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Facefinder 2008-2009

# Student Handbook

2008-2009

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# Administrative Information

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 accurately present policies and procedures as of the date of the publication, 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.

## The Statement of Purpose

Hendrix College, a private, undergraduate institution of the liberal arts related to the United Methodist Church, offers distinguished academic programs in a residential, coeducational setting. As a collegiate community, Hendrix is dedicated to the cultivation of whole persons through the transmission of knowledge, the refinement of intellect, the development of character, and the encouragement of a concern for worthy values. In these ways, Hendrix prepares its graduates for lives of service and fulfillment in their communities and the world.

Toward the accomplishment of this purpose, the College offers curricular and co-curricular programs affording students the opportunity

- to investigate and appreciate the richly diverse cultural, intellectual, and linguistic traditions shaping the contemporary world;
- to examine critically and understand the intellectual traditions woven into the history of Western thought;
- to develop skill and effectiveness in the use of language, the analysis of information, and the communication of knowledge;
- to explore and connect the content and methods of the humanities, natural sciences, and social sciences;
- to participate in-depth in a specific field of study, acquiring a body of knowledge appropriate to that discipline, putting to use its methods for the discovery of new knowledge, appreciating its historical development, and grasping its implications for a broader culture.

Hendrix thereby intends to cultivate among students:

- enduring intellectual curiosity and love of knowledge;
- aesthetic sensibilities and delight in beauty;
- powers of ethical deliberation and empathy for others;
- discernment of the social, spiritual, and ecological needs of our time;
- a sense of responsibility for leadership and service in response to those needs; and
- recreational dispositions complementing a full flourishing of the human potential.

## Academic Affairs

### **ACADEMIC ADVISORS & ACADEMIC PEER MENTORS**

Each student has a faculty advisor to assist him or her in all areas of academic planning, from the scheduling of classes to decisions concerning academic majors, career paths, and life goals and the means of attaining them. Each new student is assigned an advisor from the Council of New Student Advisors (CNSA), a group of faculty specifically trained to work with new students. New students are also paired with an Academic Peer Mentor (APM) for their first year at the College. CNSA advisors and APMs are committed to helping new students flourish in the Hendrix academic community.

When a major has been selected and confirmed through contact with faculty and courses in that major, the student will choose a faculty advisor in his or her major department by contacting the faculty member involved. Major advisors are important mentors and resources for students as they develop academic and career plans in their major area of study. Students are required to

declare a major advisor no later than the first semester of their third year of collegiate studies.

Declaration of Major and Change of Academic Advisor forms are available from the Office of the Registrar. Each student has the final responsibility for planning and completing his or her degree program and for using the advising system to full advantage.

## ACADEMIC SUPPORT SERVICES

The Office of Academic Support Services is responsible for providing services to promote academic success. The Coordinator of Academic Support Services and Academic Specialist work with faculty members to identify key content in their coursework that can be reinforced through support services such as peer tutoring, group facilitation, and workshops. It is also the coordinator's responsibility to assess the academic needs of the student body in order to provide services to meet those needs. For more information, call (501) 505-2954, (501) 450-1482 or visit our website by clicking the Academic Support Services link at [www.hendrix.edu/academics](http://www.hendrix.edu/academics).

The following are available through Academic Support Services:

- **One-on-One Academic Counseling**

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

- **Academic Resources and Referrals**

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

- **Peer Tutoring**

Peer Tutors are essential to Academic Support Services. They assist students with coursework by helping them gain a better understanding of the material. Tutors are trained at the beginning of the academic year and monitored throughout the year. Tutoring is available in Biology, Chemistry, Foreign Languages, Physics and Psychology. Assistance is also available for Accounting, Mathematics, and Writing. The hours during which tutors are available may vary each semester.

## STUDENTS WITH DISABILITIES

Hendrix College is committed to providing "reasonable accommodation," in keeping with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992. Students requesting accommodations should contact Academic Support Services at (501) 505-2954 or [brownj@hendrix.edu](mailto:brownj@hendrix.edu) to make an appointment and begin the review process.

Students requesting accommodations must provide appropriate documentation (no more than three years old) of the disability, which should include a diagnostic assessment and a recommendation report prepared by a qualified professional outside Hendrix College. "Reasonable accommodation" will be determined on an individual basis by College staff in consultation with the student, faculty and/or staff member. Accommodations are *not* retroactive.

## INTERNATIONAL AND INTERCULTURAL STUDIES

Hendrix College, through the Committee of International/Intercultural Studies (CIIS), the Director of International Programs, and individual faculty members, encourages and coordinates overseas study opportunities for Hendrix students. Upon approval by the CIIS, Hendrix students may study abroad under various Hendrix programs, including the International Student Exchange Program (ISEP), the Hendrix-in-London Program, the Hendrix-in-Oxford program, and the exchange programs with the University of Graz, in Graz, Austria, and Heilangjiang University in Harbin, China. Hendrix is also developing additional programs in Belgium, Rwanda and China. Unless otherwise noted, the contact person for these study abroad programs is the Director of International Programs

- The Oxford Overseas Study Course, under the direction of Oxford Don Francis Warner (distinguished poet, dramatist, and scholar), provides tutorial instruction in a wide variety of academic disciplines in the Humanities and the Social Sciences. Participants appreciate the academic freedom of the tutorial system, the beauty and cultural richness of Oxford, and the excellent travel opportunities the program offers.

- The Hendrix-in-London program sends 12 to 17 students and a faculty director to the British capital to study during fall semester. Coursework, designed specifically for the program and taught by British faculty,

includes Shakespeare, British Art and Architecture, and an introduction to contemporary Britain. Students also take full advantage of the history and culture of London and of the many possibilities for travel in Great Britain and on the continent.

- The International Student Exchange Program (ISEP), based in Washington, D.C., allows Hendrix students to apply for study abroad at institutions in dozens of countries on six continents and brings exchange students from other countries to Hendrix College. Hendrix students can study in a foreign language, or they can select a program abroad which allows them to take English-language courses in their chosen field. ISEP provides opportunities for true-exchange; tuition, room and board may be paid at the home institution, and a student's full normal financial aid package may apply.

- The program in Austria is open to students with some knowledge of German; the program in China is for those students interested in learning Chinese. Like ISEP, these are tuition-exchange programs.

More information on these programs and others is available in the Study Abroad Library.

There are many other opportunities of a less formal nature for Hendrix students to experience another culture. Hendrix faculty members are active in conducting programs and tours, with or without credit, which combine study and travel. The Hendrix-Lilly Vocations Initiative, the Hendrix Murphy Foundation, and the Odyssey Program are also involved in creating and supporting opportunities to travel overseas. Students may also go on leave from Hendrix College in order to independently pursue study abroad through a qualified institution.

Most applicants for study abroad set aside part or all of their junior year for such study. Exceptions can be made, but the CIIS recommends two years of study at Hendrix before going abroad. Scheduling conflicts associated with studying abroad during the senior year make it important to start planning a study abroad experience early in one's Hendrix career.

Hendrix juniors are encouraged to explore postgraduate international studies, such as the Rhodes Scholarship Program, the Fulbright Scholars Program, the Thomas D. Watson Fellowship, and other programs.

## **FINANCIAL AID FOR STUDY ABROAD**

Hendrix encourages students to participate in study abroad programs. Students contemplating study abroad should contact the Financial Aid Office to determine which student financial aid funds may be used to study abroad. The Financial Aid Office will work with the student to help make study abroad possible using federal, state, private sector, and, in many cases, Hendrix funds. In general, Hendrix funds may be used for the exchange programs via ISEP Reciprocal Exchange, the University of Graz, the Hendrix-in-London program, and the Hendrix-in-China program (Heilingjlang University). Hendrix College academic scholarships and grants are not available to be used for Hendrix-in-Oxford, Accademia dell'Arte, Washington D.C. program at American University, ISEP Direct or any individually arranged study abroad program. Students may apply for limited grants through the Hays Study Abroad, Georgia Ziegler Reppel International Scholarship, and Ruth B. Alcorn Endowed Scholarship to help fund study abroad programs to which Hendrix funded aid will not apply. For those whose study abroad program will contain fifty percent or more coursework in literature or language, there is also the possibility of applying for extra funding through the Hendrix Murphy Foundation Study Abroad Scholarship. The Financial Aid Office will help the student in obtaining any possible federal, state, or private sector funds for which the student is eligible to assist with expenses associated with these programs. Assistance will also be provided for those who may desire to set up an individual consortium agreement to facilitate off campus study.

## **LIBRARY AND ACADEMIC RESOURCE CENTER**

Bailey Library boasts outstanding academic collections and services including strong print and electronic collections, nationally acclaimed reference librarians to provide research advice, a fast interlibrary loan service to borrow books and articles from library collections worldwide, a Media Center with video, audio, and digital media technologies supporting classrooms and events across campus, and the Hendrix College Archives with historical research collections about the College. Bailey Library's Snoddy Academic Resource Center houses 24-hour study rooms and a computer lab, a writing lab, and a media classroom.

Information about the library as well as access to full text databases is available from the library's website: [www.hendrix.edu/BaileyLibrary](http://www.hendrix.edu/BaileyLibrary).

**Library Policies.** Books and materials from the general circulating collection are lent for a period of approximately 21 days. Reserve books may be checked out for a definite period of time determined by the type of reserve. Reference books and periodicals do not circulate outside the library. In the Media Center, music and films may be checked out from the regular media collection for 1 day. Media reserve items are typically 2-hour, for in-building use in the media carrels. Media equipment, such as laptops or digital cameras, are scheduled for circulation as needed and available. Presentation of a valid College identification card or a borrower's signature on a book card is a commitment to be responsible for the book or other item and to return the material on time or to pay damages or fines.

**Overdues and Fines.** Fines are not currently charged for overdue books and other items from the general circulating collection. Fines are charged for overdue media items at a rate of \$.50 per hour for in-house reserve items and \$5.00 per day for standard 1-day checkouts. If an item is not returned within 32 days of its due date, the borrower is assessed a Lost Book Charge. The minimum Lost Book or Media Charge is \$50.00 per item. A fine not paid within 32 days becomes a delinquent account. A delinquent account, plus a \$3 transfer fee, is added to the borrower's account in the Business Office. Patrons are responsible for the full replacement value of Media Equipment that is lost or damaged. Charges may be paid at the Library or Media Center, or if the item is returned in usable condition, the charge will be cancelled. Transferred library accounts must be cleared in the Business Office.

Hours of operation during the semester:

|                 |                   |
|-----------------|-------------------|
| Monday-Thursday | 8 a.m. – Midnight |
| Friday          | 8 a.m. – 5 p.m.   |
| Saturday        | Noon – 5 p.m.     |
| Sunday          | 2 p.m. – Midnight |

**The 24-hour Study Area.** The 24-hour study area consists of 16 one- or two-person carrels that double as media-use carrels when the Media Center is open. Two study tables and several lounge seats are available in the lobby leading to the carrel area. Bringing food or drink into this or any other area of the building is prohibited. Personal belongings should not be left unattended here or elsewhere in the building.

**Computer Laboratory.** The main campus computer lab for student use is located within the Snoddy Center and is open 24 hours per day during the academic term. For information about its offerings and use, see the section "Computer Labs" in this handbook.

## Academic Policies

### ACADEMIC GRIEVANCES

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

### EXTREME WEATHER

In the event of ice or snow, any alteration in the College's normal pattern of operations will be announced in the public media.

### TRANSCRIPT REQUESTS

All requests must be made in writing. Transcripts will not be mailed if any delinquent fines are owed to the College.

### WITHDRAWAL FROM COLLEGE, LEAVE OF ABSENCE, AND STUDY ABROAD STATUS

Students should contact the Office of the Registrar and obtain specific forms and instructions for changing enrollment status.

### PRIVACY OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act of 1974, commonly referred to as "FERPA" or the "Buckley Amendment," is a federal law that protects the privacy of educational records. FERPA conveys to parents of students certain rights with respect to these records. Those rights transfer to the student when he or she reaches the age of 18 or enrolls in a postsecondary school. FERPA regulations define "parent" to include not only a court-appointed guardian, but anyone essentially performing that role, such as a grandparent.

As are all academic institutions, Hendrix is bound by the provisions of FERPA, including the requirement to

inform enrolled students annually of their rights under the Act. That information is contained in the Academic Policies section of the Hendrix Catalog. Please refer to this section of the Catalog for information concerning access and privacy rights relative to your Hendrix education records.

## Advancement

The Office of Advancement fulfills the mission of Hendrix by communicating the College's vision and cultivating enduring relationships to secure resources and build loyal support. The Office of Advancement contains several distinct areas that function together.

The Office of Communications promotes Hendrix and increases the College's visibility, sends hometown news releases, publishes Hendrix Today, produces the Hendrix magazine and manages the College's graphic identity program.

The Office of Alumni and College Relations builds ties between Hendrix and its alumni, friends, parents and students. The office coordinates Fall Family Weekend and Alumni Weekend each year.

The Office of Development raises money annually for scholarships and financial aid and oversees fundraising to strengthen the academic program, support construction of needed facilities, including the new Wellness and Athletics Center and the Student Life and Technology Center, and enhance the endowment that underwrites approximately 30% of the cost of a Hendrix education.

