

Student Handbook

2014-2015

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This handbook is published as an invaluable source to provide all members of the Hendrix community with important information on College policies and procedures relating to College services, student rights and responsibilities, and student life. It is the responsibility of the readers to familiarize themselves with its contents. While effort is made to present policies and procedures accurately as of the 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.

Crime Reporting Procedures

The College encourages anyone who is the victim or witness to any crime, or who witnesses suspicious behavior, to promptly report the incident to Hendrix Public Safety by calling 501-450-7711, using one of the Blue Emergency phones, or visiting the Public Safety office.

Crimes can also be reported to the Conway Police Department by calling 911 or 501-450-6120 for non-emergencies. Tips can be called in anonymously at 501-450-4135, or tips can be texted anonymously by sending a text to CRIMES (274637) using Keyword "CONWAY" at beginning of the message.

Students who are victims of a crime and do not want to pursue action within the College Conduct system or the Criminal Justice system, are encouraged to make a confidential report to the Dean of Students Office (SLTC 209, 501-450-1222) or to a counselor in Hendrix College Counseling Services (501-450-1448). Students who choose this confidential option maintain the right to report the incident to Hendrix Public Safety or Conway Police in the future.

College Policies/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 2013-2014 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, ethnicity or national origin. Further, the College is committed to the maintenance of an atmosphere of civility and respect for all students, faculty, and staff.

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

Federal Timely Warning Reporting Obligations

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

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

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 or Associate 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.

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

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

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).

Harassment and/or Assault

- Persistent actions or communications which create a hostile environment
- Threatening, attempting, or committing physical harm to any person
- Abusive, intimidating, and/or threatening language directed towards members of the Hendrix community, staff or guests;
- Violating provisions of a “no contact order”
- Hazing

Disorderly or Disruptive Behavior

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

Destructive Behavior

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

Theft

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

Dishonesty

- 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.
- False reporting of an emergency including, but not limited to, false fire alarms and bomb threats.

Alcohol

- Public Consumption
- Public Intoxication
- Possession by a minor
- Serving to minors
- Over possession as defined by Hendrix College (see the Alcohol Policy Violations section for examples)
- Serving to individuals already intoxicated
- Driving under the influence (DUI) and driving while intoxicated (DWI) either on or off campus.
- Intoxication leading to harm of self or others
- Intoxication leading to property damage, disruption to the community, or other violations of Hendrix College Policy
- The display or consumption of alcohol in public areas (academic buildings, dining facilities, gym, playing fields, residence hall lounges, Hendrix College parking lots, etc.) beyond a student's room or apartment in Hendrix contracted housing.

Controlled Substances

- Possession of narcotics, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Arkansas statutes, except as expressly permitted by law
- Use of narcotics, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Arkansas statutes, except as expressly permitted by law
- Distribution of narcotics, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Arkansas statutes, except as expressly permitted by law
- Sale of narcotics, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Arkansas statutes, except as expressly permitted by law
- Possession of drug paraphernalia

Weapons and Fireworks

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

Residence Hall Policies

- Cohabitation
- Sleeping overnight in common area
- Possession of prohibited items (see p. 48 for examples)
- Escort/Guest policy violation
- Leaving trash in hallways or common areas
- Improper Checkout
- Hosting pets in College owned Residential Facilities
- Smoking in a Residence Hall building (see Hendrix Smoking Policy)
- Failure to adhere to Basic Rights of Residents
- Throwing objects out of windows
- Playing or any inappropriate use of sporting equipment in the hallways, stairwells or lounges
- Excessive noise (each hall will set its own quiet hours, but courtesy hours are in effect 24 hours a day)

Gender-Based Misconduct

- Sexual Harassment
- Non-consensual Sexual Intercourse
- Non-consensual Sexual Contact
- Sexual Exploitation
- Dating Violence
- Domestic Violence
- Stalking

Fire Safety

- Tampering with fire safety equipment
- Unauthorized possession of fire safety equipment

Computer Policy

- Violation of Computer Policy

Vehicle Policy

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

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

•*Major Complaints* involve violation of a College standard or policy which, at the discretion of the Associate Dean of Students 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.

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, and sexual misconduct.

Peer Conduct Hearing Panel:

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

College Conduct Council:

- Eligible Council Members: Three (3) or more faculty members (nominated by the faculty Committee on Committees and elected by the faculty), and three (3) or more students (nominated by student senate and confirmed by the Chair of the College Conduct Council and the Dean of Students. Students must be in good behavioral standing in order to serve on this committee).
- Hearing Council: A minimum of two (2) students and three (3) faculty or staff members are present at each hearing. The Chair of the College Conduct Council is appointed by the faculty Committee on Committees and is one of the three (3) faculty members on the Council. In the event that the Chair is unable to serve, another faculty member of the committee may be appointed to serve as chair during the hearing. The

Dean of Students or 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.

