hendrix campus are responsible for acquainting themselves with and obeying the bicycle regulations of the College. Bicycles bearing the registration decal, applied as indicated above, are entitled to use the roadways, sidewalks, and bicycle racks on campus as specified in these Bicycle Regulations.

### Operation

Pedestrians in crosswalks, on sidewalks, and at all other locations designated for pedestrian traffic shall have the right-of-way over bicycles.

- Bicycles shall NOT be operated within buildings or on the patio/breezeway/ramp areas of campus.
- Bicycles and cyclists shall in all respects comply with applicable state laws and regulations, including but not limited to turn signals, lighting, brakes, lane changing, etc.
- Cyclists are responsible for controlling the speed of the bicycle so as not to endanger any pedestrian.
- Bicycles should be operated so that both wheels always remain in contact with the ground.

- A light must be used when traveling at night.
- Bicycles parked on campus must be parked in a bicycle rack.
- Bicyclists must provide right-of-way to vehicles when entering traffic lanes from sidewalks

### **Prohibited Activities**

- No individual shall park, store, or leave a bicycle in such a manner as to cause the said bicycle to block or otherwise impede normal entrance to or exit from any building on campus or in a manner that constitutes a safety hazard.
- No individual who operates a bicycle on campus shall carry any other individual on the bicycle.
- Bicycles shall not be parked or stored in a walkway, on a sidewalk, in a hallway, on a handicap ramp, or in or near a doorway except where use is made of a parking rack furnished by the College.
- No individual shall operate at night on the campus or streets of Hendrix College any bicycle not equipped with a headlight and taillight or reflector.
- Operating bicycles inside residences or buildings is prohibited.
- Chaining bicycles to objects other than authorized bicycle racks is prohibited. Bicycles found improperly parked or secured to inappropriate objects (i.e., light poles, handrails, doors, trees, etc.) may be removed and impounded by the Office of Public Safety.
- No individual operating a bicycle on campus shall in any way attach it to or cling to a moving vehicle.
- No individual shall operate any bicycle while under the influence of alcohol or drugs.

### **Fines**

Notices will be issued to the owner or operator of any bicycle found to be in violation of any bicycle regulation. The fine for violating any of the bicycle regulations of Hendrix College is \$20.00 for each violation.

### **Impoundment**

Any Public Safety Officer or another person explicitly authorized by the Director of Public Safety may move, relocate and/or impound any bicycle by removal of securing devices as necessary which:

- Blocks or otherwise impedes traffic in any roadway, path or sidewalk, stairway, or handicapped access rail or creates any safety hazard.
- Is not parked in a bicycle rack.
- Blocks or impedes normal entrance to or exit from any building on the campus.
- Is abandoned or appears abandoned.
- Is reported stolen to a law enforcement agency.
- Impedes the performance of maintenance or construction on college property.

Neither Hendrix College nor Hendrix College employees authorized to remove and impound a bicycle shall be liable to the owner of the bicycle for damage or the cost of repair or replacement of any securing device. Any bicycle impounded pursuant to any part of this section shall be stored in a secure facility designated for such purpose by the Director of Public Safety. Release of an impounded bicycle requires payment of outstanding citations. Unregistered bicycles must be registered prior to release.

## **Weapons Policy**

All firearms, explosives, and related paraphernalia are strictly prohibited in the residence halls and all campus property, including personal vehicles. This includes but is not limited to handguns, B.B. guns, pellet guns, air guns, stun guns, brass knuckles, knives, and any other type of weapon or item that appears to be a weapon or could be used as a weapon.

As stated above, handguns are strictly prohibited from all college properties and, as such, will not be stored by Public Safety. Hunting rifles, shotguns, bows and arrows, and knives used for hunting must be registered with the Office of Public Safety and be stored under the locked storage system provided by Public Safety. All guns must be unloaded and cased when brought to the Office of Public Safety. Students who have items in storage who appear under the influence of drugs or alcohol will not be permitted to check out registered, stored weapons.

The possession, sale, and/or use of any type of gun, firearm, fireworks, and other explosives and weapons (including hunting equipment, martial arts weapons, etc.) is prohibited in the residence halls and on campus. Items found in residence facilities will be confiscated and held by Public Safety until a determination is made by the Dean of Students on the return of the item(s). Possession of a weapon or explosive, depending upon potency, can result in the immediate suspension of the student.

Possession of fireworks, toxic chemicals, and gas grills is also prohibited on campus property and in the residence halls.

## **Key Policy**

### **Keys**

To provide a safe and secure environment for faculty, staff, and students, all Hendrix College keys are issued and controlled by the Department of Public Safety.

### **Issue**

Requests for student keys must be submitted by the appropriate faculty or staff advisor via the Key Request Form located on the Hendrix College website. The request will be received by the Department of Public Safety for review and processing. Upon completion of processing, the key holder and requestor will be sent a notice via campus e-mail that key(s) are ready for pick up.

**Return**

Keys are due for return to the Department of Public Safety based on the due date established by the faculty/staff requestor when they submitted the Key Request Form. Keys must be returned by this date unless the appropriate faculty/staff advisor has submitted a formal request to Public Safety to extend the due date. Keyholders are responsible for knowing when their key(s) is/are due for return. The Business Office will send a reminder if keys are not returned as required; do not ignore this reminder. Keys not returned to Public Safety by the due date will be considered lost, and the keyholder will be assessed the applicable fee(s).

**Lost/Delinquent Keys**

Lost keys (including keys not returned by the due date) will result in the key holder being assessed a fine of \$100.00 per key. If a keyholder returns their key(s) after the lost key fine(s) has/have been assessed, they will be refunded 50 percent of the lost key fine per key returned.

**Residential Housing Keys**

Housing keys are issued to and managed by the Office of Residential Life. Safety and security concerns resulting from a lost residential room or apartment key require that the housing space be re-cored and issued new keys to the assigned resident(s). Lost residential keys must be immediately reported to Residential Life.

Failure to report a lost or stolen room key(s) will result in a fine as determined by the Office of Public Safety and Residential Life. Re-cores for lost or stolen keys will result in a \$100.00 fine for the student(s) responsible for the missing key(s).



## On-Campus Living Policies



***Greer Veon, Director of Residential Life***

Office of Residential Life

251 Student Life & Technology Center (SLTC)

[veon@hendrix.edu](mailto:veon@hendrix.edu)

(501) 450-1503

Hendrix is a residential campus, and as such, all students are required to live on campus for the duration of their time as a student until they graduate. For those who request to appeal this requirement, a limited number of students may be granted each year to live off-campus through the Hendrix College Appeals Committee. Please see the section “Residency Requirement Appeal.”

Residential Life policies and community expectations contained in this section reflect the belief that everyone living in college-owned facilities plays a role in maintaining a living environment conducive to academic and personal growth. Each Hendrix resident has the right to live in a safe, peaceful, and secure environment. With these rights come the inherent responsibilities to uphold and practice integrity, patience, and respectfulness, which contribute to a healthy living and learning environment.

We encourage you to read the following policies and procedures so that you fully understand and appreciate your rights and responsibilities while living in college-owned and operated housing. Residential facilities refer to halls, houses, or apartments in any facility owned and operated by Hendrix College for which a student has contracted a space. Hendrix College reserves the right to update and/or change policies as deemed necessary.

### **Rights and Responsibilities**

The following outlines your rights and responsibilities as a resident of Hendrix College’s residential facilities. These rights and responsibilities have been created for all residents to enhance the community of their apartment complex, house, or hall. Your ability to enjoy life in

the residential facilities will depend on the thoughtful consideration that you demonstrate toward others.

**Basic rights of a resident include:**

- The right to read, study and relax free from undue interference in one's room due to unreasonable noise and other distractions.
- The right to sleep without undue disturbance from guests of roommate(s) and/or other residents.
- The right to expect that a roommate will respect others' personal belongings.
- The right to a clean-living environment.
- The right to privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate(s) and other building residents.
- The right to be free from fear of intimidation and physical and/or emotional harm.
- The right to have free access to one's room and facilities without pressure from roommate(s) and other residents.

**Basic responsibilities of a resident include:**

- The responsibility to address grievances in an appropriate and timely manner.
- The responsibility to communicate concerns in the event of roommate or resident difficulties. First, address your concerns with the person(s) involved and try to resolve the problem. If unsuccessful, contact your RA and/or your Area Coordinator.
- The responsibility to cooperate in a reasonable manner regarding the use of items shared within a living space.
- The responsibility for the behavior of guest(s) as well as others within the living space.
- The responsibility to act as a mature adult.

**Cohabitation**

Guest(s) may stay no more than three (3) nights without the permission of the Dean of Students and Director of Residential Life. It is a violation for guest(s) to stay three nights, leave and return for an additional three nights without the permission of the Dean of Students, Residential Life Office, and the roommate(s).

## Health Policies

**Health History and Immunization Record**

Arkansas State law requires all full-time students enrolling for the first time in a four-year public institution to provide a health history and an official immunization record. The college further requires all full-time students (including previously matriculated students) and any

other student eligible for services, as determined by their department, to provide documentation of meeting the immunization requirements within the 3 months preceding his/her initial enrollment or before classes start. The college will not accept the form if the physician completing and signing the form is a family member.

Previously enrolled students entering a new program as full-time students after an absence from campus of greater than two years must re-submit Section I, the Health History portion of the health form and Section III, the Tuberculosis Screening Section of the health form and align with current immunization standards. If the absence from campus is greater than 6 years, then the student will need to revalidate the immunization requirements via the College's policy on file.