## Athletic, Recreation, & Wellness

### ATHLETIC AND RECREATIONAL FACILITIES

**Wellness and Athletics Center.** The Wellness and Athletics Center (WAC) was completed in July 2007 and is the focal point for all Hendrix intercollegiate sports, intramurals, recreation and wellness activities. The WAC includes a recreation gym for intramurals and Kinesiology classes and an event gymnasium which is home to Warrior basketball and volleyball games.

In addition to the gymnasiums, students, faculty and staff have the opportunity to try some indoor rock climbing on the WAC's climbing wall that has the capacity to serve eight climbers at a time. The wall is 46 feet wide x 26 feet high. All climbers must attend a safety orientation prior to initial climb.

The Fitness Center, also located on the first floor, serves as the hub for cardiovascular and strength training programs. The cardio area is stocked with treadmills, elliptical trainers, stationary bikes, and an upper body ergometer. The cardio equipment is equipped with 15" TV monitors and FM radio. The four stationary bikes also have internet access so users can check email, watch TV, listen to music, watch videos and surf the web while riding.

The strength area is part of the 7,000 square foot room and has 17 pieces of Pro-Star selectorized equipment and a plethora of dumbbells, weight plates and bumper plates.

The second floor of the WAC is home to the Kinesiology Laboratory and an 1,800 square foot Movement Studio which is the headquarters for the majority of Kinesiology activity classes and recreational classes such as indoor cycling, weight training, dance classes, Body Pump, Yoga, and Pilates.

Also located on the second floor is an indoor track that features a synthetic surface that walkers and joggers will enjoy. The distance around the track that equates to a mile distance is as follows: 14 laps on the inside lane, 13 laps on the middle lane and 12 laps to cover a mile if using the outside lane.

Aquatic exercisers will enjoy the pool that is located just to the north of the WAC main building. The pool is an 8 lane, 25 yard x 25 meter unit that features a rim flow system, a diving area, retractable roof and a sun porch.

**Access.** Students should be aware that their Hendrix ID card must be presented when accessing the WAC and Mabee Center.

**Mabee Activity Center.** The Mabee Activity Center, located just north of the WAC, provides students, faculty, and staff with an opportunity to enjoy several recreational venues not offered at the WAC. The Mabee Activity Center is equipped with four racquetball courts, four indoor tennis courts and a gymnasium that is available for a variety of sports and recreational activities.

**Outdoor Facilities.** Outdoor facility space available to students, faculty and staff include: outdoor tennis courts, and a 400 meter all weather track around a synthetic surface playing field for intercollegiate or intramural use. Intercollegiate softball, baseball, soccer, lacrosse and field hockey teams utilize fields designated for their sports.

## INTERCOLLEGIATE ATHLETICS

Hendrix College is a member of the Southern Collegiate Athletic Conference and NCAA Division III. A total of 19 varsity sports are available. Men may participate in intercollegiate baseball, cross-country, track, tennis, basketball, swimming, soccer, golf, and lacrosse. Intercollegiate sports for women include basketball, swimming, tennis, cross-country, track, soccer, golf, volleyball, softball and field hockey. These teams are open to all students who have the ability and desire to train and compete in intercollegiate sports. The SCAC and the NCAA promote good sportsmanship by student athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials at sporting events in a positive manner.

## RECREATION AND WELLNESS

Recreational Sports and Wellness provides student, faculty and staff programs and facilities that offer vigorous, fun-filled, health-promoting physical activity conducive to wellness and personal development. Recreational Sports and Wellness seeks to create a climate that motivates and promotes a healthy lifestyle and enhances the quality of student life. Programs provided through the Office of Recreation and Wellness are Informal Recreation, Intramural Sports, Individual Fitness, and Outdoor Activities and Recreation (OAR).

## INFORMAL RECREATION

Informal Recreation offers all students, faculty and staff and their dependents opportunities in self-directed recreational pursuits. The program offers a wide variety of activities including: aerobics, yoga, basketball, jogging, racquetball, tennis, swimming, volleyball, wallyball, and weightlifting.

## INTRAMURAL SPORTS

The Intramural Sports program provides students, faculty and staff of all abilities the opportunity to participate in a variety of activities where sportsmanship and competition are the focus. The program offers events during the academic year ranging from flag football and basketball to indoor soccer and dodgeball and are available to all students, faculty/staff, and alumni of Hendrix College.

## SPORTSMANSHIP

Sportsmanship above all else is important within the intramural events. Our sportsmanship definition: A person

who can take a loss or a defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy and respect.

## AWARDS

**Champions.** Winners of each event will be awarded an Intramural Championship t-shirt.

**President's Cup Trophy.** The Women's and Men's Residence Hall teams with the most points at the end of the year will be awarded "The President's Cup." Factors in awarding points include overall participation, championships, sportsmanship, and attendance.

**Intramural Participant of the Year.** Award given to the most involved, athletic, and sportsmanship-oriented male and female participant.

## INTRAMURAL PRESIDENT'S POINT SYSTEM

The point system is set up so that students in each residence hall and students living off campus can compete as a team in activities throughout the academic year.

### Participation points.

- Individual sports. A point-competing team will receive five points per individual for participating in each game. Five participants from each team are eligible to earn points.
- Dual sports. A point-competing team will receive 10 points per pair for participating in each game. Three pairs from each team are eligible to earn points.
- Co-recreational sports. A point-competing team will receive one point per individual who participates in each game. An unlimited number of participants may earn points for participation only.
- Non-competitive activities. Teams will receive one point per individual who participates in each activity.
- Team sports. A team will receive 30 points for its representative team each time it participates in a game. Two teams from each team are eligible to earn points. For a team to be eligible, 60 percent of the team members must be from the same hall.

### Victory points.

- Individual Sports: 5 points per victory.
- Dual Sports: 5 points per victory.
- Team Sports: 15 points per victory.



### **Forfeits.**

Forfeits will result in a loss of 50 points. After two forfeits, a team-sport team will be dropped from league play and will cause its point-competing team to lose an additional 100 points (this does not include the 50 point deduction for each forfeit).

### **Bonus points.**

- Championship: 10 points for individual, 15 points for dual, and 25 points for team.
- Second place: 8 points for individual, 10 points for dual, 20 points for team.
- Third place: 6 points for individual, 8 points for dual, 15 points for team.
- Fourth place: 4 points for individual, 6 points for dual, 10 points for team.

## **OUTDOOR ACTIVITIES AND RECREATION (OAR)**

Outdoor Activities and Recreation (OAR) is designed to provide introductory outdoor recreation experiences for members of the Hendrix community. The OAR program provides opportunities for students to experience the amazing wealth of recreational activities and destinations that Arkansas has to offer. Enjoyment and learning opportunities are stressed as the participants engage in these new recreational endeavors. Organized outings such as canoeing, hiking, rock climbing, and snow skiing are scheduled throughout the year for a nominal fee. Students, faculty and staff also have access to an inventory of outdoor equipment that is checked out at no cost on a first come first serve basis.

## **Business and Finance**

### **BOOKSTORE**

The Hendrix College Bookstore is located in Hulen Hall. The primary mission of the Bookstore is to provide a convenient and efficient source for purchase of books, supplies, and other merchandise related to campus life. The goal of the Hendrix College Bookstore is to make a significant contribution to the intellectual and service needs of the entire Hendrix community: the students, staff, faculty, alumni and friends of the College. The Bookstore supports the activities planned by other Hendrix departments and organizations through special promotions that take place throughout the year. You may also visit the Bookstore on-line at <http://hendrix.bkstore.com>.

**Special Orders.** With a few exceptions, any book not currently in stock can be special ordered. Special-order forms are available from the cashier or the Bookstore office.

**Check Cashing.** Personal checks are cashed or accepted as payment provided a) the check amount does not exceed the amount of purchase by more than \$25; b) your local address and phone number are printed on the check; and c) you present your current Hendrix ID card and driver's license. Checks, money orders, or cashier's checks should be made payable to the Hendrix College Bookstore.

**Charges.** The Bookstore accepts MasterCard, Visa, Discover, or American Express for payment of purchases. We must have written authorization from the Business Office for any type of charge to your school account, including scholarships and financial aid.

**Returns and Refunds.** The bookmark stapled to your cash register receipt lists the dates for textbook returns and details of the return policy.

**Book Buy Back.** The Bookstore buys back books any time under certain conditions. Please see a Bookstore staff member for details.

### **BUSINESS OFFICE**

The Business Office is located on the first floor of Fausett Hall. Office hours are 8:30 a.m. to 4:45 p.m., Monday through Friday. All billing or student account inquiries should be directed to this office, unless there are questions concerning financial aid, which should be directed to the Office of Financial Aid. All fees should be paid directly to this office. It is the policy of Hendrix College to work directly with the student concerning student accounts. A bill for tuition charges with applicable room, board and fees will be provided to all students before each due date. Students can also make payments and access account information through the Campus Web. To access the Campus Web logon to [www.hendrix.edu](http://www.hendrix.edu) and click on the Campus Web link. To pay online the student will need to select the "My Profile" tab and follow the prompts. All credit card transactions are subject to a 2.70% convenience fee. Unless prior arrangements acceptable to the Business Office are made, all accounts with a balance will be accessed a \$100.00 late fee. The intent of this policy is that part of the student's education involves learning to be responsible for his or her business affairs.

**Refunds.** The Business Office will begin processing student refunds AFTER the initial ADD/DROP period for each semester. The refund amount is based on the posted credit balance on Monday mornings. Refund checks are normally processed on Fridays after 3:00 p.m., unless otherwise stated by notification at the Cashier's Window in Fausett Hall. Students will be notified by e-mail when they have a refund check ready for pickup. Students must come to the Cashier's Window in Fausett Hall to pick up their refund checks within the specified time period, or funds may be returned to appropriate parties. A student ID is required for identification purposes. Checks will not be mailed unless the student is abroad.

**Keys for Offices and Laboratories.** A key request form should be completed and approved by the building coordinator. The completed form should be taken to the Cashier's Window in Fausett Hall to pay the deposit charge of \$20. Keys may be picked up from the Department of Public Safety after the deposit has been paid. The deposit refund is available at the Cashier's Window after the key has been returned to the Department of Public Safety. The residence hall damaged key replacement cost is \$40 and lost key replacement cost is \$80.

**Check Cashing.** A check cashing service of up to \$50 per day is available to students, faculty, and staff when funds are available. The fee for a returned check is \$30. Any student, faculty, or staff member who has three returned checks within an academic year will have his/her campus check-writing privileges revoked for the remainder of the academic year.

**IDs.** Duplicate IDs are made for a fee of \$25.

**Financial Problems.** Financial problems may arise that make it impossible for a student to maintain his or her account on a current basis. Any problems should be discussed with someone in the Office of Business and Finance. The Office of Business and Finance is willing to assist the student with financial problems within the available options. These options may include a delayed payment plan with Tuition Management System, a financial leave of absence, or withdrawal.

**Student Fees.** The academic year is divided into two semesters, each lasting approximately 16 weeks. Student fees, for the entire year or portion of the year for which the student is enrolled, are due and payable in order to complete registration. However, the popular College Plan provides for payment of the annual student fees in two installments.

Hendrix College reserves the right to adjust the charges for tuition, fees, room, and board without formal notice.

**Refund of Student Fees.** Students withdrawing or requesting a leave of absence at any time during the year must go through the proper process. The student must go to the Office of the Registrar to begin the process. The form that the student receives must be presented to each additional office as indicated on the form.

Withdrawal from the College, or a leave of absence, may affect Title IV funding (financial aid) and any other scholarships a student is receiving. It is the student's responsibility to contact the Office of Business and Finance regarding the refund policy.

A representative from the Office of Business and Finance will meet with students and counsel them individually regarding any refund of tuition/fees and/or scholarship repayment at the time the student leaves the College. Students that participate in the Perkins Loan Program must notify the Office of Business and Finance of their departure and complete a Perkins Program Exit.

Students who are enlisted in a military reserve and are called to active military service in the middle of a term, and thus forced to take a leave of absence for the term, will receive a tuition refund equal to the amount of tuition paid at the beginning of the term. Room and board fees will be prorated, with the amount of fees not yet used at the time of call to military service refunded to the student. For more information regarding the refund of student fees, please see the College Catalog or contact the Office of Business and Finance at (501) 450-1214.

**Security Deposit.** As described in the "Admission Information" section of the Catalog, a new student who has been accepted for admission is required to make a \$350 reservation payment after notification of acceptance, \$150 will be applied to the student's account. After a student is registered, the reservation fee becomes a security deposit, and any residence hall damage charges, library fines, parking fines, or other campus charges may be charged to the deposit. Each student is required to restore the deposit to the \$200 level at every registration period. Unless forfeited as described below, the balance of the deposit will be refunded to the student 45 days after he or she leaves the College.

At the time a student registers for the second semester of each academic year, he or she must declare his or her intentions with regard to returning for the subsequent

year. If he or she is returning, and the student's account is paid in full, the security deposit is held as a deposit for the following year. If a student's plans change after the declaration and a decision is made not to return to Hendrix, please see the College Catalog for security deposit refund schedule.

If a student is on a leave of absence from the College and decides not to return at the end of the leave, the security deposit is forfeited.