Gender-Based Misconduct Hearing Panel:

- Membership: Four (4) member panel composed of one (1) faculty member and three (3) professional staff members.
- Training: Members will receive training on the procedures and issues on a yearly basis.
- Function: Hear cases of gender-based misconduct, including sexual misconduct and relationship violence.

Appeals Committee:

- Membership: The Committee will consist of two (2) faculty, who have been former members of the Conduct Council, and one (1) student, who has completed Conduct Council training. If the original case was heard by the Gender-Based Misconduct Hearing Panel, the Appeals Committee will consist solely of three (3) faculty members or staff.
- Training: Members will receive training on appeals and conduct board procedures at the beginning of the academic year.
- Function: The Appeals Committee will hear all appeals from the College Conduct Council, the Peer Review Board, or any administrative hearing officer. Decisions made by the Appeals Committee are conclusive and final.

Hearing Procedures

Administrative Hearings

The majority of conduct hearings are completed with an Administrative Hearing Officer. During Administrative Hearings, the Hearing Officer meets with the accused student to discuss the alleged incident and corresponding alleged conduct violation. If the accused student accepts responsibility for the violation, then the Hearing Officer assigns appropriate

sanctions. If the accused student does not take responsibility for the violation, then the Hearing Office has the discretion to refer the case to a hearing board.

College Conduct Council, Gender-Based Misconduct Hearing Panel and Peer Conduct Hearing Panel 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. The Chair of the College Conduct Council is appointed by the faculty Committee on Committees and is one of the three faculty members on the Council. In the event that the Chair is unable to serve, another faculty member of the committee may be appointed to serve as chair during the hearing. **The Chair of the Gender-Based Misconduct Panel is the Chair of the College Conduct Council. In the event that the Chair is unable to serve, another faculty member of the College Conduct Council may be appointed to serve as chair during the hearing.** In Peer Conduct Hearing boards, the Chair is the administrative Peer Board Advisor.

All non-academic discipline hearings will be informal and strict rules of evidence shall not apply. The student(s) in question shall be notified, in writing, of the alleged charge(s) and of the date, time, and place of the hearing. Every effort will be made to set up a hearing within ten (10) working days after an **investigation of an incident is completed**; however, factors – such as holiday breaks, end of academic term, on-going investigation, etc. may prevent the College from meeting this guideline.

Advisors The **respondent and complainant** may seek assistance from an advisor who must be a member of the Hendrix community (faculty, staff, or student) of the student's choosing. College conduct hearings are internal conduct proceedings; therefore, the advisor may not be an attorney or anyone outside of the Hendrix community. The advisor may assist the student in preparation of his or her complaint/response, accompany the student to meetings related to the complaint, be present during the hearing, and assist the student during the hearing, but may only address the hearing body at the pleasure of the chair of the hearing body.

Responding to the Charge. For each charge, a student will be asked to enter a plea of Responsible or Not Responsible.

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 will have his/her meeting with the College Conduct Council or Administrative Hearing Officer to determine an appropriate sanction. If the student in question accepts responsibility in a major gender-based complaint, the student will have his/her meeting with the Gender-Based Misconduct Panel 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 will have his/her case heard by a Peer Conduct Hearing Panel or an Administrative Hearing Officer. In major complaints, the College Conduct Council will be convened. In minor and major gender-based complaints, the Gender-Based Misconduct Panel 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.

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

Student’s Rights in the Process

The student in question has the right to:

- Be charged with a specific violation of College standards or policies in order to adequately prepare his/her case. Notice of the hearing will be electronically mailed or delivered via campus mailbox to the student(s) at least three (3) days prior to the hearing. During the hearing phase of the proceedings, it is the right of the student to only answer the charges with which he/she has been charged.

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

- Be present at the hearing. However, if either or both the student in question and complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absence and a decision rendered accordingly, based on evidence presented.
- Present evidence by witness, or by signed written statement if a witness is unable to attend the hearing. Witnesses appearing before the hearing board generally must be members of the Hendrix community. Non-members of the Hendrix community may present written statements pertinent to the charges in question. The Chair of the hearing board has the discretion to allow witnesses who are not members of the Hendrix community to appear before the board. It is the responsibility of the student in question and the complainant to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.

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

- 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. *During Gender-Based Misconduct hearings, the accused and the accuser may direct their questions for each other to the Chair of the hearing board.*

- Be informed of the conduct outcome within two (2) working days of the decision of the hearing board if the complainant is the victim of a violent crime or gender-based misconduct. Otherwise, the accused only will be notified within two working days of the decision of the hearing board. The accused student or the complainant student may submit a written request for appeal to the Vice President for Student Affairs within three (3) business days after a conduct decision is rendered. If an appeal is filed, then the other party will be notified of the appeal, and will receive an update of the final outcome of the hearing. If no appeal is filed, then the outcome of the hearing is considered the final outcome.