The college will place a hold on the student's account if a student is not in full compliance with these requirements. This hold will prevent registration for classes or receipt of a transcript and will result in denial of non-urgent medical care at the CRMC Student Health Center, assessment of a tiered late fee, and the College may remove the student from residence halls and/or be from campus (depending on the nature of the medical issue).

To protect the health of all members of the community, in the event of a vaccine- preventable disease occurring on campus, the college, in cooperation with state requirements, will remove the student from classes, on-campus residence, and/or the campus.

### **Insurance Requirement**

The College requires all full-time undergraduate, graduate and professional students and all F-1 & J-1 international students to have adequate health insurance coverage throughout the school year as a condition of enrollment. These students will be enrolled in the college-endorsed Student Insurance Plan, and the cost will be billed to their student accounts in two installments (fall and spring semester) UNLESS the student furnishes proof of other adequate health insurance coverage. Full-time students who already have health insurance for the entire academic year must submit a Waiver Request by the posted deadline each academic year, and the waiver must be approved to avoid being enrolled in the Student Insurance Plan. Full-time students who want to enroll in the college-endorsed Student Insurance Plan must submit an enrollment form by the posted deadline each academic term to ensure their timely enrollment and billing of the Health Insurance Policy charge.

It is the student's responsibility to verify whether the college has billed the charge to the student's account. If there is a billing error, the student should contact the Student Insurance Coordinator immediately. To access the waiver or enrollment request forms and for more information about the insurance requirement or the college-endorsed insurance plan, please Nathan Van Son, Director of Student Accounts, [vanson@hendrix.edu](mailto:vanson@hendrix.edu), 501-450-1336.

Tobacco, Nicotine Vapor Products, Alternative Nicotine Products, and Smoking The State of Arkansas outlaws the possession of tobacco products, nicotine vapor products, and alternative vapor products (i.e., vapes) by persons under the age of 21. Additionally, the college prohibits smoking or vaping by anyone in any college building or upon the college campus.

### **Reportable Communicable Diseases**

In the event a student is diagnosed as having a transmittable disease which must be reported to the State Department of Health, the college reserves the right to determine, on a case-by-case basis, whether it should establish conditions to limit or prohibit the student's continued participation in the college community in the interest of public health and/or the health of the student. The Dean of Students is empowered to make this decision with consultation as appropriate. Specific conditions may include, but will not be limited to, periodic medical/counseling procedures, confinement to the Student Health Center, reassignment, or removal from the residence halls, and/or a medical withdrawal from the college. If, in the opinion of the Dean, the student's situation requires the immediate exclusion from the residence halls or the campus, the college will consider such action temporary until the student has an opportunity to receive a full review of the matter by the Director of the Student Health Service. For a list of reportable diseases to which this policy may apply, see the Arkansas Department of Health web site at [ReportableDiseaseList.pdf](http://ReportableDiseaseList.pdf) ([arkansas.gov](http://arkansas.gov)).

### **Medical and Emotional Emergencies**

The college has a Medical/Emotional Emergency Policy (MEEP) to maintain the safety of individual students, as well as the community. The Medical/Emotional Emergency Policy will be used by the College if a student displays aberrant behaviors indicative of severe medical and/or psychological distress, such as, attempting suicide, making a threat or gesture of suicide, harming, or attempting to harm self or others, psychological/medical hospitalization and/or a medical emergency. Anyone with knowledge of such circumstances should contact 911; Public Safety, 501-450-7711; the Dean of Students, 501-450-2211; the Director of Student Outreach Services, 501-450-1330; Counseling Services, 501-450-1448; or Residence Life, 501-450-1416.

Following a medical or psychological crisis, the student must demonstrate that they are no longer in crisis and has taken sufficient steps to address the underlying physical/psychological concerns, which led to the crisis before the student can return to a rigorous college environment. Once the college initiates the Medical/Emotional Emergency Policy, the college must make a safety determination following individualized assessment and treatment. While assessment is ongoing, the College may limit the affected student's ability to return to campus, to include attending classes, college activities, and/or returning to a residence hall.

Taking time away from the college to address urgent medical and emotional concerns in compliance with this policy does not necessitate negative academic consequences. The Dean of Students Office will take reasonable measures and may allow students to return to school with the same academic standing once health is restored. Students/families are responsible for the costs of their medical care.

Notification of support systems may be necessary to ensure the safety of students, to comply with state laws, and address immigration and NCAA compliance regulations. Parental or guardian notification and involvement is necessary to ensure the safety of students, and to comply with state law. In situations involving international students the International Students Office will be notified to assist with immigration and cultural concerns. Athletics will be contacted through the Athletic Director in an effort to address concerns related to compliance and NCAA regulations. Only the Dean of Students or the Vice President for Student Affairs can decide not to involve parents/guardians and/or related offices.

Failure to comply with the provisions of the college Medical/Emotional Emergency Policy may result in disciplinary action through the Code of Conduct.

### **Common Area Responsibilities**

Common areas include but are not limited to hallways, bathrooms, stairwells, lounges, parlors, study rooms, utility rooms, storage rooms, laundry rooms, TV rooms, kitchens, outdoor yards, and patios. Furnishings in common areas are for use by all members of the community. Common areas are provided for the use and benefit of all residents and should not be monopolized. Residents may not remove furniture from common areas. Students who move furniture from common areas are subject to a fine of \$50 per item per day.

Sleeping (overnight) in common areas is not permitted.

Spontaneous gatherings in common areas are allowed as long as members of the gathering do not outnumber the room capacity limit according to the Conway Fire Department, and all College policies are being observed. The capacity differs from room to room and can be located in each common area, posted on a red sign. All students must be mindful of their noise levels and are responsible for cleaning up after themselves. Because common areas are in residential buildings, noise should be kept to a minimum. The area should be left better than it was found. Damage(s) to common areas will be charged to **all** residents of a particular wing, floor, or living area unless it can be determined who is specifically responsible for the damage(s).

Use of common areas for group activities or social events must be approved by the Office of Residential Life seven (7) days prior to the event. Students in charge of the event are responsible for clean-up after the event.

No unapproved, loud, unruly, and/or alcohol-related events are permitted in the residence halls. Any residential events, allowed only in designated areas, must have seven-day prior written approval from the Office of Residential Life. Students should register events through their Area Coordinator and seek approval from the Office of Residential Life and Dean of Students. Students will be required to close down any event that violates these policies. Students in charge of the event are responsible for clean-up after the event. As explained under the common area, spontaneous gatherings in common areas are allowed as long as members of the gathering do not outnumber the room capacity limit according to the Conway Fire Department, and all College policies are being observed.

These policies are not intended to define appropriate and inappropriate behaviors in exhaustive terms. In situations not covered by specific regulations, you are expected to use common sense and conduct yourself at all times as a mature, responsible adult. Students should refer to the individual Events policy for more details.

Violations of Residential Life policies and community standards are grounds for conduct action, including searches being conducted by Residential Life Staff. For more information, contact your building staff or the Residential Life Office.

## Facilities Policies

### **Repairs and Maintenance**

All repairs or maintenance problems should be reported to Facilities Management. Online work order forms may be found at <https://www.hendrix.edu/facilitiesmanagement/default.aspx?id=83802>. Facilities Management can also be reached at 501-450-1348. Repairs and maintenance must be performed by authorized personnel only. Residents must report maintenance concerns to Facilities Management in a timely manner. Failure to do so may result in charges being assessed to residents.

Residents may not modify locks, college-owned appliances, plumbing, electrical circuits, or other structural elements of their rooms/apartments or anywhere in the building. Residents may not remove any college-owned items from any room or common area.

Facilities Management personnel are permitted access to the living units in order to make repairs. When possible, a notice of room entry and completion of the work order will be left in the room or on an exterior door.



**Laundry Facilities**

Laundry facilities are available in most buildings. All campus residents have access to buildings with laundry facilities. If clothing or belongings are damaged due to machine malfunction or when a machine is inoperable, residents should call the telephone number listed on the laundry equipment or contact their Area Coordinator. These machines are owned and serviced by an outside company. Residents must follow posted regulations in the laundry rooms. When the laundry cycle is complete, remove your clothes from the machine promptly so that others may have a turn.

Always use the minimum amount of HE detergent necessary for each load. Overuse of detergent causes over-sudsing and under-rinsing, which results in wetter clothes at the end of the wash cycle. Then it will take the dryer two cycles to dry them, and they may be crunchy. Also, do not overload the machines with too big of a load.

Laundry machines are coin-free during the academic year. During other times of the year, the machines are coin-operated.

When you are finished with the washing machines, please leave their doors open. These machines are airtight and will begin to smell if they are not allowed to “breathe” between loads. Any clothing left in the machines or in the laundry area for more than 48 hours (about 2 days) may be disposed of.

**Kitchen Areas**

Community Kitchen areas shall be cleaned after personal use. Any food, dishes, pans, or utensils left out for more than 48 hours (about 2 days) may be disposed of. Do not dispose of anything other than liquids down kitchen sinks.

**Housekeeping**

Although our housekeeping staff cleans all communal areas during the week, residents are responsible for regularly cleaning their own rooms/apartments. Failure to maintain living quarters to the expected minimum standard of cleanliness is cause for conduct action, possible fines for maintenance and repairs, and eviction from college-owned housing.

Under no circumstances are trash cans, trash bags, or trash to be left in the hallways, outside student rooms/apartments, or in common areas. A good rule to follow is to pick up after yourself and always leave spaces cleaner than you found them.

**Vandalism**

Each student is responsible for treating all areas of the residential facilities as a home and keeping them damage-free. Vandalism is prohibited at Hendrix College. Thus, each student



is responsible for any damage resulting from acts of vandalism committed by themselves and/or a guest(s). Residents are expected to report acts of vandalism to the Residential Life staff. Damage(s) to communal areas will be charged to all residents of a particular wing, floor, or living area unless it can be determined who is specifically responsible for the damage(s).