## DINING SERVICES

All full-time students living in the residence halls are required to purchase a College-provided meal plan allowing students access to meals served by Hendrix College Dining Services, located in Hulen Hall. Students not living in the dorms are eligible to purchase a 10 meal or 5 meal plan, or have the option to purchase meals on their ID card in the Business Office. College guests may eat in the cafeteria by paying for the meal at the door. Under the management of the Director of Food Services, the cafeteria strives to serve well-balanced meals. To avoid unnecessary waste and keep costs minimal, students are asked to take only the amount they will eat. All food received in the cafeteria is to be eaten there. It is not permissible to take food out of the cafeteria. Students not paying the meal charge are not allowed in the cafeteria during meal times.

Hendrix Dining Services meal plan gives students the greatest possible value and flexibility. It is designed specifically for Hendrix students, providing freedom to choose and the flexibility to match each individual schedule.

Hendrix offers several exceptional meal plans for students to choose from.

- Unlimited Meal Plan w/\$100 per semester\* to use in the Burrow
- 15 Meal Plan w/\$50 per semester\* to use in the Burrow
- 10 Meal Plan, available only to apartment residents and off-campus students; meals may only be used Monday-Friday
- 5 Meal Plan, available only to apartment residents and off-campus students; meals may only be used Monday-Friday

\*Additional dollars (Personal Deposits) may be added at any time in the Business Office or at [www.hendrix.edu/onecard](http://www.hendrix.edu/onecard).

Hours of operation. Service is offered from 7:00 a.m.

until 7:00 p.m. in the dining room seven days a week, or the Burrow from 8:00 a.m. to midnight weekdays, 4:00 to midnight on Saturday and 7:00 p.m. to midnight on Sunday. For more information and to view the menu, visit our website at [www.hendrix.edu/diningservices](http://www.hendrix.edu/diningservices).

## MASTER CALENDAR

**Scheduling Events on the Master Calendar.** All meetings, events, and activities - whether student or departmental, open or closed, indoors or outdoors - must be scheduled on the master calendar. Scheduling is required in order to avoid conflicts and insure that the facility you wish to use is available at the desired time. To check the availability of a space, call (501) 450-1428 or visit [www.hendrix.edu](http://www.hendrix.edu) and select "More Events."

Calendar reservation requests may be made by going online to [www.hendrix.edu](http://www.hendrix.edu) and clicking on "Campus Resources," then clicking "Event Scheduling," then clicking "Campus Room Reservations," then clicking "Request Event." If you use a venue "as is," no work order is required. Requests for audio/visual equipment should be noted on the reservation request form. Please contact each department individually to request work orders.

It is extremely important to complete all the requested items on the form. A work order for chairs, tables, trash containers, and other necessary arrangements can be filled out at this time. You can pick up a form for a work order at the Business Office to submit to the Physical Plant or go on-line to: [www.hendrix.edu/physicalplant/work\\_order.htm](http://www.hendrix.edu/physicalplant/work_order.htm)

Please allow ample time for scheduling and processing information and for the Physical Plant to implement work orders. Delaying your calendar reservation until the last minute could result in your event not happening as you had hoped and planned. The earlier you schedule your event, the better.

Events will be entered into the master calendar and a confirmation will be mailed to the event coordinator, the coordinator of the building where the event is to be held, and when applicable, Dining Services, Media Services, and Physical Plant.

Please notify the Master Calendar Coordinator of any change or cancellation of an event or meeting so that the proper offices can be notified and the venue released to other groups who might wish to use it.

## POST OFFICE

The Hendrix College Post Office is a branch of the United States Post Office and provides most postal services to the Hendrix community - registered, certified, insured, and air mail as well as stamps and money orders. The window hours are from 8 a.m. to 3 p.m. Monday through Friday (except holidays and vacations). Every student enrolled is assigned a campus mailbox. This assignment is permanent as long as the student does not withdraw or go on leave. In the event that a student is away from the campus for a semester, the box may be assigned to another student. When a student returns from on-leave, he/she should check with the Post Office to get a new box assignment.

**Protecting Your Mail.** Always spin the dial to lock your box. On occasion there is some tampering with Post Office boxes; however, the Post Office cannot assume any responsibility for items in boxes. Since Hulen is an open building, it is impossible to monitor access by outsiders.

**Packages.** Packages, large envelopes, and other items too large for the mailboxes may be picked up at the window in Hulen during regular hours by presenting the blue package card that is placed in the addressee's mailbox.

**Express Mail.** Express Mail with guaranteed delivery is brought to the campus Monday through Friday only. An attempt is made to reach the addressee at the telephone number listed in College records. This telephone call is considered an "attempt to deliver," and a notice is placed in the mailbox.

**UPS or RPS.** Items shipped UPS or RPS are delivered through the Post Office. Students should give a box number to companies or individuals that might be sending items via UPS or RPS.

**Outgoing Mail.** Mail leaves Hendrix twice a day. When the Conway Post Office brings mail to the campus, any outgoing mail that has been placed in the "Outgoing Mail" slot on the wall under the stairs in Hulen is also picked up, as are any packages which have been mailed at the Post Office window since the previous pick up. After 3 p.m. daily (except Sundays and holidays), mail is picked up from the blue Post Office mailbox at the southwest entrance of Hulen Hall.

**Campus Mail.** It is not necessary to put postage on mail to a member of the Hendrix community. All campus mail must have a return address to guarantee delivery. The source of all flyers must be identifiable. Arrangements

should be made at the window for general "stuffings" to all boxes, including campaign materials and event flyers. Student campus mail should include the box number as found in the Facefinder. Faculty and staff mail should include the name of the department or office. Bulk mailings, seven or more pieces, must be in box number order and rubber banded.

## PUBLIC SAFETY

Hendrix College recognizes the necessity of protecting members of the Hendrix community and visitors to its campus from physical harm, threats of harm or abuse, its property from damage and unauthorized use, and its academic and administrative processes from interruption. The primary function of the Department of Public Safety is to assist the College administration in carrying out this obligation. The college publishes each October an Annual Security Report in Compliance with the federal Clery Act.

## Campus Crime Report

A copy of the Hendrix College Annual Security Report is available by going to [www.hendrix.edu/studentlife](http://www.hendrix.edu/studentlife) then clicking the Campus Crime Statistics link on the left toolbar or by contacting the Chief of Public Safety. This 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.

## Financial Aid

Hendrix College and the Office of Financial Aid are committed to providing the best possible service and financial aid to assist you in achieving your educational goals. Hendrix offers need-based and achievement-based aid. Need-based aid depends on a family's financial resources; achievement-based aid is awarded for academic merit and particular talents.

An application for financial aid begins with the Free Application for Federal Student Aid (FAFSA) which is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or from the Hendrix Office of Financial Aid. Priority consideration is given to those students filing the FAFSA by February 15.

The FAFSA is the application required for federal loans, grants, and work-study. Most colleges, including Hen-

drix, also use the financial information recorded on the FAFSA to determine eligibility for other non-federal forms of need-based aid. The FAFSA determines the Expected Family Contribution (EFC). The EFC does not represent a set dollar amount. Instead, it serves as a leveler determining the types and amounts of aid for which a student may qualify. The Hendrix Office of Financial Aid calculates the cost of your education (tuition, room and board, fees, plus estimates for books, supplies, health insurance, travel expenses, etc.) and deducts your EFC to come up with your level of need.

The Office of Financial Aid may consider circumstances not covered by the FAFSA, such as medical expenses, loss of income, or tuition costs for private secondary school. Such considerations may require the submission of tax returns. Financial Aid recipients are required to apply for aid each year. As a student's financial situation changes from year to year, so may his or her need-based financial aid award. Students are encouraged to contact the Financial Aid staff with questions and concerns. The Financial Aid Office is located on the second floor of Ellis Hall. All concerns can be directed to the office at (501) 450-1368 or by e-mail at [student\\_aid@hendrix.edu](mailto:student_aid@hendrix.edu).

## ACADEMIC REQUIREMENTS

All students who receive financial aid must demonstrate the ability to do satisfactory college work. Students are expected to complete their degree requirements within four years. Those unable to graduate within four years may receive federal or state aid for which they qualify for an additional year. Hendrix funded sources of aid are available only for eight semesters. To meet the course load requirements, student aid recipients are considered to be making satisfactory progress if they meet the following number of courses:

1. By the end of the first academic year of study, must have completed at least 6 courses.
2. By the end of the second academic year of study, must have completed at least 13 courses.
3. By the end of the third academic year of study, must have completed 20 courses.
4. By the end of the fourth academic year of study, must have completed 27 courses.

This is consistent with the academic progress standards approved by the faculty for continued enrollment at Hendrix. The number of courses completed will be reviewed at the end of each academic year. Students who fail to meet the minimum standards of the College for the first time will be placed on academic and financial aid proba-

tion for one semester. By the end of the probationary semester, students must have completed the minimum number of courses or they will be suspended.

Summer courses may be counted toward meeting the requirements for the previous academic year. Summer courses and correspondence work will not count toward meeting the grade point requirements. A course in which a grade of "incomplete" is assigned will not be used to meet course load requirements. If the incomplete is changed to a passing grade, it will be recorded in the semester during which the course was taken and will then apply to the requirements as a part of that semester. No course may be counted more than once toward satisfying the course load requirements. Courses taken as an option under which no grade is assigned (credit only) will count toward the requirements for eligibility. Courses taken and passed on a credit basis will not affect the grade point average but will count toward graduation requirements.

In addition to the above, students must also maintain minimum cumulative grade point averages to remain eligible for enrollment and aid. These requirements are as follows:

- Freshmen: 0-6 courses 1.75
- Sophomores: 7-14 courses 1.90
- Juniors: 15-23 courses 2.00
- Seniors: 24+ courses 2.00

Grade point averages will be reviewed at the end of each academic year. Students failing to meet the minimum grade point standards of the College for the first time will be placed on academic and financial aid probation for one semester. By the end of the probationary semester, students must have the required minimum grade point average or they will be suspended.

Graduate students who have attempted more than 150% of the number of courses required for completion of the Masters of Accounting Program must appeal for reinstatement of aid eligibility. Graduate students must also maintain a minimum 2.0 grade point average.

The requirements listed above are applicable to all Title IV programs (Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Academic Competitiveness Grants, Federal SMART Grants, Federal Work-Study, Federal Perkins Loans, Federal Stafford Loans, Federal Parent Loan for Undergraduate Students (PLUS), Voyager Fund loans, and VA benefits) and to most Hendrix funded scholarships, grants, and work programs. Higher academic performance standards

are required to retain most merit scholarships.

During their first year of enrollment, transfer students accepted for admission to the College will be eligible to receive financial aid. Once enrolled, however, transfer credits accepted by the Office of Academic Affairs, plus work completed at Hendrix College, will be evaluated to determine future satisfactory academic progress.

Students who feel that mitigating circumstances prevented them from making satisfactory academic progress may appeal the academic and financial aid suspension decision in writing to the registrar. Most financial aid requires a minimum course load of three courses per semester. Some Arkansas programs require four per term. Students should verify that they are enrolled in the necessary course load to maintain all aid. Students wishing to reduce course loads after enrollment should contact the Office of Financial Aid to ensure that their aid will not be affected. The financial aid officer may cancel or reduce awards at any time if students fail to maintain satisfactory academic standards or minimum course load requirements.

The Hendrix FAFSA Early Filer Grant is available to any entering student who files the form by February 15 of the appropriate academic year. The grant may be renewed for all following eligible consecutive years in which the renewal FAFSA continues to be filed by the yearly February 15 deadline. Missing the deadline in any one year results in lack of access to this grant for all subsequent Hendrix years.

## SCHOLARSHIPS AND GRANTS

Hendrix College awards a variety of scholarships and grants based on academic merit, leadership experience, performance in the fine arts, and financial need. Students who choose to compete for a scholarship must first complete an application for admission to the College. In most cases, students may accept only one scholarship or grant from Hendrix College. In some cases, students may accept the full value of one scholarship and a reduced value of a second scholarship. Academic requirements for retention of Hendrix scholarships and grants vary according to the specific scholarship or grant. The requirements for retention are specifically enumerated in the students original scholarship notification letter.

## HENDRIX AID GRANTS

Hendrix Aid Grants are awarded in cases of financial need. The amount of the grants varies according to a student's need and the availability of funds. To apply, students must complete and submit the Free Application for Federal Student Aid (FAFSA).

## STUDENT LOANS

**Federal Perkins Loans.** Depending upon financial need and the availability of funds, loans of up to \$4,000 annually, with a maximum of \$20,000 for an entire undergraduate college career are available. These loans bear interest at the rate of 5 percent per annum beginning nine months after the student ceases to carry at least one-half the normal academic course load. The first payment on principal and interest is due one month later at the minimum rate of \$40 per month.

**Federal Stafford Loans.** The maximum loan under this program is \$3,500 for the first year of study, \$4,500 for the second year of study and \$5,500 per year for subsequent undergraduate study. The interest rate is fixed at 6.8%. Repayment begins 6 months after graduation or after a student ceases to be enrolled on at least a half time basis. Interest is paid for borrowers who demonstrate a financial need and for whom repayment has not yet begun.

**Unsubsidized Federal Stafford Loans.** This program is the same as the Federal Stafford Loan program with two exceptions: 1) Financial need is not an eligibility criterion. 2) The student is responsible for interest payments for the life of the loan beginning with the first disbursement.