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

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. In cases in which the

accuser is not a member of the Hendrix community, the College will serve as the complainant.

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. The Dean of Students or Associate Dean of Students will issue the no-contact order.

h. Gender-Based Hearing Panel. Gender-Based complaints are heard by a four-member panel composed of one faculty member and three staff members. To ensure a prompt process and hearing, gender-based misconduct complaints are given priority. If during the course of committing alleged gender-based misconduct, a complainant is alleged to have committed additional non-gender-based conduct violations, then the Gender-Based Misconduct Panel may determine responsibility for those alleged violations along with the alleged gender-based violations.

i. Advisor/Advocate. Both the respondent and complainant have the right to an advisor/advocate from the Hendrix community.

j. 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.

k. 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 48 hours prior to the hearing). Any challenge will be decided by the Dean of Students or Associate Dean of Students.

l. 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.

m. 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.

n. 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. The respondent is allowed to be present if findings and sanctions are presented orally at the end of the hearing. The complainant is permitted to be present during this presentation only in cases involving violence or gender-based misconduct.

o. 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.

p. Right to Know Outcome and Sanctions. If the complainant is a victim of violence or gender-based misconduct, then the complainant and accused will receive the outcome and sanctions of the hearing in writing at the same time. In such a case, if findings and sanctions are presented orally at the end of the hearing, the complainant is permitted to be present.

q. Right to Appeal. Both the complainant and the accused have a right to appeal the outcome of a hearing in gender-based misconduct cases and cases involving violence.

The respondent has the right to appeal in all other cases. The decision rendered during the appeal is final. There is no appeal of appeals.

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

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

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

Procedural Rule for Addressing 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 the Dean of Students, Associate Dean of Students, or Chair of the hearing board.

Procedural Rule for Addressing Prior Conduct Violations

While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Dean of Students or Associate 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 or took responsibility;
- 2) The previous incident was substantially similar to the present allegation; or
- 3) Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

General Timeline for Conduct Hearings

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

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

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

Day 1- Accused student receives the written conduct charge letter

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

The accused student should provide a written statement in response to the charge(s)

The accused student should ask witnesses to provide a written statement

The complainant should provide a written statement and ask witnesses to do the same

Day 3- All initial written statements are due to the Dean of Students office

Day 4- All initial written statements are processed by the Dean of Students office

Day 5 & 6- The accused student and complainant have 48 hours to review all initial

statements, and to provide any additional written evidence or witness statements.

*The initial statements submitted cannot be modified or retracted during this time.

Any changes in statements can be presented orally during the hearing, or through written addendums to the statement if the witness is not present during the hearing.

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

The accused and complainant will have access to review all final written materials at least 3 working days before the hearing.

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

Day 9- Hearing takes place. The hearing will typically take place within 9-10 days of the end of the investigation.

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

Range of Potential Sanctions

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

Expulsion -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 Facilities Management, Dining Services, or the Dean of Students office. It is the student's responsibility to schedule work dates and hours in advance of sanction deadlines. Failure to contact appropriate offices in a timely manner will not constitute 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 Office. 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. Decisions of suspension and expulsion will remain permanently in the student's file. All records of major violation conduct action or conduct probation will remain in the student's file and will be kept by the Dean of Students office for three years past graduation date. All student records of minor violation conduct action will be expunged after the student graduates.

Appeals

Grounds for Appeal. Both the complainant and the accused have a right to appeal the outcome of a hearing in gender-based misconduct cases and cases involving violence. The respondent has the right to appeal in all other cases. The accused student or the complainant student may submit a written request for appeal to the Vice President for Student Affairs within three (3) business days after a conduct decision is rendered. A request for appeal must be based on one of the following reasons:

- a. New information exists, unavailable during the original hearing, that could be outcome determinative;
- b. A material deviation from written procedures could have impacted the fairness of the hearing;
- c. The sanction(s) may be grossly disproportionate to the severity of the offense.

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

- a. deny the appeal if it does not meet one of the grounds;
- b. refer the complaint back to the College Conduct Council, Gender-Based Misconduct Hearing Panel or the Peer Conduct Hearing Panel for re-opening of the hearing to allow reconsideration in light of whichever of the three ground(s) the appeal is granted upon; or
- c. refer the appeal request to the Appeals Board.

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

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

- a. Uphold the hearing board/officer decision.
- b. Increase the hearing board/officer sanction.
- c. Decrease the hearing board/officer sanction.
- d. The Appeals Committee may not change the finding of responsibility.

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

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 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)

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 (30 – 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:

- 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
- 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:

- 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 a Substance Abuse Subtle Screening Inventory
- Participation in a personal responsibility/alcohol awareness class
- 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 Arkansas laws and penalties, please see: www.arkansas.gov.