If a student defecates in a building other than in a proper bathroom toilet and after an investigation the offender cannot be found, does not step forward, or cannot be determined there is medical reason, then the hall/building will be billed a \$500 fine. If there are additional offenses in the same building the fine will go up incrementally \$500 for each offense. In addition, there will be a hazardous biological cleanup fee assessed with each fine.

### **Windows**

Window screens are to be fastened at all times. Removing or tampering with the screens is prohibited. Security screens must be kept fastened at all times. Residents are responsible for keeping their window screens in good condition. Screens that are found damaged or missing will be replaced. The cost for replacement will be charged to the occupants of the room or apartment. If screens or windows are vandalized, residents should immediately report the incident to Facilities Management and the building staff. For safety and security reasons, neither people nor objects are permitted to pass through windows in College-owned or operated residential facilities.

Residents may not install or place any objects, appliances, or equipment in or on windows, sills, roofs, or ledges. Prohibited objects/equipment include, but are not limited to, satellite dishes, air conditioners, fans, flags, lights, plants, containers of any type, shoes, and clothing.

To prevent the growth of mold, windows must be kept closed when the room's air conditioning unit is turned on.

### **Guest Policies**

You are responsible for all actions of your guest(s) at all times. Should your guest(s) violate Residential Life policies, you will be held accountable, and your guest(s) may be asked to leave. You and your guest(s) are contractually responsible for emergency information and policies outlined in this handbook.

Students are responsible for any activity that occurs in their room, whether or not they are present at the time. Do not allow others to use your room without your presence or supervision.

### **Escort Policy**

Each year, each residence hall on campus will have the opportunity to choose its own escort policy. An escort policy is a program that requires that each non-Hendrix student guest be

escorted by whomever they are visiting. The above-described escort policy will be in effect during the first two weeks of the school year. After these two weeks, each hall will hold a meeting to explain to students, especially the new students, the possible escort policy options. The hall's president, senator, and Residence Hall Area Coordinator will lead the discussion at this meeting. Voting by secret ballot will take place the next day in each residence hall, as outlined below. All residents of the hall are qualified to vote. A 3/4 majority of the eligible voters is required to pursue the option of an alternative to the escort policy in that residence hall. All votes not cast will be regarded as support for the continuance of the escort policy in that hall which was in place the first two weeks of the school year. If the vote from a hall has a 3/4 majority in favor of an alternative to the existing escort policy, the Hall Council must propose an alternative to the hall that will be voted on within one week of the original vote. A 3/4 majority of eligible voters is needed to approve the alternate policy. As stated above, all votes not cast by those eligible will be regarded as support for the continuance of the existing policy. If the proposed alternative policy does not receive the 3/4 majority required, the hall has the option to suggest a second alternative plan that is to be voted on in one week. If a second vote on an alternative visitation procedure does not produce the 3/4 majority required, the existing escort policy will be in effect for the residence hall. Regardless of votes in each residence hall, the existing policy from the previous year will not carry over to the following school year. Each residence hall must vote yearly on an alternative to the escort policy, as stated above.

If an emergency situation arises during the school year that is a result, in part or totally, of the escort policy that is in effect, the Hall Council must seek the approval of the Dean of Students in order to amend the escort policy that is in effect. Another hall-wide vote (including all current residents) with a 3/4 majority of those eligible to vote for change will be required. If the Dean of Students concludes that an emergency situation exists that is a result of the escort policy in effect; the Dean may determine that said policy returns to the default policy for a period of time equal to or less than the time remaining until the end of the school year. Some circumstances that involve information that cannot be revealed to the community as a whole may warrant such a move. The Vice President of Student Affairs and Dean of Students is not required to provide the reasons that prompted the changes under these circumstances. The time of the suspension of the alternative escort policy may be shortened or lengthened by the Dean of Students, as the Dean deems necessary.

### **Visitation Policy**

Residents are responsible for their guests' actions. The residence hall visitation policy at Hendrix is one that promotes the growth of the personal and social responsibilities of each student. By allowing the residents to determine the visitation arrangement best suited for the residence hall, the College recognizes an environment of responsible choice as a fundamental premise of college policy.

At the beginning of the fall semester, residents within each individual residence hall will have the option to adopt either a limited visitation policy or an open visitation policy. Adoption of a visitation policy must occur during the third week of school and will be administered by the Residence Life staff. A 3/4 majority vote of all residents is required to adopt the open visitation policy. Unless and until residents vote to adopt Option II, Option I will be in effect. A neutral (not directly connected to the hall) Residence Life staff member will be present to explain both options and discuss community standards involved with each option before the vote takes place. The decision to switch options may take place after the second-floor meetings. A petition for reconsideration of the options must be signed by 1/4 of the hall's residents to call a vote. A 3/4 majority vote is necessary to change options. The detailed descriptions of visitation policy options are as follows:

**Option I:** Limited Visitation. The residence hall submits to the Office of Residential Life a proposal regarding its visitation hours. The hours requested in each proposal must fall within the following parameters: Sunday-Thursday, 11 a.m. to midnight, and Friday and Saturday 11 a.m. to 2 a.m.

**Option II:** Open Visitation. Students under this option may entertain their guests with the ordinary freedom of private living. There will be no restrictions on the time within which this visitation option may be exercised. However, in order to stay more than three continuous nights, overnight guests must obtain permission from the Office of Residence Life; acts of inconsideration and cohabitation are violations of the visitation policy. Visitors will use the restroom facilities of the hall specifically set aside for guests. A roommate's right to free access to the room at all times must not be restricted by visitation. A roommate must not be deprived of the right to privacy, study time, or sleep because of a guest. Thus, all students wishing to entertain a guest must always have the permission of their roommate(s). Such courtesy must always be extended to roommates. If a roommate feels their right to free access to the room is being violated, they should contact the appropriate Residence Life staff member as in any other roommate conflict situation.

## Housing Processes

### Consolidation of Empty Spaces

Room consolidation is required of any student with a vacancy in an under-assigned living unit. When a space becomes available in a room, that student has three options:

- propose a new roommate to move into the vacancy
- move to another room with a vacancy
- accept a roommate who is also being required to consolidate

If a student ignores or refuses attempted contacts by the Residential Life Office for this purpose, decisions about consolidation may be made at the discretion of the Director of Residential Life. Such resistance may result in possible fines and conduct action.

If a student has a vacancy in their living unit, they may contract with the Residential Life Office for a double-as-single room rate at an additional cost of current room charges. This option is not always available, and is only meant for traditional halls Raney, Galloway, Hardin and Couch halls. Priority for contracting for double-as-singles will be determined based on the waiting list of the Office, with consideration given to upper-class students first.

If a student ignores or refuses attempted contacts by the Residence Life Office for this purpose, decisions about consolidation may be made at the discretion of the Director of Residential Life. Such resistance may result in possible fines and conduct action.

**Mid-year Assignments.** During the year, it may become necessary to assign new students or to move current residents to different spaces. If the student has not purchased the double room as a single but has occupied it alone for an extended period of time, a roommate can be assigned to the space at any time during the semester, and the room must be ready to accommodate them at a moment's notice.

### **Housing Contract**

Students will sign housing contracts online via Campus Web. Keys will only be issued after the housing contract is signed. By signing a housing contract, students commit to on-campus housing for the entire academic year only. The agreement is a contract between Hendrix College and the individual mentioned in this document and may not be transferred or assigned to another person. The space assigned may not be sublet. The academic year, with reference to housing, is defined as the day on which the residence halls open at the beginning of the fall semester through the last day of final examinations at the end of the spring semester. Seniors and specially designated participants in the graduation exercises will be permitted to remain in their rooms until graduation day, at which time they must vacate the facilities. Housing contracts and assignments for summer residents, when approved, are separate from any prior or upcoming academic year housing contract.

### **Check-In**

During check-in, each resident is issued a room key and a Room Condition Report (RCR). It is the resident's responsibility to thoroughly examine the room and its contents, indicating the room condition and the absence or presence of its furnishings. This form gives residents the opportunity to document the condition of their room/apartment at move-in and will be used when students move out to note any damages incurred during their stay. Students must complete and sign this form when checking in to their new assignment. Otherwise, it will be

assumed the room was in excellent condition at move-in, and all damages at check-out will be assumed to be the responsibility of the resident(s).

The signed form should be submitted to the staff of the assigned facility during the day of check-in, but with the final deadline of ten (10) days after the move-in date. Failure to do so will result in a \$75 fine, and if applicable, an additional lock change and key replacement fee.

Whenever possible, a staff member will accompany the resident to the assigned space and assist the resident with any questions or concerns as the resident examines the space during the check-in process. No resident will be held responsible for conditions, damages, or shortages which existed prior to the time they assumed occupancy, provided these items are noted on the RCR at the time of check-in. Failure to return the completed form will result in charges for room deficiencies for which the new occupant is not responsible.

All residents must sign a housing contract and are responsible for all policies and procedures listed therein.

### **Check-Out**

You must meet with a staff member of Residential Life, which may include an RA, at your living space to complete a proper check-out procedure and return your key to the staff member. This staff member will check the room for damages or missing items, complete your RCR for the academic year, and provide you with a copy of the completed RCR for you to keep for your records. All residents within a living space must complete their individual, separate check-out process. A roommate cannot complete a check-out with a staff member for any other roommate(s) who resided in the space.

Charges for damages, missing items, and/or items remaining in the room/apartment/common area will be applied to the student's account. All charge amounts are determined and finalized through the Director of Residential Life, The Office of Fiscal Affairs, and Hendrix College Facilities. Students will be billed for any damages not due to normal wear and tear and for any cleaning or hauling of trash left in the room/apartment/common area.