## STUDENT EMPLOYMENT OPPORTUNITIES

Hendrix participates in the Federal Work Study Program for full-time students who demonstrate financial need and also funds a companion Hendrix Work Program. Work study eligibility does not guarantee a position and finding a job is the student's responsibility. A job fair will be hosted at the start of each fall semester in order to help facilitate contacts with hiring offices. Students eligible for the Federal Work Study Program will have priority in job selection. Students are responsible for arranging their work schedules to meet employer needs. No student will be paid for any work performed for the College without prior authorization from the Office of Financial Aid.

## Religious Life

### THE HENDRIX-LILLY VOCATIONS INITIATIVE

The Hendrix-Lilly Vocations Initiative, entitled "Vocation and Integrity: A Call to Wholeness," designs, funds, and oversees a variety of programs created for the

purpose of helping participants explore the content and nature of their life's true calling.

Programs of the Vocations Initiative are intended to help students seek discernment of call through the integration of what daily life and academic study so often fragment: faith and knowledge, information and values, self-fulfillment and service, secular duties and faith commitments, wage-earning and calling, material concerns and spiritual strivings. The Vocations Initiative provides offerings appropriate for students from any religious perspective; however, in honor of the Methodist heritage of the College, some elements are designed specifically to assist those exploring a Christian vocation, whether through professional ministry or active lay leadership.

Many of the activities sponsored by Hendrix-Lilly involve students in service to others and fellowship with one another. In communion with others, working for the up-building of those in need, individuals discover a place to which they are called, that place according to Frederick Buechner, where the individual's "deep gladness meets the world's deep hunger."

## RELIGIOUS LIFE

Participation in religious life at Hendrix is actively encouraged but remains strictly voluntary. While Hendrix is associated with the United Methodist Church, religious life on campus offers students of diverse cultural and spiritual heritages the opportunity to explore and grow within the disciplines of their respective religious traditions. Hendrix actively attempts to implement religious life throughout its four-year program by offering students, faculty, and staff a broad range of opportunities for religious study and practice. Regular programs include: Wednesday night worship celebrations in Greene Chapel; a variety of small groups that meet for study, meditation, and prayer; weekly Covenant Discipleship groups; theological discussions exploring various issues of faith and life; ministry exploration, and opportunities for volunteer service.

## Student Affairs

### 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 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 CAREER SERVICES

The Office of Career Services strives to support students and alumni through the exploration of professional and educational opportunities for a lifetime of intellectual, social, and personal development. This is done with the goal of assisting students and graduates with career

exploration, graduate school planning, internships, and job search via workshops, events, resource development, resource sharing, one-on-one support assistance, and group support assistance.

Print and on-line resources are available and can be accessed through the Career Services website at [www.hendrix.edu/career/](http://www.hendrix.edu/career/). Contact Career Services by calling (501) 450-1416, e-mailing [careerservices@hendrix.edu](mailto:careerservices@hendrix.edu) or visiting the first floor of Buhler Hall on the Hendrix Campus.

## **COUNSELING SERVICES**

The mission of the Office of Counseling Services is to provide students with help and support to develop lifelong skills for personal growth and the successful management of conflicts and crises by offering them individual counseling and a variety of prevention and educational programs. Counseling Services are available to all students free of charge. All records are confidential and do not become part of a student's permanent educational record. A short-term counseling model is followed. Most cases can be handled in 10 sessions or less. Individuals wanting or needing long-term therapy are referred to off-campus facilities. Counseling Services is located in the "white house" behind Mills on Washington Street. To make an appointment with a counselor or to get additional information, please call (501) 450-1448.

## **HEALTH SERVICES**

Medical care. Hendrix College provides on-campus medical care to the student body. The on-campus clinic is open Monday through Friday from 8 a.m. until 5 p.m. with the exception of Wednesday, when clinic hours are 1 p.m. until 5 p.m., although, these times may vary slightly at times. Appointments are strongly encouraged to maintain timely care, but they are not absolutely necessary. An Advanced Practice Nurse (APN) staffs the clinic, providing services to students by means of a collaborative practice agreement with a local physician. The APN provides for health-care needs through advanced assessment, diagnosis, treatment, and evaluation of medical needs, including writing prescriptions when appropriate. Students who require services beyond the scope of the clinic will be referred to a local physician. Referrals include management of moderate to severe illnesses, radiology, and advanced laboratory services. A portion of the student fees for all part-time and full-time students supports Health Services. Health Services may be reached at (501) 450-1448.

## **Free Available Services**

- Allergy Injections
- Strep, Mono, and Blood Sugars
- Screenings
- Weight Control and Nutritional Counseling
- Educational Materials
- Acute Medical Diagnosis and Disease Management
- Durable Medical Equipment Loan
- Tetanus Immunizations
- Urinalysis
- Birth Control and STD Referral Counseling
- Treatment of Minor Lacerations
- Over-the-Counter Medications for Cold and Flu

## **Services Requiring Payment**

- Meningitis, HPV, and Hepatitis Vaccinations
- Flu Vaccinations

**Health Insurance.** All Hendrix College students are required to have health insurance. For information concerning health insurance coverage, contact Health Services at (501) 450-1448.

## **MULTICULTURAL AND INTERNATIONAL STUDENT SERVICES**

The Office of Multicultural and International Student Services provides students with opportunities to engage in cross-cultural reflection and promotes an appreciation of diversity, service, and leadership.

The services that the office provides range in scope from student programming activities, diversity training, and leadership training to support. The office also provides assistance to our international and exchange students through orientation, advising, and outreach to foster a positive educational and personal experience for each student. Hendrix College is committed to the principle that diversity in the student body enhances the intellectual experience and understanding of the entire community.

**International Programming.** Our mission is to provide a range of services and programs which support the academic mission of the college and enhance the learning environment. The cross-cultural activities sponsored by the office gives international and exchange students broad exposure to American society, culture, and institutions. It also provides them with an opportunity to share their language, culture, and history with Americans.



Programming initiatives include:

- International Ambassador Program
- International Awareness Week
- International Potluck and Displays

**Multicultural Programming.** Appreciation for diversity is essential to a liberal arts education. The office strives to provide multicultural programming that facilitates intellectual and cultural enrichment, and educates students on the importance and value of appreciating a diverse student body. Programming initiatives include:

- Diversity Conversations
- Diversity Speakers
- Heritage Celebration
- Martin Luther King, Jr. Celebration

## RESIDENCE LIFE

**Campus Housing Options.** Hendrix offers six traditional residence halls - two for men, three for women, and one coed hall. Based on availability and criteria, students past their first year may choose to live in one of the following: six new houses with suite-style living arrangements, a Language house, an Eco-House and four apartment complexes.

**Residence Halls.** The College currently operates six traditional residence halls. Hardin and Martin house men; Galloway, Raney, and Veasey house women; Couch is co-ed. All students residing in the residence halls are required to purchase a meal plan.

**Houses/Suites.** Hendrix operates six, smaller, on-campus houses (Brown, Browne, Cook, Dickinson, McCreight, and Smith) with suite-style living arrangements. The houses are co-ed, but single-gender within each suite. Returning students desiring to live in the new houses must meet the minimum cumulative G.P.A. requirement of 2.25 for rising seniors, 2.5 for rising juniors, and 2.75 for rising sophomores. Students residing in the houses are required to purchase a meal plan.

**Substance Free House.** Brown House is substance free. Students who choose to reside in Brown House must sign a Substance Free Agreement. Non-compliance with the Substance Free Agreement at any time during the academic year may result in removal from substance free housing reassignment. Substance Free Area Guidelines: The possession or use of alcohol, controlled substances and tobacco products by residents or their guests is prohibited in student rooms and public spaces in Substance Free Areas. If residents or their guests choose to

use such substances outside of the Substance Free Area, the results of that choice must not have a negative impact upon residents or property upon return to the Substance Free Area. Residents are responsible for the behavior of their guests.

**Apartments.** The College currently owns and operates four apartment complexes - Clifton Street, Front Street, Mill Street and Huntington Apartments. Returning students desiring to live in the apartments must meet the minimum cumulative G.P.A. requirement of 2.25 for rising seniors, 2.5 for rising juniors, and 2.75 for rising sophomores. Apartment residents are not required to purchase a meal plan. Students requesting to reside in the apartments should be aware Housekeeping Services is not responsible for cleaning apartments.

**Themed Residences.** Hendrix currently operates two different themed residences. Students who wish to reside in a themed residence need to complete a special application. Please review the information below for more specific details. Themed-house residents are not required to purchase a meal plan.

**Language House.** A total immersion Language House (French, German, and Spanish — one language per year on a rotating basis) reserved for students who have completed at least one year of college and have obtained credit for at least the first two courses (i.e., French, German, or Spanish 110 and 120) in the selected language.

**Eco-House/Log Cabin.** The Eco-House mission is “to create a student run sustainable theme house where contentious living is observed through what we eat, what we buy, and how we live. We hope to prove that even slight alterations of our day to day life can make a huge difference on a grand scale.” The Eco-House is also reserved for students who have completed at least one year of college.

## STUDENT ACTIVITIES

Hendrix students participate in a wide spectrum of co-curricular activities and experiences that complement academic learning, offset the rigors of academic learning, and introduce a framework conducive to the cultivation of leadership skills. Recognizing the potential for advancement outside of the classroom, each student is encouraged to participate in activities that further the personal, cultural, intellectual, spiritual, and social growth of the self. Through active involvement in campus life, students are likely to develop a strong sense of community and acquire the basic skills necessary for personal and academic success throughout life.

Activities include cultural events such as concerts, lectures, plays, and exhibits; social events such as dances, movies, and coffeehouses; student government; student media; and clubs and organizations. Workshops designed specifically for organizational leaders are also available, including information on conducting meetings, planning budgets, motivating committee members, working with advisors, and understanding group dynamics. In addition to on-campus events, the city of Little Rock, located 30 minutes from the College, offers students numerous social and cultural activities.

**Leadership Hendrix.** The “Leadership Hendrix” Program provides experiential learning opportunities that assist Hendrix students in exploring personal values, understanding the self, respecting others, and developing community. Encouraging development of leadership abilities and awareness, workshops, programs, and retreats are offered to students. “Leadership Hendrix” provides leadership experiences for various constituencies on the campus, including Leadership Scholars, student organizations, and other students interested in developing as leaders.

**Propylaea.** The Propylaea program is a unique academic experience intended to involve students in the larger cultural life of the Hendrix community. It provides an incentive to attend various special events that occur on the campus each year. Students will earn a course credit when they have attended 60 events and properly recorded their attendance through the use of Propylaea evaluation forms.

All requirements and forms can be found on the Hendrix web site listed below. If a student would like to gain a course credit through participation in the Propylaea program, he or she should complete and submit the appropriate evaluation forms either using the web-based form or printing hard copies from the web page. A database will be maintained of all event attendance records. When the student has accumulated 60 Propylaea evaluations, a course credit will be recorded on his or her transcript. For more program information, please contact your advisor or the Student Activities Office. Web: [www.hendrix.edu/studentactivities](http://www.hendrix.edu/studentactivities).

**Student Organizations.** There are more than 60 student clubs and organizations at Hendrix College for the varied interests of the student body. 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 to

gain valuable skills to enhance their personal and academic success. Web: [www.hendrix.edu/studentactivities](http://www.hendrix.edu/studentactivities).

### **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 opportunity without regard to race, sex, color, sexual orientation, age, disability, creed, 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 request. 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.

## College Policies

### Hendrix Student Code of Conduct

**Philosophy.** Hendrix College is “dedicated to the cultivation of whole persons through the transmission of knowledge, the refinement of intellect, the development of character, and the encouragement of a concern for worthy values” (Hendrix College 2008-2009 Catalog, pg. 9). 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, 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 maintain 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.

**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 in violation of any of the items listed below may be subject to College disciplinary action. (The list below should not be seen as all-inclusive).

- Any form of verbal or physical harassment, including but not limited to threatening, attempting, or committing physical harm to any person.
- Disrupting the peace and good order of the

College by other things such as fighting, quarreling, inciting to riot or other disruptive behavior.

- Destruction, damage, or attempted damage to personal or College property, including acts of arson or vandalism.
- Theft, attempted theft, or possession of stolen personal or College property, including acts of larceny, burglary, breaking and entering, or robbery.
- Forgery, alteration, unauthorized possession, or misuse of College documents, records, or instruments of identification.
- Furnishing false information to the College.
- 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 arrangement for the settling of accounts with the College.
- Any interference with functions or activities of the College and the educational programs by blocking accesses to or from College facilities.
- Violation of visitation or closing hour regulations.
- Failure to comply with the directions of College officials during emergencies, such as building evacuation(s). (pg. 32,39)
- False reporting of an emergency including, but not limited to, false fire alarms and bomb threats.
- Possession, use, or distribution of narcotics, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Arkansas statutes, except as expressly permitted by law. See Controlled Substance Policy for more information. (pg. 29)
- The display or consumption of alcohol in public areas (academic buildings, dining facilities, gym, playing fields, residence hall lounges, Hendrix College parking lots, etc.) beyond a student's room or apartment in Hendrix contracted housing. See Alcohol Policy for more information. (pg. 26)
- Unauthorized possession, storage, use of weapons, firearms, knives and fireworks. See Weapons Policy for more information. (pg. 53)
- Any violation of College rules regarding the operation and/or parking of motor vehicles. See Vehicle/Parking regulations for more information. (pg. 34)
- Engaging in sexual assault or harassment. See Sexual Misconduct Policy for more information. (pg. 48)
- Violation of the computer use policy. See Com-

puter Use Policy for more information (pg. 30)  
• Aiding or abetting any conduct described above.