In Conway and in Arkansas, it is illegal:

- to knowingly or unknowingly sell, give, procure, or otherwise furnish alcoholic beverages to any person under 21 years of age;

- 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

Alcohol Education Programs

Residence Hall Council programming As part of their application process, students applying for candidacy in Residence Hall Council elections are required to attend an informational meeting dealing with the alcohol and other drug education programming requirements for which they will be responsible as members of their Residence Hall Council. Student Affairs staff and current Residence Hall Council members from each hall will conduct this meeting. Within two weeks of their election in the spring, the President and one other selected member from each newly elected Residence Hall Council will meet as a group with the Dean of Students or 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 Technology Services. 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 Technology Services 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 Technology Services 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 Technology Services 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 Technology Services 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.

COMPUTER LABS

Technology Services manages the Acxiom Computer Center, located in the Jennings L. Snoddy wing of the Bailey Library and the Othout Technology Center (OTC) in the Student Life and Technology Center. The Acxiom Computer Center houses 40 computers, a digital scanner, and two laser printers. The lab is open 24 hours a day, seven days a week. The OTC houses 30 computers and allows you access to color printing, 3D printing, and poster printing.

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

INTERNET

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 device connected to the Hendrix College network.

Wireless connectivity is available in all residence halls, classroom buildings and most outdoor spaces on campus to any wireless device that supports the WPA2 encryption (sorry, most gaming consoles cannot be connected to our wireless network).

PUBLIC ACCESS CATALOG (PAC)

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

Controlled Substances

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. At the discretion of the College Conduct Council, a student may accept responsibility on a 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, distributing, and or possession will be considered weightier offenses with more severe consequences. Additional conduct measures not appearing in the listings below may be imposed, as warranted, at the discretion of the hearing body. Possible sanctions are as follows:

First offense

- 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
- 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 under taken 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 Arkansas laws and penalties, please see the following: www.arkansas.gov

Substance Use Health Risks

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.

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
- exhibits behavior or physical condition that deteriorates, suggesting with reasonable probability that harm may occur to self or others.

When a member of the Hendrix College community becomes aware of endangering behavior, 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. The Dean of Students has the authority to limit campus access during assessment. Faculty and staff are not to transport a student who is engaging in endangering behavior. Instead, the Conway Police Department or an ambulance is to transport the student. In order for a student to be screened by CAI, 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). 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.

Harassment Policy

Hendrix College strives to provide an educational environment that is free of all forms of harassment. We are committed to the diversity of our community and we recognize the worth and dignity of every individual. We are committed to a community that treats all individuals with respect. As an academic institution, we fully support debate and the free exchange of ideas. However, acts or communications which create a hostile educational environment will not be tolerated.

Harassment based on college protected characteristics such as race, gender, sexual orientation, religion, national origin, ethnicity, disability, or military status is strictly prohibited. See the "Gender- Based Misconduct" policy for specific information on sexual harassment.

Harassment charges may be applied when actions or communications constitute 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.

Hazing Policy

Arkansas Hazing Law

§ 6-5-201. Definition (a) As used in this subchapter, unless the context otherwise requires, "**hazing**" means: (1) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or (2) The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him; or (3) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him from remaining in that school, college, university, or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or (4) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section. (b) The term "**hazing**" as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

§ 6-5-202. Prohibitions (a) No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as **hazing** or encourage, aid, or assist any other student in the commission of this offense. (b) (1) No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of **hazing**, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of **hazing** in this state to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. (2) Any act of omission or commission shall be deemed hazing under the provisions of this subsection.

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

Missing Persons for Students Residing On-campus

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

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

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

On-Campus Living Policies

Hendrix is a residential campus and as such all students are required to live on campus until they graduate. A limited number of students are approved each year to live off-campus through the Dean of Students Office. Please see the section "Residence Requirement Exemption".

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.

Rights and Responsibilities

The following outlines your rights and responsibilities as a resident of Hendrix College's residential facilities. These rights and responsibilities have been created for all residents to enhance the community of their apartment complex, house or hall. Your ability to enjoy life in the residential facilities will depend on the thoughtful consideration that you demonstrate toward others.

Basic rights of a resident include:

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

Basic responsibilities of a resident include:

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

Cohabitation

Guest(s) may stay no more than three 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. Common areas are provided for the use and benefit of all residents, and should not be monopolized. Residents may not remove furniture from common areas. Students who move furniture from common areas are subject to a fine of \$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.

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.

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.

Facilities Policies

Repairs and Maintenance. All repairs or maintenance problems should be reported to Facilities Management. On-line work order forms may be found at http://www.hendrix.edu/physicalplant/physicalplant.aspx?id=16490&ns1_mid=178. Facilities Management can also be reached at (501) 450-1348. Repairs and maintenance must be performed by authorized personnel only. Residents must report maintenance concerns to Facilities Management in a timely manner. Failure to do so may result in charges being assessed to residents.