In individual rooms and apartments, damage charges will be divided equally among all residents unless the person(s) responsible for the damage informs the Residential Life Office in writing that the roommates are not equally responsible for the damage. Damage charges will be assessed by a professional staff member during a room/apartment inspection after residents move out.

### **Improper Check-Out**

When permanently checking out of a room, residents must make an appointment for check-out at least 24 hours in advance. At the end of the year, you will receive instructions about how to sign up for a checkout time. You must sign up for a checkout time at least 24 hours in advance of your departure.

Failure to properly check out will result in a fee. If you do not check out with your RA, a fee of \$200 will be charged to your student account. If a key is not returned, an additional \$100 fee will be charged for a key re-core of the room or apartment. Students who leave after scheduled closing times without permission from the Residential Life Office will be assessed a \$200 late fee for each day the student is still in housing until they leave the campus space.

### **Withdrawals and Leaves of Absence**

Students who withdraw are dismissed from the College or leave voluntarily are required to follow proper check-out procedures within 24 hours of their withdrawal, dismissal, or leave. Exceptions are determined through the Director of Residential Life and Dean of Student's Office.

### **Abandonment of Personal Property**

Personal property left in a living unit after you have moved out, whether by proper or improper checkout, will be deemed to have been abandoned and will be removed at your expense. The College will not be responsible or liable for any losses of or damages to any abandoned property.

### **Storage**

All campus-owned apartments, houses, and residence halls must be fully vacated of all personal belongings and furnishings upon a student moving out. No furniture, personal items, washer/dryers, or other items may be left in a residential room or apartment space, including unfurnished apartments, even if a student may be living in that space again for the next academic year. Students may not sell and store items for residents who are looking to purchase items to reuse in the space. Any items found will fall under the above Abandonment of Personal Property, and will be removed from the space. A storage fine of \$600 will also be added to the account of each resident(s) residing in a space the items are found.

### **Residence Hall Government**

Individuals who are elected to the offices of Hall Council President, Vice President, Secretary, Treasurer, and Historian, and who submit their housing request forms by the deadline, will be guaranteed housing in their residence hall. Hall Senators are also guaranteed housing. However, the list of Hall Officers must be submitted to the Residential Life Office prior to the room selection process if housing is to be guaranteed.

### **Residency Requirement Appeals**



Hendrix is a residential college; therefore, students are required to live in Hendrix-owned facilities. Residential Life is part of the College's educational program in the belief that a residential community provides a more effective context for the type of education to which Hendrix is devoted. Students desiring to live off-campus must appeal for potential review of on-campus residency status due to a documented disability, financial need, or medical need; be married; be part-time or graduate student; have dependent children; living with parents within a 35-mile radius; or be 23 years of age by the first day of classes. Students may also appeal as a regular candidate and will be considered on a space-available basis after other requests have been processed. It is the student's responsibility to provide sufficient documentation to justify exemption status. Students should not sign a lease until they are approved to reside off-campus. Unless they are approved, students are still responsible for all College residence fees. Housing exemptions will not be made after July 1. Off-campus permission is valid for one academic year only. Students must request permission on a yearly basis. For more information regarding residency requirement exemptions, please visit the Office of Residential Life.

### **Returning to Campus Housing**

For Spring Semester. Students who were not on campus during the fall semester but are scheduled to return in the spring will receive an email between early October through early November to their Hendrix address with instructions for requesting housing preferences. Every effort is made to accommodate the requests of students as vacancies allow. The Residential Life Office reserves the right to assign students to any available spaces.

While there is not a way to predict an exact number of vacancies in the spring, spaces will open as students leave to go abroad or otherwise. Returning students will be placed on a spring housing list in the order that they reply with their housing preferences. If off-campus housing is preferred, please see the Residency Requirement Appeal section.

### **For Fall Semester**

Students who were not on campus during the spring semester but are scheduled to return the following fall will receive an email to their Hendrix address before Housing Reapplication begins with instructions for gaining access to the reapplication system. Each returning student is responsible for reapplying for housing. Failure to do so will result in random placement. If off-campus housing is preferred, please see the Residency Requirement Appeals section.

### **Room Changes**

If you wish to change rooms within your current assigned building, you must meet with your Area Coordinator (AC) and receive authorization from the Director of Residential Life. Please follow the steps below:



- Discuss the situation with your RA. They may be able to help you work out the situation. If not, then email your AC.
- Your AC must confirm the need to move but may recommend and conduct any mediations or avenues prior to the confirmation of move. You will then work with your AC to review possible spaces available.
- The Director of Residential Life must approve the room change before you move.
- No room changes will be approved or done prior to the end of the second week of classes for the Fall and Spring semester.
- Race, national origin, or religion will not be considered in making roommate reassignments.
- If you change rooms improperly, you will be assessed a charge, and you may be required to return to your original room.
- If space becomes available, you will be contacted via email and given instructions on how to complete your room change properly.

### **Building Change**

All requests for change in a residential facility will be handled through the Residential Life Office. If you wish to be placed on a waiting list for a room in a different building, you may email your request to [housing@hendrix.edu](mailto:housing@hendrix.edu). The requests will be considered on a first-come, first-served basis depending on the building you have requested and the date and time your name is added to the waiting list. If space becomes available, you will be contacted via email.

### **Unauthorized room changes**

Students who wish to make room changes must have prior written approval from the Residential Life Office. Occupying any space other than the one you have been assigned is cause for conduct action, a minimum fine of \$50, and you will also be moved back to your original room.

### **Room Selection Process**

The room selection process for fall returning students' housing typically begins in late February, when students receive an email stating that the instructions for the process have been posted to the website. The process is divided into three nights based on the year you arrived at Hendrix (your cohort). Each student within each cohort is randomly assigned a draw number. On the whole, super and rising seniors will attend the first night; rising juniors will attend the second night, and rising sophomores will attend the third night. Students will select rooms on their night in draw number order. When it is your turn to select, you will have an opportunity to select any room that has not already been selected. This information will be available each year on the Residential Life website. New students are assigned based on deposit date and housing application preferences well after returning students have been placed.

The Residential Life Office reserves the right to (1) assign applicants to available spaces; (2) alter any assignment at any time in instances of administrative or conduct action; (3) deny the privilege of housing to any student who has demonstrated behavior which significantly disrupts the residential environment; (4) alter any assignment of any student who has failed to meet the minimum GPA requirement.

Any student seeking medical accommodations for housing during the upcoming academic year may complete the necessary paperwork and process through the Office of Residential Life.

The student housing reapplication process begins early in the spring semester when students who request special permission to live in specific on- or off-campus housing assignments make these special requests to the Residential Life Office.

### **Roommate Preference**

If a student wishes to room with a specific student, both students must make mutual written requests. Both must be received in the Residential Life Office before their respective deadlines. In most cases, returning students are paired with other returning students as roommates. Whenever possible, first-year students will be assigned to a room with another first-year student. Some transfer students may be assigned to a room with an upper-class student.

### **Roommate Relations**

Roommates who value and exercise mutual respect and consideration for one another are much more likely to have a successful and lasting roommate relationship. An integral part of community living is learning to resolve concerns and issues in an appropriate and effective manner. Dealing with conflict as a student can be challenging, especially when the conflict is with someone you interact with each day. When trying to address a concern or resolve a conflict, here are some things to keep in mind:

- Get to know your roommate and neighbors. This will help you anticipate each other's individual needs and schedules and encourage cooperative behaviors. Become familiar with housing policies, procedures, and resources available to you within your hall.
- Be respectful of others' personal belongings and space and encourage the same respect toward your space and property.
- When a conflict arises, talk with the other party regarding your concerns. Chances are, they may not even know their behaviors are affecting you.
- Try not to procrastinate from resolving the problem. Avoiding conflicts usually means they will escalate and become more difficult to address later.

- Find a time and place when and where you will both be able to comfortably and openly discuss your concerns.

If you are uncomfortable speaking with your roommate regarding a conflict, contact someone neutral who can assist you. Resident Assistants are trained in conflict mediation and are willing to help with a roommate conflict, concern, or to discuss your options. In addition, the Counseling Center and the Residential Life Office can be of assistance.

Remember that it is your right and responsibility to be comfortable in your room and make your room a safe and secure environment. If you feel that you are not able to do this, it is your responsibility to speak up and address the issue with the offending parties.

New students and roommates that are new to each other as roommates are required to fill out and sign a roommate contract with their roommate(s). The contract will address standards and expectations for behavior toward one another in regard to sharing a room. The contracts will be distributed by your Resident Assistants and can be revisited at any time to accommodate all roommates.

### **Keys and Lockouts**

Each resident is issued one room key. The key is not transferable; the reproduction of keys to the halls and the unauthorized possession, loaning, or distribution of any Hendrix College key is prohibited. When a room key is lost, you will be charged a \$100 fee, which will automatically cover the cost to change the room lock and key. If a new key is issued and the original key is found, no refunds will be made. If you lock yourself out of your room, please follow these steps in the order they are listed.

- Call your roommate(s).
- Ask your RA to open your door.
- Ask another RA in the building. Between 9 p.m. and 8 a.m., ask the RA on duty.
- Ask your Area Coordinator. Between 10 a.m. and 5 p.m. on weekdays, you can stop by the Residential Life Office.
- Call Public Safety at 501-450-7711

### **ID Cards**

Your student ID card will allow you to access the exterior door of your residential building (except for College-owned apartments and the SOAR House). All residence halls have been wired with a keyless card reader entry system. Tampering with, disabling, or destroying the card readers, motion sensors, and door alarms is a serious issue that may impact the safety and well-being of students. Students found damaging or tampering with card readers or alarms will be subject to conduct action.