## Conduct Process

**History.** The Hendrix College bylaws state that the faculty shall organize the discipline of the College and are responsible for the spiritual, moral, social, and intellectual welfare of the students. The implementation of the conduct process is delegated to the Dean of Students and his or her staff.

The student conduct process at Hendrix College is based on an educational model intended to balance the interest of the community 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 is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she 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 in a timely manner, taking into consideration a student's right to due process. There may be times during the year when the Dean of Students adjudicates complaints in order to expedite the process. (Examples may include, but are not limited to: alleged policy violations that occur prior to 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 be in compliance with the policies and regulations set forth in the handbook.

**Hearing Bodies.** There are five types of hearing bodies, which are included in the conduct system. Records of the hearings are maintained by the Dean of Students Office.

Administrative Hearing Officer:

- **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, sexual misconduct, and academic dishonesty.

#### Peer Conduct Hearing Panel:

- **Membership:** Five or more students and a panel advisor who is a professional staff member in the Office of Student Affairs. A minimum of three students are present at each hearing. The panel advisor is strictly there to advise the panel and will not vote when decisions are made. Students serving on the panel will be selected by a committee of three students recommended by the Student Senate, Dean of Students, and two professional staff members in the Office of Student Affairs.
- **Training:** Student members will receive training at the beginning of the academic year. New members will be trained on an on-going basis. Any member who does not receive the required training cannot serve.
- **Function:** Hear all types of minor complaints.

#### College Conduct Council:

- **Membership:** Three or more faculty members (nominated by the faculty Committee on Committees and elected by the faculty), and three or more students (appointed by the Chair of the College Conduct Council upon recommendation from the Student Senate). A minimum of two students and three 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 faculty members on the Council. The Dean of Students or his/ her 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 on-going basis. Any member who does not receive the required training cannot serve.
- **Function:** Hear all types of major complaints.

#### Sexual Misconduct Hearing Panel:

- **Membership:** Four member panel composed of one faculty member and three student affairs professionals.
- **Training:** Members will receive training on the procedures and issues on a yearly basis.
- **Function:** Hear cases of sexual misconduct.

#### Appeals Committee:

- **Membership:** Three faculty members, who have been former members of the Conduct Council, preferably chair. In the case where additional members are needed, the Dean of Students, with the approval of the Vice President of Student Affairs, may request other trained faculty members to serve.
- **Training:** Members will receive training on basic procedures at the beginning of the academic year.
- **Function:** The Appeals Committee will hear appeals of a College Conduct Council decision. Decisions by the Appeals Committee are conclusive and final.

**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 Vice President for Student Affairs 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; damage to property; violation of fire safety rules and procedures; or petty theft.

• *Major Complaints* involve violation of a College standard or policy which, at the discretion of the Vice president for Student Affairs or Dean of Students, justify 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, use of fireworks, violation of fire safety rules, etc.); conduct that leads to the embarrassment or indignities to other persons; vandalism to property; possession of firearms; major theft; multiple or repeated violation of College policies or use; major alcohol violations; and possession or sale of illegal substances.

**Sexual Misconduct.** Incidences of sexual misconduct may be heard by a separate hearing body. For policies and procedures refer to the Sexual Misconduct Policy.

**Off-Campus Misconduct.** In general, the College does not take disciplinary action for off-campus misconduct when court action is pending or has taken place. However, the College reserves the right to take action in such instances relating directly to the College where the misconduct constitutes a violation of the College standards or is of such a serious nature that it suggests a danger to the College community. In such cases, the College may initiate action whether or not 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.

**Overview of the Conduct Process.** An alleged violation of College standards or policies will first be investigated by an appropriate College official. This involves meeting with individuals involved in the situation and examining the circumstances of the complaint. The student in question receives a written description of the specific alleged violation of College standards or policies 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 Vice President for Student Affairs or Dean of Students reserves the right to remove a student from the campus or College residence 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 his or her right to be present on the campus or attend classes will not be altered.

**Advisors.** The student in question may seek assistance from an advisor who must be a member of the Hendrix community (faculty, staff, or student) of the student's choosing. A College Conduct Hearing is an internal conduct proceeding; therefore, the advisor may not be an at-

torney or anyone outside of the Hendrix community. The advisor may assist the student in question in preparation of his or her complaint, be present during the hearing, assist the student during the hearing, and may address the hearing body at the pleasure of the chair of the hearing body.

**Responsible Pleas.** If the student in question accepts responsibility in a minor complaint, an appropriate College official will determine an appropriate sanction for the violation. If the student in question accepts responsibility in a major complaint, the student may choose to have his/her meeting with the College Conduct Council or Administrative Hearing Officer to determine an appropriate sanction. By pleading responsible, the student in question is waiving his or her right to appeal the merits of the allegation or any procedural matters. However, students may appeal based on severity of sanctions.

**Not Responsible Pleas.** If the student in question does not accept responsibility, a hearing is scheduled. In minor complaints, the student in question has a choice of having the 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 him or her. It is the responsibility of the College or complainant to provide convincing evidence.

**Hearing Procedures.** Conduct hearings are closed. Once a hearing has begun, entering and leaving the hearing is to be restricted by the Chair in order to maintain the objectivity and privacy of the proceedings. 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 seven (7) working days after an incident occurs; however, factors – such as holiday breaks, end of academic term, on-going investigation, etc. may prevent the College from meeting this guideline. Consult the Sexual Misconduct Policy for procedures dealing with issues of sexual misconduct.

Notice of the hearing will be electronically mailed or delivered via campus mailbox to the student(s) three (3) days prior to the hearing. The student in question and the complainant have the right to:

- Be charged with a specific violation of College standards or policies in order to adequately prepare his/her case. During the hearing phase of the proceedings, it is the right of the student

to only answer the charges with which he/she has been charged.

- 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 evidence presented.
- Present evidence by witness, or by signed written statement if a witness is unable to attend the hearing. 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. Evidence is generally restricted to written reports and witness testimony. Students must be granted access to all written materials concerning their complaint at least three (3) days prior to the hearing.
- Bring an advisor to the hearing. The advisor (who must be a current member of the Hendrix community – faculty, staff, or student) may not participate in examination of witnesses or presentation of materials or information to the hearing officer/board. The advisor’s role is limited to providing advice and consultation to the student who is charged with a policy violation.
- Question all witnesses present at the hearing.
- Be informed of the conduct outcome within two (2) working days of the decision of the hearing board.

**Appeals.** The College Conduct Council will hear appeals of decisions from hearings conducted by an administrative hearing officer and the Peer Conduct Hearing Board. College Conduct Council complaints are appealed to the Appeals Committee. Appeals will be considered based on the hearing transcript, written materials, and a meeting with the student in question.

The body hearing an appeal may take the following action:

- Accept the appeal, and affirm the original decision and sanction;
- Accept the appeal, affirm the original decision, but lessen the sanction;
- Accept the appeal and find the accused not responsible, or
- Deny the appeal.

Appeals must be made in writing within seven calendar days after a conduct decision is rendered. In minor

complaints, the student may appeal the severity of the sanction to the College Conduct Council. In major complaints, the severity of the sanction may be appealed to an Appeals Committee. Appeal consideration is based on one or more of the following reasons:

- Deprivation of due process (Failure to comply with the rights outlined in the student handbook);
- Inadequate evidence to justify decision; or
- Sanction not in keeping with gravity of wrongdoing.

A conduct sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the Vice President for Student Affairs. Decisions by the Appeals Committee are conclusive and final.

## RANGE OF CONDUCT OUTCOMES

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

**Expulsion.** 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.** Mandatory separation from the College for a specified period of time up to two years. 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 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 serving notice to a student that his or her 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 standards or policies by a student during the probationary period may result in suspension or expulsion from the College.

**Conduct Warning.** A sanction serving notice to a student that his or her 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 use of a particular facility or service, visitation privileges, and parking privileges.

**Campus Work Hours.** Work hours coordinated through the Physical Plant or Dining Services. 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 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 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.

**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 his or her Registrar's account. With this hold in place, the student is restricted from utilizing the major functions of the Registrar Office (e.g., prohibited from participating in registration and course adjustment, requesting transcripts, and from receiving a diploma). The College Conduct Council or the Dean of Student's Office will remove the hold when it has been determined that the student is working towards compliance.

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

**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 notification to parents will be made by the Dean of Students. The Office of Student Affairs will maintain records of conduct action. The

use of these records is governed by the College policy concerning 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. All records of conduct action other than conduct probation, suspension, or expulsion will remain in the student's file and will be kept by the Dean of Students office for seven years past graduation date. Decisions of suspension and expulsion will remain in the student's file permanently. Students wishing to have records of conduct action or conduct probation expunged from their file prior to the specified time period may make a written request to the Dean of Students who, in consultation with the Vice President for Student Affairs, will act on the request.

## Academic Integrity

Hendrix College is committed to high standards of honesty and fairness in academic pursuits. Such standards are central to the process of intellectual inquiry, the development of character, and the preservation of the integrity of the community. Hendrix College is an environment intended not only to cultivate an active interest in the liberal arts, but also to serve as a place for students to begin taking responsibility for their own actions. In keeping with this mission, the faculty and students of Hendrix College have adopted a set of standards and procedures designed to:

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

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

- All students have an equal right to their opinions and to receive constructive criticism.
- Students should positively engage the course material and encourage their



classmates to do the same.

- No students should gain an unfair advantage or violate their peers' commitment to honest work and genuine effort. It follows that any work that a student submits for class will be that student's own work. The amount of cooperation undertaken with other students, the consistency and accuracy of work, and the test-taking procedure should adhere to those guidelines that the instructor provides.

- Members of the Hendrix community value and uphold academic integrity because we recognize that scholarly pursuits are aimed at increasing the shared body of knowledge and that the full disclosure of sources is the most effective way to ensure accountability to both ourselves and our colleagues.

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

- a. plagiarism, which involves the use of quotations without quotation marks, the use of quotations without indication of the source, the use of another's idea without acknowledging the source, the submission of a paper or project (or any portion of such) prepared by another person;
- b. cheating on examinations, laboratory reports, exercises, or projects that are to be done by individual students; giving or receiving answers and/or materials pertinent to any academic work without permission of the instructor;
- c. stealing, manipulating, or interfering with any academic work of another student;
- d. collusion with other students on work that is to be completed by an individual student;
- e. lying to or deceiving faculty; or
- f. violating particular standards as determined and explicitly outlined by individual faculty members on a course-by-course basis. These particular standards should be clearly indicated on the syllabus for each course. The Committee on Academic Integrity handles all instances of alleged academic dishonesty.

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

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

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

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

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

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

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

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

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

- a. In violation
- b. Not in violation

A student is in violation of the standards of academic integrity only when a majority of the hearing committee concurs that a violation has occurred. If the Committee finds a student to be in violation of the standards of academic integrity, it also hands down a particular sanction in direct consultation with the instructor of record. The Committee must strongly consider the recommended sanction from the instructor of record. A majority of the hearing committee must agree upon specific sanctions. If a student is not found to be in violation of the standards of academic integrity, no further action will be taken. All records pertaining to the case remain confidential within the Committee structure and are available only for the purpose of determining appropriate sanctions. The Committee will retain all records for a period of six years, after which the records are purged.

Appropriate sanctions may include one or more of the following:

- a. allowing the student to resubmit the assignment with the understanding that a predetermined number of penalty points will be deducted from the student's total score;
- b. giving the student a "0" on the assignment in question;
- c. giving the student an F for the course;
- d. placing the student on academic integrity probation. This means that if a student is later found guilty of another academic integrity violation, the sanction will automatically consist of suspension or expulsion (with such a recommendation, the Provost of the College is the consulting officer).
- e. in severe cases placing the student on suspension and/or expulsion (with such a recommendation, the Provost of the College is the consulting officer).

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

**Appeals.** All academic integrity-related decisions are subject to appeal. Intent to appeal must be filed in writing with the Office of Academic Affairs no later than one week after the Committee's decision. The Provost will decide if there are sufficient grounds for appeal, and, if such grounds are found, the Provost will forward the case to the Committee on Academic Appeals, whose decision is final. The Appeals process should be completed with four weeks of filing, exclusive of breaks in the academic year.

## Alcohol & Controlled Substance Policy

### ALCOHOL

Hendrix College does not encourage the use of alcoholic beverages. The display or consumption of alcohol is prohibited in all areas except student rooms, 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. (Guidelines for such events are available at [www.hendrix.edu/studentlife](http://www.hendrix.edu/studentlife)).

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 for 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 a Public Safety officer.