Residents may not modify locks, College-owned appliances, plumbing, electrical circuits, or other structural elements of their rooms/apartments or anywhere in the building.

Tapping into cables and College satellite dishes is prohibited.

Facilities Management 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.

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

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

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

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

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.

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).

Windows

Window screens are to be fastened at all times. Removing or tampering with the screens is prohibited. Security screens must be kept fastened at all times. Residents are responsible for keeping their window screens in good condition. Screens that are found damaged or missing will be replaced. The cost for replacement will be charged to the occupants of the room or apartment. If screens or windows are vandalized, residents should immediately report the incident to Facilities Management and the building staff.

For safety and security reasons neither people nor 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.

Guest Policies

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.

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.

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.

Housing Processes

Consolidation of Empty Spaces

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

- 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 at 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.

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.

Housing Contract

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 note any damages incurred during your stay. Students must complete and sign this form when checking in to their new assignment. Otherwise, it will be assumed the room was in excellent condition at move-in and all damages at check-out will be assumed to be the responsibility of the resident(s). The signed form should be submitted to the staff of the assigned facility during the day of check-in. 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 their room/apartment inspected at the time of check-out for damages that were not present at check-in. Final damage and inspection and charges will be conducted by a professional staff member. The proper checkout 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 checkout time at least 24 hours in advance of your departure. If you do not check out with your RA, a fee of \$75 will be charged to your student account. If a key is not returned, an additional fee will be charged for a key re-core of the room or apartment. Students who leave after scheduled closing times without permission from the Residence Life Office will be assessed a \$75 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. Exceptions are determined through the Dean of Students Office.

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.

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.

Residence Hall Government.

Individuals who are elected to the offices of: Hall Council President, Vice President, Secretary, Treasurer, and Historian, and who submit their housing request forms by the deadline will be guaranteed housing in their residence hall. Hall Senators, 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.

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 request exemption status due to a documented disability, financial need or medical need; be married; have dependent children; or, be 23 years of age by the first day of classes. Students may also apply as a regular candidate and will be considered on a space available basis after other requests have been processed. It is the student's responsibility to provide sufficient documentation to justify exemption status. Students should not sign a lease until they are approved to reside off-campus. Unless they are approved, students are still responsible for all College Housing 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.

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.

Room Changes

Room Change If you wish to change rooms within your current assigned building, you must receive authorization from your Area Coordinator (AC) Please follow the steps below:

- Discuss the situation with you RA. They may be able to help you work out the situation. If not, then email your Area Coordinator.
- 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. 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 Selection Process

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

New students are assigned based on deposit date and housing application preferences well after returning students have been placed.

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.

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, first year students will be assigned to a room with another first year student. Some transfer students may be assigned to an upperclassman.

Roommate Relations

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

- Get to know your roommate and neighbors. This will help you anticipate each other's individual needs and schedules, and encourage cooperative behaviors.
- Become familiar with housing policies, procedures, and resources available to you within your hall.
- Be respectful of others' personal belongings and space, and encourage the same respect 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 and roommates that are new to each other as roommates are required to fill out and sign a roommate contract with their roommate(s). The contract will address standards and expectations for behavior 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.

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 p.m. and 8 am, ask the RA on duty.
4. Ask your Area Coordinator. Between 8 am and p.m. 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.

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.

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.

Pets and Other Prohibited Items

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 5.4 cubic feet
A fridge with a very low electrical draw and a high energy star rating is recommended.
College-provided refrigerators in apartments are the only exception.
- Microwave ovens larger than 1.5 cubic feet

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

- Flammable liquids and chemicals
- 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.).

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
- Current flea treatment charge (currently \$81.18)
- Cleaning/damage/replacement costs attributed to the presence of the pet.

Satellite Dishes

The installation of television satellite dishes to College-owned apartments is prohibited.

All College-owned apartments are pre-wired for cable television, and students may obtain this service through the Conway Corporation, the city's cable TV provider. The installation of satellite dishes and coax and related equipment can cause damage to roofs, eaves and walls of apartments.

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 of 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.

Responsibility For Your Room

The College provides basic room furniture. No alterations are to be made to this furniture, and no structures are to be built on which furniture pieces will be placed. You may loft your

furniture by means of the headboard/footboard pieces and bunking pins provided, but may not build or use any sort of platform or item with the intention of using it for this purpose. Beds may not be triple bunked. Mattresses must be on a bed frame – never resting directly on the floor.

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

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.

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.

The College reserves the right to search a student’s room without notice when it is deemed necessary for the safety or the security of its residents. Any search of residence hall rooms conducted by the College will be carried out only with adequate cause and with authorization of the Dean of Students, Associate Dean of Students or his/her designee. In most cases, if

such a search is required, an effort will be made to have the resident(s) of the room present at the time of the search. Otherwise the students will be notified as soon as possible after the search is completed.