Students are **required** to carry their identification cards, which are issued free of charge when entering Hendrix College, at all times and to produce or surrender them when requested by College officials. Student ID cards are the property of Hendrix College and are a primary means of maintaining a secure campus environment. They may not be transferred to another person or possessed by another person.

When an ID card is lost, a new card will be issued for a fee of \$25.00. Broken ID cards will be replaced at no cost, provided the student is able to turn in the pieces of the original card.

### **Personal Property**

Although many precautions are taken to maintain adequate security for you and your guests, you should not discount your role in security. Security must begin with YOU and is part of your personal responsibility as a community member. You should be careful not to allow non-residents to follow you into your hall or house. You should remember to lock your room/apartment door whenever you are away from your room/apartment, even if for a minute. The College cannot be held responsible for articles that become lost, misplaced, stolen, damaged, or abandoned. The College and/or Residential Life Office assumes no responsibility for loss or damage to personal property for any reason. The College and its insurance carrier do not assume responsibility for the loss or damage to articles and personal property that occurs in its buildings or on its grounds. Residents should seek coverage for their personal belongings through their parents' or guardians' homeowner's policy or individual coverage from a company that offers this type of insurance.

### **Recreational Equipment**

Vehicles, including but not limited to skateboards, scooters, or skates, may not be used in the interior of buildings, on balconies, catwalks, exterior corridors, or in any areas which may cause injury to individuals or damage to facilities.

This equipment may be stored in student rooms and other designated areas outside the residence halls. Stairwells and lobbies in the College residences are not to be used for the storage or holding of personal items. All personal items brought to campus are to be stored in student rooms or specifically designated areas (e.g., bike racks located outside of residential buildings).

No motorized vehicle or parts of a motorized vehicle may be stored or brought into a building. For policies on bicycles, please see the Bicycle section.

### **Pets and Other Prohibited Items**

In compliance with fire and safety codes, the following appliances are not approved for use in any residential facility:

- Hoverboards
- Halogen lamps
- Cooking appliances with an exposed heating surface
- College-provided stoves in apartments are the only exceptions.
- Vertical Dance poles
- Space heaters
- Refrigerators larger than 5.4 cubic feet
- A fridge with a very low electrical draw and a high energy star rating is recommended.
- College-provided refrigerators in apartments are the only exception.
- Microwave ovens larger than 1.5 cubic feet

Other materials that are prohibited from use in residential facilities include:

- Flammable liquids and chemicals
- LED strip lights
- Cut Christmas trees or boughs
- Candles or other items with a wick, lit and unlit
- Incense, lit or unlit
- Halogen or quartz light bulbs and lamps
- Extension cords without circuit breakers
- Firearms, ammunition, Hunting Knives, and fireworks

Prohibited practices involving fire safety include any modification of existing electrical equipment such as outlets, light fixtures, wiring, etc.; running electrical cords under carpeting; running electrical cords through a doorway or window; connecting high wattage appliances or other electronic equipment to outlets by extension cords that do not contain breaker switches; decorating a student room by hanging or placing items such as tapestries, flags, or posters on the ceiling or in a way which covers vents on appliances or electronic equipment; overloading an electrical outlet; any practice which constitutes a fire hazard (i.e., careless use of smoking materials such as drawers filled with cigarette butts, etc.).

### **Pets**

For health and sanitation reasons, no animals, reptiles, or pets, including laboratory specimens, are permitted in college-owned residential facilities. This includes pets of guests or visitors who may be present in the building for a short time. This policy does not apply to fish in a tank of 20 gallons or smaller. Pets will be removed from the building, and the owner(s) will be subjected to disciplinary action and a minimum fine of:

- \$50.00 per pet, per day and Current flea treatment charge

- An inspection by facilities and residential life staff will determine additional cleaning/damage/replacement costs attributed to the presence of the pet

**Satellite Dishes prohibited**

The installation of satellite dishes in any college-owned property, including residence halls and apartments, is prohibited.

**Quiet Hours in All College-Owned Facilities**

An atmosphere conducive to normal living and studying must be maintained 24 hours a day in all living areas. As a courtesy, loud televisions, stereos, and radios, as well as boisterous and excessively noisy activities such as amplified musical instruments and drums, are expressly forbidden at all times.

Hall Council members will conduct a quiet hours vote during the first week of fall opening with the minimum requirement of 70 hours (about 3 days) per week. During quiet hours, radios, televisions, stereos, and the like will be turned to a low volume. Singing, loud talking, and other noisy activity will be expected to cease. Prior to each building's elections, each residence facility will observe Quiet Hours from 10 p.m. until 8 a.m. on days preceding classes and from 1 a.m. until 8 a.m. on days not preceding classes. All residents must refrain from causing any noise or disruptions that could infringe on other students' rights to study or sleep during these times. The general guideline is that noise from one's room or apartment should neither be audible outside the door nor in adjacent rooms. At other times, all residents and guests must be sensitive to their neighbors, who may need quiet during times other than Quiet Hours.

During final exam week, 23 ½-hour Quiet Hours will be enforced beginning at 11:59 p.m. on the Sunday before Reading day. Programs taking place in the residential buildings may only be scheduled during this break as long as the 23.5 Hours of Quiet policy is in effect. Any conduct at any time that is disruptive to normal order and disturbing to other residents is cause for conduct action. The first responsibility for enforcement/observation lies with individual residents. Residential Life staff will assist in the observance of regulations.

Violators will be subject to the denial of certain privileges that may include the confiscation of certain equipment (stereos, etc.) and/or dismissal from the residence hall.

Quiet Hours during academic holidays are the same as above. The building staff will post quiet hours during breaks. Students attending College functions in facilities adjacent to housing facilities are expected to be courteous at all times.

**Responsibility for Your Room**

The College provides basic room furniture. No alterations are to be made to this furniture, and no structures are to be built on which furniture pieces will be placed. You may loft your furniture by means of the headboard/footboard pieces and bunking pins provided but may not build or use any sort of platform or item with the intention of using it for this purpose. Beds may not be triple bunked. Mattresses must be on a bed frame – never resting directly on the floor. As College-owned furnishings meet our safety standards and storage space is non-existent, residents may not remove furniture from rooms/apartments or put it in the hallway. Furniture items that are damaged and/or missing from rooms at the end of the year will be charged to all occupants of the room at the replacement rate. Additional furniture brought into the room must be freestanding and clear of all existing fixtures, heaters/ air conditioners, windows, window screens, and mechanical equipment. If you would like to remove College-owned furniture from rooms, you must contact Facilities for approval. Facilities then have the authority to approve or deny this request.

Closet doors must be left attached.

Residents may not paint any part of their room, apartment, furniture, or equipment. Contact paper is also prohibited as it is difficult to remove and will cause damage. Residents may not add any flooring that will attach to the provided floor covering.

Students should be careful when removing anything adhered to any painted surface. The only approved wall fastener is 3M Command Strips. Even though some products claim to be removed safely and easily, they do not always live up to their word. Command strips should be left in place, and Facilities staff will remove them to prevent damage. Any paint damage caused by the removal of any adhesive product will be charged to the student. Stickers and decals may not be applied to windows, furniture, walls, or doors. Dartboards are prohibited. LED Light strips may not be used. No decorations of any kind should be placed on or hung from the ceiling.

Additionally, no decorations of any kind should be placed between the glass and blinds on the windows. Any curtains should be located on the side of the blinds facing the interior of the room. Items visible from a window that are inappropriate or offensive will be subject to removal. Also, no decorations of any kind may be placed across hallways or walk spaces. Residents may not use any object in such a manner that creates a hole, no matter the size, in any wall, ceiling, or piece of furniture provided.

All decorations should reflect College standards and values and comply with college policy.



**Right of Entry**

The College respects an individual's right to privacy; however, authorized College personnel may enter student rooms/apartments without notice for the reasons listed below:

- For normal maintenance of college property
- Fire Safety Equipment repair/checks
- To inspect for or make necessary repairs to rooms/apartments and equipment
- To verify occupancy
- Where there is determined to be imminent danger to life, health, safety, or property
- To ensure that health and safety standards are being met
- When a breach of college policies is suspected

The College reserves the right to search a student's room without notice when it is deemed necessary for the safety or the security of its residents. Any search of residence hall rooms conducted by the College will be carried out only with adequate cause and with authorization of the Dean of Students, Director of Residential Life, or their designee.

Resident(s) of the room are allowed to be present at the time of the search, though they may be asked to stand in the hallway or another designated area so as not to hinder the search. Otherwise, the students will be notified as soon as possible after the search is completed. The college also reserves the right to search a student's vehicle parked on campus when it is deemed necessary for the safety and security of the campus community. Authorized personnel must carry appropriate College identification and show it upon student request.

**Facilities Management Personnel**

When manning allows, two uniformed Facilities Management staff members, with proper Hendrix identification, may enter a student's room/apartment to make requested repairs. When possible, notification of the entry and work performed will be left in the room/apartment if entry is made when the resident is not present.

While fulfilling their administrative responsibility to enforce College regulations, members of the Office of Residence Life staff may enter student rooms at any time.

An inspection of residence hall rooms will be conducted at least once each semester to ensure the observance of basic safety, fire and health standards and to recover College furniture not issued to the student rooms. A one-day notice will be given for this type of room inspection. If the resident is not present during the inspection, the Residential Life staff member will be accompanied by another member of Residential Life.

In cases of emergencies, staff members may use a master key to enter the room/apartment. As a matter of courtesy, staff members will always knock on the door, announce who they

are, and ask to enter the room/apartment. If there is no response or an unusual delay in opening the door, the staff member may use a master key to enter the room/apartment. The master key cannot be used to enter a student's room/apartment to retrieve personal property. College personnel will not grant access to student rooms/apartments to friends, relatives, or other students without a written request from the student.