## ALCOHOL POLICY VIOLATIONS

Alcohol violations are designated as either minor or major based on the criteria stated in the Handbook. Though the designation assigned to each complaint involving a Policy violation is based on the particulars of the complaint, some general categories of major and minor alcohol violations may be identified. These categories would include, but not be limited to, the following:

### Minor Violations:

- public consumption
- public intoxication
- possession by a minor

### Major Violations:

- serving to minors
- over possession as defined by Hendrix College. Per person, this includes but is not limited to: quantities over one case (24 – 12 oz. containers) of beer/malted beverage OR two (1 L) bottles of wine OR one (1L) bottle of spirits/hard liquor, OR a reasonable combination of these types, kegs (whether full or empty,) and other common serving containers, etc.
- serving to individuals already intoxicated
- driving under the influence and driving while intoxicated either on or off campus
- intoxication leading to harm to self or others
- intoxication leading to property damage, disruption to the community, or other violations of Hendrix College Policy

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.

## SANCTIONS FOR ALCOHOL POLICY VIOLATIONS

Students in violation of the Hendrix College Alcohol Policy will be subject to a number of possible conduct sanctions listed below. Additional conduct measures not appearing in the listings below may be imposed as warranted at the discretion of the conduct hearing body through which the violation is processed. Details of the conduct disposition of complaints are found in the conduct process section of the handbook. Note that the offense count (First Offense, Minor Violation; Second

Offense, Minor Violation) applies to the student's entire Hendrix career – the count does not begin anew each fall semester. In all cases involving fines, the entry will read as an "Alcohol Policy Violation" on the individual's bill from the College. In all cases involving Parent/Guardian Notification, the College will follow the same privacy policy used for releasing grades and other academic information. In all complaints involving Suspension, readmission will be contingent upon successful completion of treatment.

### First Offense, Minor Violation

Possible Sanctions:

- Participation in the 3rd Millennium class, an on-line educational site
- 8-16 hours of work for the College
- Fine of up to \$100
- Parent/Guardian notification upon completion of the conduct process
- Conduct Warning

### Second Offense, Minor Violation

Possible Sanctions:

- Participation in the Substance Abuse Subtle Screening Inventory through the Hendrix Counseling Center (2 Counseling Center visit minimum).
- Fine of up to \$200
- Required Parent/Guardian notification upon the completion of the Conduct process
- Removal from Hendrix housing or change in housing assignment
- Conduct warning

**Note:** The next Alcohol Policy violation *of any kind* will be classified as the First Offense, Major Violation, and so will be referred automatically to the College Conduct Council.

### First Offense, Major Violation

Possible Sanctions:

- Participation in the 3rd Millennium class, an on-line educational site
- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- 16-24 hours of work for the College
- Fine of up to \$300
- Required Parent/Guardian notification upon completion of the Conduct process
- Removal from Hendrix housing or change in housing assignment
- Repayment of any costs to repair/replace property
- Conduct Warning

- Conduct Probation
- Suspension
- Expulsion

### Second Offense, Major Violation

Possible Sanctions:

- Participation in the Substance Abuse Subtle Screening Inventory through the Hendrix Counseling Center (2 Counseling Center visit minimum).
- Participation in a personal responsibility/ alcohol awareness class provided by the College
- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- 24-48 hours of work for the College
- Fine of up to \$500
- Required Parent/Guardian notification upon completion of the Conduct process
- Removal from Hendrix housing or change in housing assignment
- Repayment of any costs to repair/replace property
- Conduct Warning
- Conduct Probation
- Suspension
- Expulsion

### Third Offense, Major Violation

Possible Sanctions:

- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- 24-48 hours of work for the College
- Fine of up to \$500
- Required Parent /Guardian notification upon completion of the Conduct process
- Removal from Hendrix housing or change in housing assignment
- Repayment of any costs to repair/replace property
- Conduct Probation
- Suspension or Expulsion strongly recommended

**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 an 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 laws and penalties, please see the following websites: [www.arkansas.gov](http://www.arkansas.gov) or [http://170.94.58.9/data/ar\\_code.asp](http://170.94.58.9/data/ar_code.asp).

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

### 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 psychosis
- 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 esophagus
- birth defects or injury to the fetus during

- pregnancy
- respiratory depression
- increased aggressiveness, possible abuse of others
- impairment of coordination and judgment

## **CONTROLLED SUBSTANCE**

The use, possession, or distribution of narcotics 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, or sale of drugs sometimes prescribed for medicinal purposes (i.e., 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.

## **SANCTIONS FOR CONTROLLED SUBSTANCES POLICY VIOLATIONS**

All violations of the Controlled Substances Policy are designated as major violations; the Conduct Council hears these complaints. At the discretion of the College Conduct Council, a student may accept responsibility on a first Controlled Substance policy violation and be heard by an Administrative Hearing Officer. Students found to be in violation of the Hendrix Controlled Substances Policy are subject to the possible sanctions listed below. Selling and distribution will be considered a weightier offense with more severe consequences. Additional conduct measures not appearing in the listings below may be imposed, as warranted, at the discretion of the Conduct Council. Possible sanctions are as follows:

### **First offense.**

- Participation in the 3rd Millennium class, an on-line educational site
- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- 16-24 hours of work for the College
- Fine of up to \$300
- Parent/Guardian notification upon completion of the conduct process
- Removal from Hendrix housing or change in housing assignment
- Conduct Warning
- Conduct Probation
- Suspension/Expulsion

### **Second offense.**

- Participation in the Substance Abuse

Subtle Screening Inventory through the Hendrix Counseling Center (2 Counseling Center visit minimum).

- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- 24-48 hours work for the College
- Fine of up to \$500
- Parent/Guardian notification upon completion of the conduct process
- Removal from Hendrix housing or change in housing assignment
- Conduct Probation
- Suspension/Expulsion

### **Third offense.**

- Personal counseling (off-campus referrals to be undertaken at the student's expense)
- 24-48 hours of work for the College
- Fine of up to \$1000
- Parent/Guardian notification upon completion of the conduct process
- Removal from Hendrix housing or change in housing assignment
- Conduct Probation
- Suspension/Expulsion

## **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 laws and penalties, please see the following websites: [www.arkansas.gov](http://www.arkansas.gov) or [http://170.94.58.9/data/ar\\_code.asp](http://170.94.58.9/data/ar_code.asp).

## **HEALTH RISKS RELATED TO 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 of 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, MDA, Designer Drugs): hallucinations and panic, birth defects, 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 AND OTHER DRUG PROGRAMMING, INFORMATION, AND EDUCATION FOR STUDENTS

**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 his or her 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 other 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.

## Computing

Computer resources at Hendrix College are available to authorized students, faculty, staff, and off-campus constituents. Access to these resources is obtained from the Director of Information Technology. Access is granted with the understanding that the resources will be used as stated in the request and in keeping with the idea that one's interest ceases when it invades the rights of personal and/or institutional property, demonstrates a potential for

loss, creates the possibility for embarrassment or litigation to the individual and/or institution, or because of an otherwise irresponsible use of a limited resource. It is the policy of the Office of Information Technology to avail these resources to as many users as possible and, to the extent possible, keep the number of restraints and restrictions on the individuals to a minimum consistent with the ability to provide service to all who request use.

For such a policy to work, it is essential that users observe responsible and ethical behavior in the use of the resources. Proper computing and networking use follows the same standards of common sense and courtesy that govern the use of other public facilities. Improper use violates those standards. Improper use is defined as: Any use of computing and/or networking facilities or services that is unrelated to legitimate instructional, research/creative activity, or administrative requirements; that interferes with another's legitimate access; that violates another's intellectual property rights; and/or that violates any local, state, or federal law.

Users have responsibilities as members of the Hendrix College electronic community. These responsibilities include:

- Respecting an individual's right to privacy and freedom from intimidation, harassment, and unwarranted annoyance;
- Respecting copyright and other intellectual property rights. Unauthorized copying of files or passwords belonging to others may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses or Trojan horses, or damaging files) is unethical, may be illegal, and may lead to sanctions;
- Maintaining secure passwords;
- Using resources efficiently;
- Recognizing the limitation to privacy afforded by electronic services;
- Learning to use software and information files correctly. Users should maintain and archive backup copies of important work;
- Abiding by security restrictions on all systems and information to which access is permitted. Users should not attempt to evade, disable, or "crack" passwords or other security provisions; these activities threaten the work of others and are grounds for immediate suspension or termination of privileges and possible further sanctions.

The following behavior will be considered to be misuse or inappropriate use of computing resources at Hendrix College:

- Intentionally interfering with the normal operation of computer resources at Hendrix or on any network accessible from computer equipment at Hendrix;
- Excessive use of computer resources, including ignoring posted workstation time limits, using more than one workstation at a time, playing games on workstations when they are needed for College-related assignments or similar activities;
- Attempting to access without authorization, discover the password, or otherwise circumvent the security of computer systems, accounts or files at Hendrix on any network accessible from computer equipment at Hendrix;
- Using computer resources for personal profit making activities not related to the mission of the College;
- Using electronic mail or other forms of computer-based communication to impersonate, deceive, or defraud another user, or to send messages which are harassing, abusive, or obscene;
- Using or copying computer software in a manner which violates U.S. copyright laws or Software vendor licenses;
- Using computer resources to copy and plagiarize the intellectual output (programs, written assignments, etc.) of other persons;
- Using computer resources to violate any state, federal, or international laws, or the published policies of other host institutions or networks;
- Using computer resources in a manner inconsistent with the "Hendrix Standards of Conduct" as published in the Hendrix Student Handbook.

The Office of Information Technology should be contacted for clarification of these guidelines or to report guideline violations.

It is the responsibility of all users to report to the Office of Information Technology any violation of the Code of Computer Resource Use.

The Code is posted in a prominent location in all Hendrix College computer laboratories. Failure to comply with the Code will subject the violator to appropriate conduct action. Whenever there is an indication of abuse of the

user's privilege that interferes with the intended functions of the system, or impinges on another user's rights, or is an otherwise irresponsible use of the computer resource, the Office of Information Technology reserves the right to investigate and implement those actions deemed necessary to protect the system and/or other users. Such an investigation will require prior authorization from the appropriate Hendrix College offices: for students, the Vice President for Student Affairs; for faculty, the Vice President for Academic Affairs; and for staff, the supervisor of the staff member.

## **HENDRIX NETWORK (HNET)**

Approximately 200 computers available for student use on the Hendrix campus are connected to the campus network. Every building on campus is wired for Hnet. This includes a network connection in every residential room, allowing students to access Hnet from their residence hall rooms 24 hours a day.

## **COMPUTER LABS**

Information Technology manages the Acxiom Computer Center, located in the Jennings L. Snoddy wing of the Bailey Library. The computer lab houses 40 computers, a digital scanner, and two laser printers. The lab is open 24 hours a day, seven days a week. Other 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).

## **INTERNET**

Through membership in ARKnet, a statewide computer network that includes most colleges and universities in Arkansas, Hendrix is linked to the internet. Internet users can log on to other computers, exchange files, conduct research, and send electronic mail throughout the world. Students can have internet access from their residence hall rooms 24 hours a day, as well as the 24-hour access from the Bailey Library Lab. The internet can be accessed through any computer connected to Hnet.

## **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 key word and determine if the materials are currently available. PAC is available on the Hnet.

# Disorderly or Disruptive Conduct

Disorderly or disruptive behaviors that impact the community and violate community standards, including (but not limited to) the following, are prohibited:

- Littering, dumping of trash, and any other acts which would necessitate cleaning;
- Throwing objects out of windows, including, but not limited to, keys and ID cards;
- Playing or any inappropriate use of sporting equipment in the hallways, stairwells or lounges;
- Abusive and/or threatening language directed towards members of the Hendrix community, staff or guests;
- Excessive noise (each hall will set its own quiet hours, but courtesy hours are in effect 24 hours a day);
- Entering or exiting a building through a window;
- Standing, sitting, or gathering on porch overhangs and building roofs; and
- Failure to adhere to Basic Rights of Residents.

# Emergency Transportation Policy

For emergencies requiring transportation (e.g. unconsciousness, cardiac arrest, seizures, head injuries, serious falls, fractures, or excessive bleeding) the victim or a bystander should first call 9-911 emergency response system. Hendrix Public Safety (9-450-7711) should be called immediately after calling 9-911. Hendrix Health Services staff is available to assist with emergencies during office hours. The office is located in the "white house" across from Mills at 1541 Washington Avenue.

If a student needs medical care for an illness when Health Services is closed, the following location is available: Conway Regional Health System (CRHS) – Emergency Room at 2302 College Avenue, (501) 329-3831.

If a student needs advice after hours from a doctor or help with transportation he or she should contact a friend or family member to arrange transportation. If a friend or family member is unable to assist with transportation, contact Public Safety or a Residence Life member on duty. The list of staff on-call is posted in every residence



hall lobby. The RA staff will contact the duty phone and the person on call. A fulltime professional Residence Life staff member will arrange for transportation. When there are no other options for transportation, full-time faculty or professional staff members can, at their discretion, transport students. Students must carry proof of insurance to expedite care.

## 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 he/she:

- poses a substantial threat of harm to self or others.
- has behavior that is severely disruptive to others.
- refuses or is unable to comply with treatment.
- behavior or physical condition 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, he/she 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 CMT 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. 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, he/she 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). Please see the Transportation of Students policy for additional information on transporting students. A member of the CMT will notify the student's family of the situation, and will make every effort to discuss this 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), he/she has 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, he/she 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 his/her endangering behavior violates the College's Code of Conduct.

## Failure to Comply Policy

In order 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.

# 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 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.

## Guest Responsibility

Students are responsible for the actions of their guests. Students who host a guest assume full responsibility for that guest and are responsible for that guest's behavior.