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

Facilities Management Personnel Two uniformed, ID carrying, Facilities Management 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.

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

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

Safety Policies

The policies in this section of the student handbook are specifically designed to increase safety and outline safe procedures for our students. Safety is always our first priority. Students who ignore safety guidelines or place other students in harm's way with their actions will be subject to strong disciplinary action.

Students who have concerns about their safety should contact our Public Safety office immediately. It is important that students understand that some individual actions have an impact on safety for the entire community. We need students to work with each other and with the extended Hendrix community to create a safe home for all. All crimes should be reported to Hendrix Public Safety at 501-450-7711.

Building Security

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

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.

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

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

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.

Smoking and Tobacco Policy

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

Working with College Officials

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

Gender- Based Misconduct

This policy is adapted from the model policies and code authored by the National Center for Higher Education Risk Management (www.ncherm.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 gender-based misconduct. When an allegation of gender-based 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 Gender-Based Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

RELATIONSHIP VIOLENCE OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Dating Violence
2. Domestic Violence
3. Stalking

Relationship Violence Charges

1. Dating Violence

- Violence committed by a person who is or has been in a social relationship of a romantic nature with the victim. Dating violence includes sexual or physical abuse or the threat of such abuse.

2. Domestic Violence

- Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child, or a person cohabitating with the victim.

3. Stalking

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to either fear for his or her safety or the safety of others or suffer substantial emotional distress.

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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

Sexual Misconduct Charges

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 gender-based 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 Arkansas, the age of consent is 16 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 incapacity 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.

Force

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want”).

- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by

definition non-consensual, but nonconsensual sexual activity is not by definition forced.

Sexual Orientation

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

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; an 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), sexual exploitation, sexual harassment, dating violence, domestic violence, or stalking 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.*

*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.

Examples of Sexual Misconduct

1. Lin and Sam meet at a party. They spend the evening dancing and getting to know each other. Since Lin's roommate is out of town, Lin and Sam decide to go to Lin's room for more privacy. From 11:00pm until 3:00am, Lin uses every line in the book to convince Sam to have sex, but Sam adamantly refuses. Lin keeps at it, and begins to question Sam's religious convictions, and accuses Sam of being "a prude." Finally, it seems to Lin that Sam's resolve is weakening, and Lin convinces Sam to engage in manual genital stimulation (hand to genital contact). Sam would never had done it but for Lin's incessant advances. Lin feels Sam was successfully seduced, and that Sam wanted to do it all along, but was playing shy and hard to get. Why else would Sam have agreed to be alone with Lin after the party? If Sam really didn't want it, then there was always the option to leave.

Lin is responsible for violating the Non-Consensual Sexual Contact policy. It is likely that a gender-based hearing panel would find that the degree and duration of the pressure Lin applied to Sam are unreasonable. Lin coerced Sam into performing unwanted sexual touching. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.

2. Kevin is a junior at the college. Beth is a sophomore. Kevin comes to Beth's dorm room with some mutual friends to watch a movie. Kevin and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Kevin and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Beth verbally expresses her desire to have sex with Kevin. Kevin, who was abused by a neighbor when he was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Beth takes him by the wrist over to the bed, lays him down, undresses him, and begins to perform oral sex on him, Kevin has a severe flashback to his childhood trauma. He wants to tell Beth to stop, but cannot. Kevin is stiff and unresponsive during the intercourse. Is this a policy violation?

Beth would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Beth, to make sure that she has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Beth had no verbal or non-verbal mutually understandable indication from Kevin that he consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.

3. Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it's a lot. After the party, he walks Amy to her room, and Amy comes on to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says yes. Clothes go flying, and they end up in Amy's bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean.

This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that Amy was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol, and Kevin thought Amy was physically ill, and that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of students.

CONFIDENTIALITY AND REPORTING POLICY

You can choose to report the incident to Conway Police Department (911 or 501-450-6120), Hendrix Public Safety (450-7711), the Hendrix Dean of Students Office (450-1222), and/or to a Hendrix counselor (450-1448) or chaplain (450-1263). The decision whether to report, and to whom to report, is always left to the accusing student.

The Dean of Students Office will assist you in reporting the incident to local police if you would like to do so. Reporting to the Conway Police Department does not interfere in your right to pursue conduct charges at Hendrix.

Confidential Reporting Options

You can also choose to not report the incident to the local police, but to report it to Hendrix Public Safety or confidentially to the Dean of Students Office. Reporting the incident does not mean you have to pursue conduct charges. That will be your choice. Any Public Safety reports available to the public will not include identifying information about the victim.

Anonymous Reporting Options

If you want to talk about the incident, but do not want to report it to the Dean of Students Office, then you can speak with a Hendrix counselor or chaplain.

In processing gender-based 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.