Where vacancies exist in a room/apartment, such vacancies may be shown to prospective occupants when accompanied by a member of the staff. Insofar as is reasonable, advance notification will be given.

As College-owned furnishings meet our safety standards and storage space is non-existent, residents may not remove furniture from rooms/apartments or put it in the hallway. Furniture items that are damaged and/or missing from rooms at the end of the year will be charged to all occupants of the room at the replacement rate. Additional furniture brought into the room must be freestanding and clear of all existing fixtures, heaters/ air conditioners, windows, window screens, and mechanical equipment. If you would like to remove College-owned furniture from rooms, you must contact Facilities for approval. Facilities then have the authority to approve or deny this request.

## Safety Policies



Brian Williams  
Director of Public Safety  
501-450-3833  
[WilliamsB@hendrix.edu](mailto:WilliamsB@hendrix.edu)

The policies in this section of the student handbook are specifically designed to increase safety and outline safe procedures for our students. Safety is always our first priority.

Students who ignore safety guidelines or place other students in harm's way with their actions will be subject to strong disciplinary action. Students who have concerns about their safety should contact our Office of Public Safety, Director Brian Williams immediately. It is important that students understand that some individual actions have an impact on safety for the entire community. We need students to work with each other and with the extended Hendrix community to create a safe home for all. All crimes should be reported to Hendrix Public Safety at 501-450-7711.

### **Building Security**

Security is primarily the responsibility of the student. Hendrix Public Safety Officers make regular rounds checking residential facilities' exterior doors. Tampering, yanking, or disabling exterior door security/access systems will result in conduct action. For your safety and the safety of others, please follow these guidelines:

- Do not prop or block exit doors or doors leading to fire exits and/or fire escapes.
- Close any door that you find propped open. (After doors have been propped a certain amount of time, a loud alarm will sound.)
- Intentionally blocking of fire exits from the interior
- Do not allow strangers to enter the residential facilities.
- Escort guests at all times while in the residential facilities.
- Report any unescorted nonresidents to Public Safety.
- Report any security issues to the Residence Life staff and Public Safety.
- Close and lock all doors when leaving your room/apartment and residential facility.

### **Fire Equipment Tampering Policy**

Any misuse or tampering with fire extinguishers, alarms, or equipment jeopardizes residents' safety and should be reported immediately to Public Safety or a Residence Life staff member if the event occurred in Hendrix College-owned housing. Fire equipment includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc. Students are reminded that removing batteries from smoke detectors is a violation. Report any problems with fire equipment to Public Safety or a Residence Life staff member if in Hendrix College-owned housing.

Tampering with fire safety equipment in a residence hall, such as covering a smoke detector, is cause to initiate a room search. The penalty for tampering with fire safety equipment is a fine of up to \$200 per resident in the space in which the safety equipment is located. If a smoke detector appears to be malfunctioning, the student should immediately submit a Facilities Work Order Request Form. When submitting the form, choose "smoke detector" as the issue. If the request is submitted after hours (such as Monday through Friday after 5 p.m.,

on the weekends, or during holidays), then the student should also call Public Safety at 501-450-7711 to report the problem.

### **Fire Safety Equipment, Procedures, Prevention Equipment**

It is a serious offense to tamper with fire safety equipment. Individuals who are found tampering with the fire alarms, extinguishers, smoke detectors, or other fire prevention equipment or pulling the fire alarm under false pretenses will be subject to swift and decisive disciplinary action, with eviction from college-owned housing being the most viable sanction. Do not tamper with the fire/life safety equipment.

Fire extinguishers are located throughout the residence halls and apartment buildings. They are to be used only in the event of a fire. They are considered fire equipment and are not to be disturbed. Do not tamper with the fire extinguishers or use them for anything other than to extinguish a fire.

Exit signs are located strategically throughout the buildings. Their purpose is to indicate exit routes, particularly in emergency situations. Do not remove or tamper with any of these signs.

### **Evacuation**

Specific evacuation procedures for each building will be explained by the Residential Life Staff at the first-floor meeting and are posted in the building. When the fire alarm sounds, the building must be thoroughly and immediately evacuated with no exceptions. Failure to do so may result in Conduct Action.

After the fire alarm sounds, Public Safety is automatically notified. Do not panic. Please familiarize yourself with the emergency procedures for your building as soon as you move in. Follow these simple instructions:

1. Turn off room lights except for ceiling lights. Leave blinds (and curtains) open.
2. Close windows and lock door.
3. Grab a coat, shoes, and a towel to cover your face and head and leave in an orderly fashion as instructed in the evacuation procedures.
4. Walk quickly and quietly and use the closest exits.
5. Stand away from the building at the designated area. The Residential Life Staff will inform students when they may return to the building. Deliberately remaining in a building during an evacuation is a danger to yourself and to others who will enter the building to find you. This policy also applies to fire drills. Students found in buildings when a fire alarm is active may be subject to Conduct Action.
6. The Residential Life Staff will check each room to make certain that everyone has evacuated (as the nature of the emergency permits).

**If a fire is outside your room/apartment and it is unsafe to exit**

1. Crack a window and remain near the opened window.
2. Hang a bed sheet or any large light-colored cloth out the window. This will signal your location to emergency personnel.
3. Keep close to the floor and near the outside wall. Remember, smoke rises.
4. Do not panic. Remain calm and cooperate with the staff and emergency personnel during emergencies.

**Prevention**

The best fire safety starts with prevention. To prevent fires and accidents, residents must use common sense and follow these simple guidelines:

1. Smoking is prohibited in college-owned buildings and on campus. (See Hendrix Smoking Policy)
2. Completely extinguish matches before discarding them.
3. Use only UL-approved electrical appliances. Use caution when using these appliances. Do not leave electrical appliances unattended.
4. Halogen lamps are not permitted in college-owned housing facilities.
5. Make certain that materials used for decorating purposes are fireproof or fire retardant.

Open flames of any type, including candles, the burning of incense, coals, possession of combustible chemicals including propane and other fuels, and the use of multiple (“octopus”) electrical adapters, appliances with frayed wires, and ungrounded electrical appliances are not permitted inside residential facilities. For a complete list of items and practices prohibited in residential facilities under the fire code, please refer to the Electrical Appliances section.

Prohibited practices involving fire safety include any modification of existing electrical equipment such as outlets, light fixtures, wiring, etc.; running electrical cords under carpeting; running electrical cords through a doorway or window; connecting high wattage appliances or other electronic equipment to outlets by extension cords that do not contain breaker switches; decorating a student room by hanging or placing items such as tapestries, flags, or posters on the ceiling or in a way which covers vents on appliances or electronic equipment; overloading an electrical outlet; any practice which constitutes a fire hazard (e.g., careless use of smoking materials, etc.)

Residents are not permitted to leave belongings in the hallways, stairwells, and/or common areas as this creates an obstacle to safe access to and from the building.

A fire drill is conducted at least once each semester for each residence hall and house. All persons in the building must participate in the drill and evacuate the building. The purpose of

the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. Participation in fire drills is mandatory. Residents who do not comply with this procedure are subject to conduct action. Residents are to follow evacuation procedures as listed above.

Fire Safety policies will be enforced through casual observation and announced periodic fire safety inspections of residential facilities by Residential Life staff. Materials and items prohibited from campus that are found in residence hall rooms will be confiscated, receipted, and held in a secure place until the owner safely removes them from campus at the time of check-out. Violations of this policy will be addressed through the College conduct process.

### **Inclement Weather**

The route to your building's safety area is posted in each building. You should familiarize yourself with the location before bad weather sets in. It is advisable to prepare an emergency disaster kit that can be grabbed at a moment's notice. In your kit, include the following:

- flashlight/batteries
- extra set of clothing/shoes
- bottled water
- medication
- blanket
- poncho
- protein bars/chocolate/ hard candy
- battery-powered radio

Keep in contact with your RA for special instructions as they occur. In case of high winds or hail, stay away from windows or glassed areas. Remain in the building until instructed to report to the evacuation site and keep your emergency kit with you.

If a tornado warning siren sounds, grab your kit, lock your door and go immediately to your designated safety area. Notify the person in charge of any special medical needs. Stay in the designated area until the "All Clear" siren has sounded, H-Alert Notification giving the "All Clear," or you are notified by a member of the Residential Life Staff.

After the storm, check for damages, water leakage, etc., and report them immediately by submitting a work order to facilities and notifying your Resident Assistant. Be extremely careful of flooded areas, contaminated water, fallen power lines, and other hazardous conditions attributed to the storm.

## Missing Persons for Students Residing On-campus

### **Missing Persons**

If you are concerned about a potential missing student, please contact the Hendrix Public Safety Office immediately at 501-450-7711. If a student is reported potentially missing to you, then you must report this information to Hendrix Public Safety immediately. The Public Safety office will work with Student Affairs to make contact with the missing student and to identify their most recent contact points on campus (card access, meals, class attendance, etc.).

If we are unable to make contact with the missing student within a reasonable timeframe (up to 24 hours from notification), the college will notify the confidential emergency contact and Conway Police Department within 24 hours of the determination that the student is missing.

All students may designate an emergency contact person. On-campus students complete an emergency contact form when they check into their housing assignment. Off-campus students are encouraged to contact the Residential Life Office to complete an emergency contact form. Students residing on-campus have the option to designate a confidential emergency contact person for missing person investigations only. A student's confidential contact information will be accessible only to authorized campus officials and law enforcement in the course of the missing person investigation. If the student did not designate a confidential emergency contact for missing person cases, then the general emergency contact persons will be contacted. If the student is under 18 and not emancipated, then the custodial parent or guardian will be contacted in addition to any other emergency contacts listed.