## Hendrix Name, Seal, & Logo

Using the symbols of Hendrix in an appropriate and consistent manner will strengthen the College's graphic image. A strong graphic image is an asset to the institution, raising the visibility of the College and giving a professional polish to its printed communications. Hendrix introduced a new graphic image in Fall 2004. Guidelines for using the new logo are posted on the Hendrix web site at [www.hendrix.edu/eventsnews/](http://www.hendrix.edu/eventsnews/). The College's intercollegiate athletic teams use the Warrior shield as their symbol. Hendrix has adopted Orange 158 in the Pantone Matching System as its official color, along with black.

The Seal of the College appears on official documents, including diplomas and transcripts, on the College banner, on the President's Chain of Office, and is used for other ceremonial purposes. The Executive Director of 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. Office of Communications staff members are happy to answer questions about appropriate use of the symbols of Hendrix.

# Motor Vehicle Regulations

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

## VEHICLE REGISTRATION

All vehicle registration forms and decals are available from the Department of Public Safety on Washington Ave. A registration form must be turned in before a student decal can be issued. The \$75.00 decal fee will be charged to every student's account. Students who do not intend to operate on campus will receive a refund of the fee upon completion of a vehicle waiver form. 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.

To register a vehicle, the following information is required: year, make, model, color, and license number [Example: 1999, Ford Mustang, 2-door, red, Lic. #ABC 123 (AR)].

Decals must be permanently affixed to the left rear bumper or the lower left of the rear windshield 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.

The vehicle owner is responsible for all violations committed by a vehicle displaying the decal issued to the owner. If one loans his or her 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 the Traffic and Parking Regulations brochure.

Temporary registration decals are available from the Department 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.

## PARKING REGULATIONS

**Visitor Parking.** Visitor parking spaces are all marked in the Mills Center Circle, to the north of Hulen Hall (be-

tween Hulen and Veasey Halls), at Fausett Hall, and at Ellis Hall. There are approximately 35 spaces reserved for visitors. The visitor spaces to the north of Hulen Ballroom and to the east of Ellis Hall are reserved for visitors 24 hours per day, seven days per week. All other visitor spaces are reserved from 8 a.m. to 5 p.m. Monday through Friday. All parking spaces at the office buildings on Washington Avenue are for visitors and require a special temporary permit.

**Service Parking.** Parking will not be allowed in service spaces at any time. Unauthorized vehicles parked in service spaces will be towed at owner's expense.

**Reserved Parking.** Each Area Coordinator and Head Resident Assistant has a parking space reserved near his/her residence hall. This is to provide easy access to their vehicles in case of an emergency situation. Unauthorized vehicles parked in these spaces will be towed upon request.

**Parking on Red Curbs.** 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 are subject to being towed.

**Parking on Lawns, Fields or Sidewalks.** Parking is prohibited on areas such as the lawns, fields, or sidewalks. Vehicles found parked in these areas will be ticketed and towed. This includes vehicles parked or driven on the lawn while loading or unloading personal belongings.

**Double Parking.** Double parking is allowed for 15 minutes when loading or unloading a vehicle in a residence hall parking lot. Parking is not permitted in Couch Circle at any time.

**Disabled Parking.** 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 may result in fines as well as towing. A Campus Disabled Permit is required on any vehicle registered to a Hendrix College student, faculty, or staff member, in addition to state disabled licensing. The Department 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. Temporary disabled permits are available from the Department of Public Safety and are to be approved by the Chief of Public Safety.

## REVOKING VEHICLE REGISTRATION

Vehicle registration may be revoked for individuals who repeatedly fail to comply with the parking regulations of Hendrix College. An accumulation of 10 or more vehicle operation violations will be deemed a refusal to comply with the vehicle operations regulations, and a warning letter will be sent to the owner/operator of the vehicle. After receiving advice and counsel concerning his or her 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 Chief of Public Safety will notify the owner/operator in writing that his/her registration decal has been voided, and that his/her 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

All fines, except No Decal, Parking in a Space Reserved for Disabled, and Parking on Grass will be reduced by 50 percent if paid within 24 hours. Accumulation of three citations for the No Decal violation could result in the vehicle being towed. All fines are payable through Campus Mail or at the Business Office in Fausett Hall.

## APPEALS

All traffic violation appeals must be in writing within thirty (30) calendar days of the date of the citation. Appeal forms may be obtained from and returned to the Department of Public Safety. All appeals will be turned over to the Traffic Appeals Committee (which is the Subcommittee on Traffic and Parking of the Student Senate). The decision of the appeals committee is final and will be recorded on the bottom of the appeal form.

A copy of the completed form will be sent to the individual filing the appeal and to the Department of Public Safety.

## Residence Life Policies

Residence 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.

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.

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.

Violation of Residence Life policies and community standards are grounds for conduct action. For more information, contact your building staff or the Residence Life Office.

### **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.

### **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 that is 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.
- The responsibility to allow free access to one's room and facilities without pressure from roommate(s) and other residents.

## **ABANDONMENT OF PERSONAL PROPERTY**

Personal property left in a living unit after you have moved out, whether by proper or improper check out, 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.

## **BUILDING SECURITY**

Security is primarily the responsibility of the student. Hendrix Public Safety Officers make regular rounds checking residential facilities' exterior doors. Tampering 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.)
- 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.

## **BICYCLES**

Storing bicycles in student rooms or lobbies is prohibited.

Bicycles must be stored in authorized areas only and only in such numbers as the area can accommodate. No bicycle may be parked or stored in such a manner as to block entrances or exits from any building. According to state fire code, stairways, corridors and hallways are fire exits and should not be blocked by bicycles or other personal items. Any bicycle found in such areas will be removed and a \$50 fee will be charged for its return. While every attempt will be made not to damage a bicycle while in the process of removal, the College is not liable for damage to a bicycle removed because of a violation.

## **COHABITATION**

The College does not allow cohabitation. Cohabitation is defined as the state of living with another person. Students of the opposite gender are not assigned and may not arrange to live together in campus-owned housing. Guest(s) may stay no more than three nights without the permission of the Office of Residence Life. It is a violation for guest(s) to stay 3 nights, leave and return for additional 3 nights without the permission of the Residence Life Office and the roommate(s).

## **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, and patios. Furnishings in common areas are for use by all members of the community. Residents may not remove furniture from common areas. Students who move furniture from common areas are subject to a fine of \$40 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. Since 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 Director of Residence Life 14 days prior to the event. Students in charge of the event are responsible for clean-up after the event. See Event Planning section for more information.

## **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:

- 1) move to another room with a vacancy
- 2) accept a roommate who is also being required to consolidate
- 3) buy out their vacant space from the Residence Life Office (See below for details)

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

If a student has a vacancy in his/her living unit, he or she may contract with the Residence Life Office for a double-as-single room rate at an additional cost of current room charges.

Priority for contracting for double-as-singles will be determined based on the waiting list of the Office, with consideration given to upperclassmen first.

Triples which are only occupied by two residents as the time of consolidation may be contracted as triples-as-doubles, provided that the space is available.

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

Students living in College-owned and operated apartments are not required to consolidate.

## **ELECTRICAL APPLIANCES**

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

- Halogen lamps
- Cooking appliances with an exposed heating surface

*College-provided stoves in apartments are the only exceptions.*

- Space heaters
- Refrigerators larger than 4.6 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
- 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 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, etc.).

## **ESCORT POLICY**

Each year residence halls on campus will have the opportunity to choose its own escort policy. An escort policy is a program that requires that each guest of the opposite sex be escorted by whomever he or she is 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 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, he or she may determine that said policy may return 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 reveal 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 he or she deems necessary.

## **EVENT PLANNING**

No unapproved, loud, unruly and/or alcohol-related events are permitted in the residence halls. Events, allowed only in designated areas, must have 14-day prior written approval from the Office of Residence Life. 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.

Common areas are provided for the use and benefit of all residents, and should not be monopolized.

**Open Houses.** During campus election campaigns and other special occasions, open houses (i.e., gatherings in the common areas of residential buildings) may be put on the calendar by scheduling such events with the Residence Life Coordinator or the Director of Residence Life at least seven days in advance of the open house. These can be approved if they do not conflict with other major events or inhibit the academic process. Open houses must have the approval of the Office of Residence Life.

## **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 Residence 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 light. 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 Residence 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 Residence 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 or within 25 feet of any entrance or building.
2. Use ashtrays, found outside of buildings, to completely extinguish cigarettes or matches.
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 decorat-

ing 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 back 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 (i.e., 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 Residence 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.

## **GUEST BEHAVIOR**

You are responsible for all actions of your guest(s) at all times. Should your guest(s) violate Residence 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.

## **HOUSEKEEPING**

Although our housekeeping staff cleans all common 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 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.

## **HOUSING CONTRACT: CHECK-IN/CHECK-OUT/ROOM CONDITION REPORTS**

Students will sign housing contracts during the check-in process. 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. 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.

**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 assess any damages. 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. Failure to do so will result in a 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 he/she assumed occupancy provided these items are noted on the RCR at the time of check-in. Failure to return the completed form may result in charges for room deficiencies for which the new occupant is not responsible.

In order to check-in to an apartment, residents must show proof of their utility agreement with local services.

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

**Check-Out.** Residents are responsible for the condition of their rooms/apartments, including the furnishings and equipment, and will have room/apartment conditions assessed at the time of check-out. The proper check-out steps are listed below.

Vacate and clean your room completely. This includes cleaning the floor, removing trash from the building and returning the room to the condition it was in at check-in. There is a fee per person, per room left in unacceptable condition. Other charges may apply. Residents must remove all personal belongings from their living space, and thoroughly clean prior to their check-out appointment.

Return your key to the staff member responsible for checking you out. This staff member will check the room for damages or missing items. Charges for damages, missing items, and/or items remaining in the room/apartment/common area will be applied to the student's account. 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 Residence 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.** Failure to properly check-out will result in a fee. 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, there will be a schedule posted near your RA's door. You must sign up for a check-out time at least 24 hours in advance. If you do not check out with your RA, a fee of \$75 will be charged to your student account. If no keys are returned, an additional fee of \$80 will be charged for a key re-core of the room. Students who leave after scheduled closing times without permission from the Residence Life Office will be assessed a \$50 fee.

**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.

## KEYS AND LOCKOUTS

**Room keys.** 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 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.

1. Call your roommate(s).
2. Ask your RA to open your door.
3. Ask another RA in the building. Between 9pm and 8am, ask the RA on duty.
4. Ask your Area Coordinator. Between 8am and 5pm on weekdays, you can stop by the Residence Life Office.
5. Call Public Safety at 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, Language House or Eco-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.

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

## **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, or you are notified of your safety by a member of the Residence Life Staff.

After the storm, check for damages, water leakage, etc. and report them immediately. Be extremely careful of flooded areas, contaminated water, fallen power lines, and other hazardous conditions attributed to the storm.

## **LAUNDRY FACILITIES**

Laundry facilities are available in all buildings. 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. 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.

When you are finished with the washing machines, please leave their doors open. These machines are air tight and will begin to smell if they are not allowed to "breathe" between loads.

## **LITTERING**

Littering is prohibited. Members of the College community have a commitment to preserve the beauty and cleanliness of the campus.

## **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 (or triple as a double), 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.

## **RESIDENCY REQUIREMENT EXEMPTIONS**

Hendrix is a residential college; therefore students are required to live in Hendrix-owned facilities. Residence 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 claim exemption status based on one of the following reasons stated below. It is the student's responsibility to provide sufficient documentation to justify exemption status. Exemptions will not be made after July 1st. Off-campus permission is valid for one academic year. Students must request permission on a yearly basis. For more information regarding residency requirement exemptions, please visit the Office of Residence Life.

## **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. 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 Residence Life Office assume 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.

## **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 less. 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 in addition to possible cleaning/damage/replacement costs attributed to the presence of the pet.

## **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 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 1/2-hour Quiet Hours will be enforced beginning at 8:00 PM on the last day of classes. 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. Residence 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.

## **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 (i.e., 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 listed above.

## **RESIDENCE HALL OFFICERS**

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, Religious Life Representatives, Multicultural Development Committee Representatives, and Social Committee Representatives are also guaranteed housing. However, the list of Hall Officers must be submitted to the Residence Life Office prior to the room selection process if housing is going to be guaranteed.

## **REPAIRS AND MAINTENANCE**

All repairs or maintenance problems should be reported to Physical Plant. On-line work order forms may be

found at [www.hendrix.edu/physicalplant/work\\_order.htm](http://www.hendrix.edu/physicalplant/work_order.htm). Physical Plant can also be reached at (501) 450-1348. Repairs and maintenance must be performed by authorized personnel only. Residents must report maintenance concerns to the Physical Plant 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.

Tapping into cables and College satellite dishes is prohibited.

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

## 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 in late 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 Residence 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 Exemptions 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 Exemptions section.

## 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.
- 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 breach of College policies is suspected.

Authorized personnel must carry appropriate College identification and show it upon student request.

**Physical Plant Personnel.** Two uniformed, ID carrying, Physical Plant staff members 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.

**Residence Life Staff.** 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 room inspection. If the resident is not present during the inspection, the Residence Life staff member will be accompanied by another member of the Residence 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 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.