Orders of Protection

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

Legal Order of Protection: Students may also pursue an Order of Protection from the Faulkner County Prosecuting Attorney's Office. The Victim Service Center of the Prosecuting Attorney's Office should be contacted to pursue this option. The phone number is 501-450-3051. The Dean of Students Office will assist you in pursuing an Order of Protection if you would like to do so.

Remedies Available for Victims of Gender-Based Misconduct

If you have been the victim of gender-based misconduct, the Dean of Students office will provide assistance to you to change academic, living, transportation, and/or working situations if you request those changes and they are reasonably available. This assistance is available whether or not you report the crime to Public Safety or local police.

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.

Gender-Based Victim Support Services

Students who are victims of offenses are encouraged to seek support through on-campus and off-campus services. Students may contact the campus Counseling Center on-campus at 501-450-1448 to schedule an appointment with a campus counselor. There is no charge for this service. Students may also choose to contact support agencies off campus which include the following:

- 24-hour Conway Women’s Shelter Crisis Hotline (866-358-2265)
- Rape Crisis Hotline (501-801-2700) or (877-432-5368)
- Hope Reinn National Sexual Assault Hotline (800-656-4673)
- Hendrix Counseling Services (450-1448)
- Hendrix Health Services (450-1448)
- Residential Life Office professional staff (450-1416)
- Chaplain’s Office (501-450-1263)
- Dean of Students Office (450-1222)
- Hendrix Public Safety Department (450-7711)
- Conway Police Department (911)
- Faulkner County Prosecuting Attorney’s Victim Services Center (501-450-3051)
- National Center for Victims of Crime www.victimsofcrime.org

PROCEDURAL PROVISIONS FOR GENDER-BASED 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 Department of Education’s Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Gender-Based Misconduct under a “preponderance of the evidence” standard and that is the standard adopted by this policy. A preponderance of the evidence means that the conduct in question “more likely than not” occurred. In the context of a hearing hereunder, the accused student will be found to be responsible for the alleged gender-based misconduct if the Panel, by majority vote, concludes that such Gender-Based Misconduct more likely than not occurred based upon careful review of all evidence presented.

The student(s) in question shall be notified, in writing, of the alleged charge(s) and of the date, time, and place of the hearing. Every effort will be made to set up a hearing within ten (10) working days after an **investigation of an incident is completed**; however, factors –

such as holiday breaks, end of academic term, on-going investigation, etc. may prevent the College from meeting this guideline. To ensure a prompt process and hearing, gender-based misconduct complaints are given priority. **The College will seek to resolve all issues of sexual misconduct within 60 days of the reporting of the incident to the College.**

The college reserves the right to take whatever measures it deems necessary in response to an allegation of gender-based 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 gender-based 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 gender-based 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.

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, Associate Dean of Students, or Chair of the hearing board. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Dean of Students or Associate 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 FOR SEXUAL MISCONDUCT

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.
8. The campus community should contact the Conway Police Department (501-450-6120) for listings and information regarding registered sex offenders, or visit the Arkansas Crime Information Center at: <http://acic.org/offender-search/index.php>

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. It is illegal to manufacture, distribute, or possess Rohypnol (unless prescribed by a medical doctor). 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 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.

What to do if you are the victim of gender-based violence

Get to a Safe Place Quickly - If the perpetrator is still in the area, or his or her presence on campus is threatening, call the Hendrix Public Safety Department (501-450-7711) or use a blue light emergency phone, or call the Conway Police Department (911).

2. Contact Someone to Help - Contacting a supportive friend or family member, or a professional resource can be helpful when recovering from gender-based misconduct.

3. Preserve Physical Evidence – If you have been assaulted, you may have evidence of the assault and the perpetrator's identity left on your body. It is important not to bathe or shower to preserve evidence. If you have been sexually assaulted, it is important to not douche or even use the bathroom if possible. If you are being stalked, preserve any information that provides proof of the behavior. Preserving evidence may help prove an offense occurred and aid in obtaining a protection order.

4. Seek Timely Medical Attention – If you have been injured, you are encouraged to go for a medical exam as soon as possible because injuries should be treated promptly and evidence deteriorates quickly.

5. Develop a safety plan- If you are experiencing relationship violence, then developing a safety plan is important. This includes things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to do if the stalker or abuser shows up at your home, work, school, or somewhere else. Memorize important phone numbers, such as the people to contact or places to go in an emergency.

Keep spare change, calling cards, or a cell phone handy for immediate access to communication. Have money available for transportation if you need to take a taxi to escape.

Contact Person for Title IX Inquiries

If you have questions about your rights under Title IX, or if you feel your rights have been violated under Title IX, you may contact the Hendrix College Title IX Coordinator, Shawn Goicoechea at 501-450-1494.

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.

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

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.

Vehicles and Parking

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 \$80.00 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 (between 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.