## Emergency Response and Evacuation Procedures

### **Notification**

In the event of the confirmation of a significant emergency or dangerous threat to the health or safety of our campus community, Hendrix College will contact the campus community through our H-Alert text message system. All students, faculty, and staff members are automatically enrolled in H-Alert as long as they have provided the institution with a cell phone number. Campus members can contact the IT HelpDesk if they have any questions about their enrollment in the system. Community members are able to "opt-out" of the program but are discouraged from doing so because of the emergency notification system. Because H-Alert has limited character capability, an email may follow the initial text message with additional details as necessary. Community members who encounter an emergency or dangerous situation are encouraged to contact Public Safety (501-450-7711) immediately.



**The Institutional Emergency Process**

The College will work swiftly to confirm that there is a significant emergency. Public Safety will investigate the report to confirm the situation and activate the notification system and the crisis communication team. In the event of a weather emergency, Public Safety will be notified by state weather officials that an emergency exists and will send the alert to the campus. All campus members should contact Public Safety if they encounter a dangerous situation.

Once confirmed, the crisis communication team will determine which portion of the campus community is affected by the emergency and alert that segment of the population. In most cases, the alert will be sent to the entire community.

The crisis communication team will work with Public Safety to determine what information will be contained in the text message. The alert may just provide information but may also provide specific directions to shelter or to stay away from a particular space on campus.

After confirmation of a significant emergency or dangerous situation, Hendrix College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

**Campus Emergency Response Team**

In the event of a specific emergency related to the following areas:

The Office of Public Safety (Brian Williams, Director)

The Dean of Students Office (Michael LeBlanc, Dean of Students)

The Crisis Communications Team (Rob O'Connor, Amy Forbus)

Facilities Management (Sharron Russell)

Medical Officer (TBD)

Technology Officer (Sam Nichols)

Food Services (Dawn Hearne)

Shelter and Evacuation (Greer Veon-Cronin)

Hazardous Materials (Shelly Bradley)

Trauma Support (Mary Anne Seibert)

Legal Officer (TBD)

**Providing Emergency Information to the Larger Community**

Parents and guardians are welcome to sign up for H-Alert information through the campus web portal. Hendrix Public Safety will work with other law enforcement agencies in the city and state as appropriate. The Crisis Communication Team will work with local information agencies to disseminate information that is appropriate for the larger community.

**Testing the Emergency Response and Evacuation Procedures**

Hendrix College conducts tests of the H-Alert system on an annual basis during the first month of classes. At the discretion of the College, we may select to conduct subsequent tests as needed. Evacuation drills of the residence halls are scheduled and conducted each semester by the Office of Public Safety in cooperation with the Residence Life Staff.

Evacuation routes are posted in each facility. The emergency response team will also conduct exercises each year and participate in community emergency response exercises. The emergency response team will meet on a regular basis to review testing, materials, and drills.

Hendrix College will publicize our procedures and testing processes to the campus community each year through the email system and in Hendrix Today.

Hendrix College will track each of our emergency tests, which will include a description of the exercise, date of the test, timing of test (start to finish), category of the test (announced or unannounced), and will keep this information on file for seven years. H-Alert testing will be tracked by the Communications office, and other evacuation drills will be tracked by Public Safety.

**HENDRIX COLLEGE SAFE SHELTERS**

Axiom Hall – Basement hallway, lower level, south end  
Art Building A – Men's & women's restrooms  
Art Building B – Art A's men's & women's restrooms  
Art Building C – Art A's men's & women's restrooms  
Bailey Library – Snoddy study carrels and northeast stairwell  
Brown House – Stairwells or bedroom closets  
Smith House – Stairwells or bedroom closets  
Dickinson-McCreight House – Stairwells or bedroom closets  
Cook-Browne House – Stairwells or bedroom closets  
Buhler Hall – Building Closed No Occupancy  
Cabe Theatre – Voms (entrance to theatre beneath theatre seating)  
Clifton Apartments – Bathroom  
Dawkins Welcome Center- First-floor long hallway  
Front Street Apartments – Lower-level bathroom  
Huntington Apartments – Lower-level bathroom  
Couch Hall – First-floor stairwell or interior hallway  
Ellis Hall – Basement or evacuate to Fausett Hall  
Fausett Hall – North or south stairwells or basement  
Galloway Hall – Stairs, restrooms, closets, hallways  
Greene Chapel – Stairs, restrooms

Hardin Hall – First-floor restrooms, north stairwell, closets  
Hendrix Corner A – First-floor bathroom, stairs  
Hendrix Corner B – First-floor bathroom, stairs  
Hendrix Corner C – First-floor bathroom, closets  
Young-Wise Memorial Stadium – Evacuate to WAC  
IT Building – Interior hallways  
Language House – Hallways connecting bedrooms, north bathroom Marketing Communications – kitchen area and adjacent hallway  
Martin Hall – Lowest floor, 1<sup>st</sup> floor bathrooms  
Miller Creative Quad (Arkansas and Conway Corp Halls) – North and South Stairwells  
Mills Center – Lower floor corridor or lower floor interior space  
Murphy House – Stairs and bathrooms  
Facilities Management Offices, Shops – Restrooms  
Public Safety – Interior hallway  
Raney Hall – Hallway, stairs, study room (overflow housing)  
D.W. Reynolds Life Sciences – Anywhere in interior basement hallway  
Staples Auditorium – Stairs and restrooms  
SLTC – Bathrooms and hall outside bathrooms  
Sturgis Athletics Center – Interior east-west hallway  
Tennis Center – Evacuate to Sturgis Center  
Trieschmann Hall – Basement hallway, practice rooms  
Veasey Hall – 1<sup>st</sup> Floor Interior Hallway  
Village C Apartments – First-floor stair or apartment bathroom  
Village D Apartments – First-floor stairs, apartment bathroom, hallways  
Market Square South – First-floor stairway, hallways, bathrooms  
Wellness, and Athletics Center – Any first-floor dressing room

**EMERGENCY**Hendrix Public Safety **501-450-7711**Conway Police **911** (9-911 for office phones)**GETTING INFORMATION**

During an emergency, information will be distributed to the campus community via:

- › H-Alert
- › Code Red (to download free service, go to: [www.faulknercounty.org](http://www.faulknercounty.org))
- › Hendrix College Socials
- › Campus Email



# EMERGENCY PROCEDURES

## WHAT TO DO

**INCIDENTS**Call **501-450-7711** to report the emergency. Be prepared to answer the following questions:

- › Location of the incident
- › Nature of the incident
- › Nature of any injuries
- › Description of the person(s) involved
- › Location of perpetrator, if known
- › Direction of travel of perpetrator, if known
- › STAY CALM and don't hang up

**FIRE**

- › Upon discovering a fire, close the door to the room where the fire is located and immediately activate the building fire alarm
- › Call **911** and give specific location of the fire, then call **501-450-7711**
- › When an alarm is activated, everyone must leave immediately in a calm manner, even if there are no immediate signs of a fire
- › Do not use elevators
- › If in a residence hall, put on shoes and a jacket before leaving the building
- › Evacuate to a distance of at least 300 feet and follow directions provided by building coordinators and/or emergency personnel
- › Do not return to the building until instructed to do so by Hendrix Public Safety or other proper authority

**TORNADO OR OTHER SEVERE WEATHER**

- › We recommend that you sign up in advance for Code Red Weather Alerts, a free service of Faulkner County, at [www.faulknercounty.org](http://www.faulknercounty.org).
- › Local information is broadcast on KTOD (92.7 FM), KFCA (1330 AM) and KCON (1230 AM)
- › **Tornado Watch:** Tornadoes possible; no immediate danger; remain alert for passing storms
- › **Tornado Warning:** A tornado has been sighted or indicated by weather radar. Sirens will sound if a tornado is in or near Conway. Danger exists – move to your designated area of safety, usually on the lowest floor of the building and away from windows
- › **Severe Thunderstorm:** Remain in a safe place indoors; stay away from doors and windows
- › **Ice/Snow Storms:** Operations will continue while students are on campus – in the rare event that classes are canceled, you will be notified by your professor
- › **Use your best judgment regarding travel:** If you can't travel safely, don't travel!

**INTRUDER/ DANGEROUS PERSON**

- › If you observe a dangerous person on campus, call **501-450-7711** to immediately report it
- › Remain calm and do not engage the intruder
- › If a firearm is observed or discharged, DO NOT move toward the incident. If it can be done safely, quickly move away from the area and call **911**, then call **501-450-7711** to immediately report the incident and its location
- › **If in a building:**
  - › Leave if you can do so undetected. Otherwise, remain out of sight behind cover and shelter in place
  - › Remain calm and turn off cell phone vibration and ringer
  - › If with a group, one person should call **911**, then call **501-450-7711** to report your location, where the danger is, and the condition of the others
  - › Remain where you are until the danger has passed and emergency personnel are on the scene

## Academic Integrity Policy

### **What is academic integrity and why do we have a policy for it?**

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.

This commitment can be understood in the following ways:

- A student should not gain an unfair advantage or violate other students' commitment to honest work and genuine effort. The amount of cooperation undertaken with other students, the consistency and accuracy of work, and the test-taking procedure should adhere to the guidelines that the classroom teacher 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. The full disclosure of sources is the most effective way to ensure accountability to both ourselves and our colleagues.