## ROOFS, BALCONIES, AND LEDGES

For safety reasons, students are not allowed on the roofs, balconies, or ledges at any time.

## ROOM CHANGE AND BUILDING CHANGE

**Room Change.** If you wish to change rooms within your current assigned building, you must receive authorization from your Area Coordinator (AC) before beginning any room changes. The following guidelines may be helpful:

- Your AC must approve the room change before you move.
- No room changes may be approved or done prior to the end of the second week of classes.
- 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 properly complete your room change.

**Building Change.** All requests for change in residential facility will be handled through the Residence 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 Residence 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 RESPONSIBILITY

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.

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.

Only non-marring adhesives may be used to hang posters, pictures and other decorations. “Gum” poster adhesives work well in most cases. Stickers and decals may not be applied to windows, furniture, walls or doors. Dartboards are prohibited. No decorations of any kind should be placed on or hung from the ceiling. Also, no decorations of any kind may be placed across hallways or walk spaces. Residents may not use any object in such a manner which 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.

## ROOM SELECTION PROCESS

The room selection process was designed to give current students the first opportunity to request a room. Determined by the evaluation of cumulative credit hours and generation of random numbers, student applications will be processed in draw number order within each phase. Current students will be given a chance to choose where they would like to live via the web site. New students are assigned based on deposit date and housing application preferences.

The Residence 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.

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 Residence Life Office.

The online student housing reapplication process begins the week after spring break, when students receive an email containing instructions for the reapplication process along with their draw number. The draw number represents a student's order in the housing process, with 1 being the first person assigned, followed by 2, etc. The number is based on your classification at the end of the Fall semester with freshmen being assigned a number between 3000-3999, sophomores assigned numbers between 2000-2999, juniors being assigned a number between 1000-1999, and seniors being assigned numbers between 1-999. A student's draw number within their class's range is random.

The week after students receive their instructions, the housing reapplication website will go online. Students have two weeks to go to this website and enter their choices for the next year's housing assignments. Once the housing reapplication website has closed, Residence Life will process the requests and send the housing assignments out to students via email (this may take two weeks or more).

## **ROOMMATE PREFERENCE**

If a student wishes to room with a specific student, both students must make mutual requests. Both must be received in the Residence Life Office before their respective deadlines. In most cases, returning students are paired with other returning students as roommates. Whenever possible, new students will be assigned to room with other new students.

## **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 especially 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 others' 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 towards 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 Residence 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 are required to fill out and sign a roommate contract with their roommate(s). The contract will address standards and expectations for behavior towards 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.

## **SMOKING POLICY**

Smoking, defined as the combustion of any cigar, cigarette, pipe or any similar articles using any form of tobacco or other combustible substance in any form, is not permitted inside of ANY building. Also, no smoking may occur within 25 feet of a building's entrance.

This policy applies to faculty, staff, students and visitors to College-owned housing facilities.

## **STAFF DIRECTIONS**

You and your guests must follow the direction(s) of Col-

lege 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, use of profanity, name calling, or noncompliance of staff directions. (Also see Code of Conduct, Disorderly and Disruptive Conduct, and Failure to Comply.)

## STORAGE

Due to limited space, the Office of Residence Life is not able to provide storage facilities for residents. Residents needing storage space should arrange for a privately owned storage unit in the community.

## 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 Residence Life staff. 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).

## VISITATION POLICY

Residents are responsible for their guests' actions. The residence hall visitation policy at Hendrix is one that promotes 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 Residence 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 his/her right to free access of the room is being violated, he/she should contact the appropriate Residence Life staff member as in any other roommate conflict situation.

## 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 Physical Plant and the building staff.

For safety and security reasons neither people nor are objects 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, lights, plants,

containers of any type, shoes and clothing.

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

## Sexual Misconduct

*This policy is adapted from the model policies and code authored by the National Center for Higher Education Risk Management (www.ncherp.org). Use of this model policy has been licensed to Hendrix College for its Code of Conduct. All other use is strictly reserved to NCHERM under its copyright. Adaptation, use or copying of this code by any institution other than Hendrix College is not permitted without express written authorization by the copyright holder.*

Hendrix College believes in a zero tolerance policy for sexual misconduct. When an allegation of sexual misconduct is brought to the administration, and a respondent is found to have violated this policy, sanctions will be used to address the misconduct. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Hendrix College Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes. It serves as a measure for the college to determine, after the fact, if behaviors trespass on community values. It also should serve as a guide for students on college expectations for sexual communication, sexual responsibility and sexual respect.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment
2. Non-Consensual Sexual Intercourse (or attempts to commit same)
3. Non-Consensual Sexual Contact (or attempts to commit same)
4. Sexual Exploitation

### 1. SEXUAL HARASSMENT

- Gender-based verbal or physical conduct
- that has the purpose or effect of
- unreasonably interfering
- with an individual's work or academic performance
- or creates an intimidating, hostile, or offensive working or educational environment

Three Types of Sexual Harassment

A. **Hostile Environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances.

B. **Quid pro quo** sexual harassment exists when there are:

- 1) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- 2) submission to or rejection of such conduct results in adverse educational or employment action.

C. **Retaliation.** The college will sanction a faculty, student or staff member who harasses, intimidates or otherwise retaliates against a person because of the person's participation in an investigation of discrimination or sexual misconduct. Retaliation includes but is not limited to threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, taunting, bullying or ostracism.

*The foregoing sexual harassment policy incorporates language suggested by Tom Trager, Associate Counsel to the University of Colorado, Boulder, and Brett Sokolow, from NCHERM. The Consensual Relationships policy is adapted from Duke University.*

### 2. NON-CONSENSUAL SEXUAL INTERCOURSE:

- Non-Consensual Sexual Intercourse is
- any sexual intercourse (anal, oral, or vaginal),
  - however slight,
  - with any object,
  - by a man or woman upon a man or a woman,
  - without effective consent.

### 3. NON-CONSENSUAL SEXUAL CONTACT:

- Non-Consensual Sexual Contact is
- any intentional sexual touching,
  - however slight,
  - with any object,
  - by a man or a woman upon a man or a woman,
  - without effective consent.



## 4. SEXUAL EXPLOITATION

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in Peeping Tommerly;
- knowingly transmitting a sexually transmitted infection or HIV to another student.

### Definitions:

#### Effective consent

Effective consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Effective consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity—who, what, when, where, why and how sexual activity will take place. In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be 18 years of age.

#### Incapacitation

If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.

- Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior.
- This policy also covers someone whose inca-

capacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.

- Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

### Sexual Orientation

The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity.

### Sexual Activity

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

### SANCTION STATEMENT

- Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*
- Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.\*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion,

depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*

\*The conduct board reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior. Neither the conduct board nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## **CONFIDENTIALITY AND REPORTING POLICY**

In processing sexual misconduct cases, the college is committed to the preservation of the rights of both the accuser and the student in question, including the right to confidentiality insofar as legal requirements and issues of individual and community safety allow, the right to the presumption of innocence, and the right to a fair and timely conduct process.

### **Federal Timely Warning Reporting Obligations.**

Victims of sexual misconduct should also 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. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

## **PROCEDURAL PROVISIONS FOR SEXUAL MISCONDUCT AND OTHER SENSITIVE ISSUES**

Although in campus hearings legal ideas like guilt and innocence are not applicable, Hendrix College will never assume a student is in violation of college policy. In fact, campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting to the local police.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose differing sanctions, ranging from oral warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct. Under this policy, any complainant has standing, whether the misconduct occurred in a male-on-female context, or the context is female-on-male, male-on-male, female-on-female or involved multiple students of any gender. The following procedures and rights pertain to the college conduct process:

- a. **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.
- b. **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 victim of misconduct.
- c. **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.
- d. **Group Action.** When members of groups, individuals 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 joint accused students.
- e. **Amnesty Policy.** The Hendrix College community encourages the reporting of crimes by victims. Sometimes, victims 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 victims as possible choose to report to college officials. To encourage reporting, Hendrix College pursues a policy of offering victims of crimes immunity from policy violations related to the incident.

f. Notice of When Complaint Delivered to Accused Student. Complainants are notified as to when notice of the complaint is delivered to the accused student, so as to protect themselves from potential retaliation.

g. No-Contact Order. Students are entitled to seek a no-contact order that imposes reasonable restrictions on student contact during and potentially after campus conduct proceedings are in progress. The Dean of Students will issue the no-contact order.

h. Option for a Four Member Panel. Parties to the complaint may request that in lieu of a conduct board hearing, the complaint be heard by a four-member panel composed of at one faculty member and three staff members. The election to use this panel can also be made at the discretion of the Dean of Students.

i. Right to a Prompt Process and Hearing. Sexual misconduct complaints are fast-tracked, to ensure that Hendrix College provides a prompt response.

j. Advisor/Advocate. All parties to sexual misconduct complaints have the right to an advisor/advocate from the Hendrix community.

k. List of Witnesses and Copies of 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 lists, and other written statements that may be available.

l. Right to Advance Notice of Board Composition and Right to Challenge. All parties to the complaint will receive advance 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 12 hours prior). Any challenge will be decided by the Dean of Students.

m. Sexual History/Character. All parties to a complaint have a right not to face questions or discussion of their sexual history or character unless the hearing chair or administrative hearing officer determines that such information is highly relevant to determining whether

the policy has been violated.

n. Separate Testimony Options. Any complainant can request to give their testimony via alternate means to being in the physical presence of the person they have accused. Screens and closed-circuit broadcasts may be permitted, but not to the disadvantage of the accused student.

o. Right to be Present for Entire Proceeding. Each party has the right to be present for all testimony and questioning. Only deliberation is conducted in closed-session without the parties present. If findings and sanctions are presented orally at the end of the hearing, the complainant is permitted to be present.

p. Right to Present Own Complaint or Use Proxy. The alleged victim has the right to present his/her own complaint if they want to, or to ask the college to stand as complainant in their place.

q. Right to Know Outcome and Sanctions. Whether in writing or informed orally, the complainant has the right to know the outcome and sanctions of the hearing.

r. Right to be Informed of Respondent's Review (Appeal) Status. The parties will be informed by the Dean of Students if any of the parties to the complaint requests an appeal.

**Procedural Rule for Addressing Information About Past Sexual History.** The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the Chair. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by Dean of Students. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Dean of Students may supply previous complaint information to the board, or may consider it if he/she is hearing the complaint, only if:

- 1) The accused was previously found to be responsible;
- 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.

## RISK REDUCTION TIPS

If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

1. If you have limits, make them known before things go too far.
2. Tell a sexual aggressor “NO” clearly and loudly, like you mean it.
3. Try to extricate yourself from the physical presence of a sexual aggressor.
4. Grab someone nearby and ask for help.
5. Be responsible for your alcohol intake/ drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
7. Be aware of incapacitating drugs like Rohypnol and GHB. See the detailed information below or go to [www.911rape.org](http://www.911rape.org).

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. DON'T MAKE ASSUMPTIONS. About consent. About someone's sexual availability. About whether they are attracted to you. About how far you can go. About whether they are physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them. Perhaps they haven't figured out how far they want to go with you yet. You need to respect the timeline with which they are comfortable.
4. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
5. Realize that your potential partner could be intimidated by you, or fearful. You may

have a power advantage simply because of your gender or size. Don't abuse that power.

6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
7. On this campus, silence and passivity cannot be interpreted by you as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

## ROHYPNOL AND GHB

Rohypnol is the brand name for a drug in the same family of medications as Valium and Xanax. Unlike these other drugs, Rohypnol is not approved for any medical use in the United States. It is illegal to manufacture, distribute, or possess (unless prescribed by a medical doctor) Rohypnol. It is most commonly found in tablet form. Rohypnol is a fast-acting sedative. One of the most disturbing effects of Rohypnol is that it can produce a loss of memory while under the influence of the drug, which may be a significant period of time. Simple possession of Rohypnol is punishable by up to three years in prison and a fine. Distribution or administration of Rohypnol to another person without that person's knowledge, and with the intent to commit a crime of violence, is punishable by up to 20 years in prison and a fine. GHB is gamma-hydroxybutyrate. GHB has never been approved for any use outside of FDA-approved research trials. GHB also can cause loss of memory while under the influence of the drug. GHB is most commonly made in clear liquid form that is colorless and odorless. It has also been produced as a white crystalline powder. Most GHB today is “homegrown” produced in “street labs” and thus, the potency of batches made varies significantly. Both Rohypnol and GHB dissolve easily, so a potential victim may be unknowingly drugged and worse, not be able to recall what happened while under the influence of the drug.

## 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 the 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.

## Weapons Policy

All firearms, explosives, fire crackers, toxic chemicals, gas grills, bottle rockets, smoke bombs, and related paraphernalia are strictly prohibited in the residence halls and on campus property including vehicles. Hunting rifles, shotguns, bows and arrows, knives with blades longer than six (6) inches, and swords may, however, be registered with the Public Safety Office and be stored under the locked storage system provided by Public Safety. 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. 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.) are prohibited in the residence hall. Possession of a weapon or explosive depending upon potency can result in the immediate suspension of the student.

*This code of conduct has been reviewed by Brett Sokolow from the National Center for Higher Education Risk Management [www.ncherp.org](http://www.ncherp.org). 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 product are prohibited without express permission from NCHERM.*