### **What actions by a student are considered violations of these standards?**

- 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 anyone else besides other students in group assignments;
- Cheating or colluding on examinations, laboratory reports, exercises, or projects that are to be done by individual students or teacher assigned groups of students; giving or receiving answers and/or materials pertinent to any academic work without permission of the classroom teacher;
- Stealing, manipulating, or interfering with any academic work of another student;
- Lying to or deceiving faculty about issues that violate course expectations; or
- Violating particular standards as determined and explicitly outlined by individual classroom teachers on a course-by-course basis. These particular standards should be clearly indicated on the syllabus for each course.

### **What does the Committee on Academic Integrity do and who are its members?**

The committee consist of five members of the student body and five faculty members. The Student Senate nominates and selects student members. The faculty's Committee on Committees selects the faculty members and a designated committee chair.

Faculty members report all cases of academic integrity to the committee chair. The committee keeps records of all academic integrity violations while the students remain enrolled at Hendrix. Through conference groups, or sub-committees, the committee considers all reports of multiple violations and all cases where the student and classroom teacher cannot agree on sanctions for the violations. The committee monitors all sanctions for equity and consistency across campus. The committee reports all decisions to all

involved parties.

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, and at each conference, every member of the committee signs a confidentiality statement to protect the privacy of deliberations.

**What are possible outcomes of an academic integrity violation?**

In most cases, cheating or plagiarism on assignments results in no credit for that assignment and/or a reduction of one letter grade in the course. In most cases, cheating or plagiarizing on a cumulative assignment, for example a final exam, paper or presentation, results in an **F** for the course.

If a student is responsible for repeated academic integrity violations, the committee may consider the recommendation of a more serious sanction such as suspension or expulsion. The committee would refer such a recommendation directly to the Provost to make a final decision.

**What happens if a classroom teacher or another student thinks I committed an academic integrity violation?**

The classroom teacher will discuss an alleged violation with you and suggest possible sanctions for the alleged violation. The classroom teacher then completes a violation report with a description of the alleged violation and proposed sanctions and gives a copy to you. You then have two business days to decide whether or not to accept the violation report.

- If you agree that the violation occurred and you agree to the stated sanctions, you sign the violation report and return it to the faculty member within the two-day time limit. The faculty member sends the signed violation report to the chair of the Committee on Academic Integrity. The chair may then accept the violation and file it without committee involvement unless further action is warranted because of previous violations by the student or because of inconsistencies in the sanctions as compared to sanctions for other students.
- If you do not agree that the violation occurred, or you do not agree to the stated sanctions, you return the unsigned violation report to your faculty member within the two-day time limit. The faculty member sends the unsigned violation report to the chair of the Committee on Academic Integrity after the two-day limit ends --even if you did not bring back the unsigned report. The chair then schedules a conference group to make a final decision. You and your teacher will be part of this conference.

A student may report another student's alleged violation by either informing the classroom teacher, who files a report with the Chair, or by filing a report directly with the Chair.



**What is an academic integrity conference and what happens in one?**

If it is determined a conference is necessary, the conference group appointed by the committee chair shall convene within two weeks of the date on the violation report. A minimum of five members of the Committee on Academic Integrity, including at least two faculty members and two student members, is required to hold a conference. The chair assembles conference group members from available committee members. If the academic calendar does not allow a conference within two weeks, the case will be revisited during the first two weeks of the next academic semester.

The classroom teacher and any named students must attend the conference. At this meeting, all statements and evidence will be presented. All parties have the right to introduce evidence or witnesses. Witnesses must have firsthand knowledge of the academic integrity violation and/or evidence related to the accusation. Note that a student facing an accusation of violating standards of academic integrity must continue through the conference process even if the student has withdrawn from the class in which the alleged violations took place. A majority of the conference group 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 conference group must reconvene within a week, provided this conforms to the academic calendar.

The conference group has two options in rendering a decision: *In Violation* or *Not in Violation*.

In situations where a conference is required, a student is in violation of the standards of academic integrity once a majority of the conference group concur that a violation has occurred. If the conference group finds a student to be in violation of the standards of academic integrity, it also hands down a particular sanction after consultation with the classroom teacher. A simple majority of the conference group must agree upon specific sanctions.

When a decision has been reached that a student is *in violation*, the involved parties will receive an official letter of decision from the chair. This letter includes the decision of the conference group and the prescribed sanction.

This decision letter is sent to the student and to the classroom teacher. The violation does not appear on the student's transcript. In addition, these records may be divulged to Hendrix faculty and staff requesting information relevant to awards and honors. Records of single violations shall not be divulged to outside parties such as employers and graduate schools. In the case of multiple violations, inquiring parties (e.g., employers or graduate schools) who directly ask whether, or not, a student has violations of academic integrity will be informed that a violation exists (although the details of the violation will not be released).



If a student is found *not in violation*, the student and the classroom teacher will be notified by the Chair.

The Committee shall retain all records of academic integrity violations for as long as the student is enrolled at Hendrix, or for a total of five years, whichever occurs first. At the time limit, the records are purged.

### **Can I appeal an 'in violation' decision from the Committee on Academic Integrity?**

Students are entitled to appeal an academic integrity decision based on one of the following reasons:

- new information exists, unavailable during the original conference, that could affect the outcome
- a material deviation from written procedures could have impacted the fairness of the conference
- the sanction(s) may be grossly disproportionate to the severity of the offense.

Unless there is a recommendation of suspension or dismissal, students who choose to make an appeal should submit a letter explaining the reasons to the chair of the Academic Appeals Committee within seven business days of the receipt of the *in violation* decision letter. The chair of the committee will determine whether the appeal has merit based on the three reasons given above. If the chair determines that the appeal does not have merit, the student is notified that the appeal is denied. However, if the chair determines it does have merit, the appeal is sent to the committee. The committee then determines whether to uphold the *in violation* decision or to change the decision to *not in violation*. This committee is allowed to question all parties who participated in the conference. This committee may also consult the Committee on Faculty if this committee believes faculty personnel issues are raised. Decisions by the Committee on Academic Appeals are final. The appeals process should be completed within four weeks of filing, exclusive of breaks in the academic year.

If there is a recommendation of suspension or dismissal, students who choose to make an appeal should submit a letter explaining your reasons for the appeal to the Provost within seven business days of the receipt of the *in violation* decision letter. Decisions by the Provost are final. The appeals process should be completed within four weeks of filing, exclusive of breaks in the academic year.

The Hendrix College Academic Integrity policy can be found at the following link: [Academic Integrity Link](#)

## Hendrix Name, Colors, Logo, & Seal

A strong brand is an asset to the institution and a reflection of our reputation and high standards. Using the official Hendrix College symbols (e.g., name, logo, seal) in an appropriate and consistent manner will strengthen our brand. Hendrix introduced a new graphic image in Fall 2004 and updated it in 2015. Hendrix uses Orange 158 in the Pantone Matching System as its official color, along with black. Our brand guidelines are online at [www.hendrix.edu/graphicidentity](http://www.hendrix.edu/graphicidentity).

The Seal of the College is to appear only on official documents (e.g., diplomas, transcripts), on the College banner and mace, on the President's Chain of Office, and may be used for other ceremonial purposes. The Vice President for Communications must approve any other use of the Seal. To protect the integrity and value of the College's graphic identity and to maintain consistent quality standards, all proposed uses of the symbols of the College should be reviewed by the Office of Communications. Communications staff members are happy to answer questions regarding the appropriate use of the symbols of Hendrix.

### **Community Contract**

Reaching your best self at Hendrix requires personal commitment and active engagement. I, as a Hendrix student, understand that I am responsible for knowing the information contained in the College course catalog and the Student Handbook. I also understand that I am responsible for the following commitments:

- A. Hendrix students are expected to attend class in accordance with the catalog and individual course syllabi. Students who regularly attend class have a better learning experience with stronger connections to their professors and their peers. Active engagement in class is essential to academic success; chronic absences typically result in reduced academic achievement, including failing grades.
- B. Hendrix students are expected to use and respond to official communication from the College (email, phone calls, and texts). Difficulty in accessing or utilizing Hendrix's email or the website should be reported to the Media Center (SLTC first floor) or [helpdesk@hendrix.edu](mailto:helpdesk@hendrix.edu). Students will be held responsible for information communicated via official mediums.
- C. Hendrix students are expected to tend to their own mental and physical health. Campus health resources are available for short-term conditions. Persistent or chronic health problems may require care beyond the campus resources. Students should discuss academic options with their advisor, professors, or the Office of Academic Success if persistent health concerns impact their ability to complete educational tasks.

- D. Hendrix students should respect the educational environment of the community. The richness and diversity of the campus community is a defining factor at Hendrix, and students, staff, and professors are protectors of as well as contributors to that community. Behaviors that interfere with the educational pursuits of others may result in administrative action.

*\*A portion of this code of conduct was reviewed by Brett Sokolow from the National Center for Higher Education Risk Management ([www.ncherp.org](http://www.ncherp.org)) in 2008. Some of the language may be proprietary and copyrighted. It is licensed to Hendrix College for its use and publication, but all other uses and copying of NCHERM work products are prohibited without express permission from NCHERM.*

## **Mail and Packages**

All incoming mail and packages must be delivered to the campus mailroom and addressed properly (see format below) to ensure a proper chain of custody and timely delivery. Improperly or insufficiently addressed packages may be delayed or returned to sender, and the College assumes no responsibility for any mail or packages delivered outside of the campus mailroom. The person listed on the mail or package will be notified, and that person is ultimately responsible for pickup within the designated timeframe. Any suspected banned or controlled substances sent through U.S. Mail will be held and turned over to the U.S. Mail Postal Inspector. Students who have mail or packages delivered outside of the campus mailroom or receive packages containing banned or controlled substances will be reported to the Dean of Students for possible disciplinary action.

Full Name (name on record with the college)  
1600 Washington Avenue  
Conway, AR 72032