Bicycle Policy

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

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

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

REGISTRATION

All bicycles operated and stored on campus must be registered online through your campus web account. Once registration is completed, a decal will be mailed to your campus post office box. There is no charge for bicycle registration.

To register a bicycle the following information is required: make, model, color, size, style and serial number. [Example: Huffy, Extreme, Red, 26", Men's, Serial # 123456789.]

Decals must be permanently affixed to the center support of the bicycle, below the seat. Prior to application, make sure that the area is clean and dry.

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

OPERATION

- Pedestrians in cross walks, on sidewalks, and at all other locations designated for pedestrian traffic shall have the right-of-way over bicycles.
- Bicycles will NOT be operated within buildings, on the patio/breezeway/ramp areas of any campus.
- Bicycles and cyclists shall in all respects comply with applicable state laws and regulations, including but not limited to turn signals, lighting, brakes, lane changing, etc.
- Cyclists are responsible for controlling the speed of bicycle so as not to endanger any pedestrian.
- Bicycles should be operated so that both wheels remain in contact with the ground at all times.

- A light must be used when traveling at night.
- Bicycles parked on campus must be parked in a bicycle rack.

PROHIBITED ACTIVITIES

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

FINES

Citations will be issued to the owner or operator of any bicycle found to be in violation of any bicycle regulation. The fine for violating any of the bicycle regulations of Hendrix College will be \$20.00 for each violation. Fines paid within 24 hours of the issuance of a citation will be reduced by 50%.

IMPOUNDMENT

- Any Department of Public Safety Officer, or other person authorized specifically by the Chief of Public Safety may move, relocate and/or impound any bicycle by removal of securing devices as necessary which is:
- Blocking or otherwise impeding traffic in any roadway, path or sidewalk, stairway, or handicapped access rail, or creates any safety hazard. If bicycles are not in a rack, are subject to impoundment.
- Blocking or impeding normal entrance to or exit from any building on the college.
- Abandoned or apparently abandoned.
- Has been reported stolen to a law enforcement agency.
- Hendrix College reserves the right to remove any bicycle which impedes performance or maintenance or construction to college property.

- Hendrix College or Hendrix College Department of Public Safety Officers authorized to remove and impound a bicycle shall not be liable to the owner of the bicycle for damage or the cost of repair or replacement of any securing device.
- Any bicycle impounded pursuant to any part of this section shall be stored in a secure facility designated for such purpose by the Chief of Public Safety.
- Release of an impounded bicycle requires payment of outstanding citations. Unregistered bicycles must be registered prior to release.

Weapons Policy

All firearms, explosives, 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. 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. Hunting rifles, shotguns, bows and arrows, knives with blades longer than six (6) inches, however, must be registered with the Public Safety Office and be stored under the locked storage system provided by Public Safety. 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.

Campus Crime Report

The Campus Crime report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Hendrix College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security.

For more information and to view the Campus Crime Statistics Report, go to the Hendrix College webpage at www.hendrix.edu. Under “Current Students” click [Campus Safety](#). Click on [Campus Crime report](#) for a printable report.

Academic Integrity Policy

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 cultivates an active interest in the liberal arts and intellectual inquiry where students take 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

- help create a supportive and fair learning environment
- 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, Hendrix students have agreed 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.

Instances of academic dishonesty are handled in a two-track system that distinguishes between minor and major violations. The distinction between minor and major violations is

made by the instructor of record except in the case of repeat offenders. Repeat offences are treated as major violations. Otherwise, the distinction between minor and major violation is subjective and is intended to differentiate between cases of ignorance, such as poor citation, and cases of deliberate dishonesty. Sanctions for minor violations are determined by the faculty member in agreement with the student being charged and in consideration of established guidelines. Records of minor violations are submitted to the Committee on Academic Integrity for inclusion in a database to track repeat offenders. In addition, these records may be divulged to Hendrix faculty and staff requesting information relevant to awards and honors. Records of single or minor violations shall not be divulged to outside parties such as employers and graduate schools. The Committee on Academic Integrity shall handle all major violations and repeat violations.

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 three ways:

- a. If the violation is determined to be minor a student and a faculty member may agree to sanctions and are only required to report the violation to the Chair of Committee on Academic Integrity. The Chair could then accept the report and file it without committee involvement, unless further action was warranted by inconsistencies of sanctions or by previous violations.
- b. If the violation is determined to be major a faculty or staff member may file a report with the Chair of the Committee that results in a formal hearing.
- c. A student may either inform the instructor of record, who files a report with the Chair of the Committee, or file a report directly with the Chair of the Committee. In either case the Chair shall establish appropriate deliberations and sanctions with respect to the severity of the violation in consultation with the instructor of record and the Committee.

All reports must be made in writing, and if a major violation is determined the Committee shall convene within two weeks of that report, provided this conforms to the academic calendar. If the academic calendar does not allow such convention, the case will be revisited during the first two weeks of the next academic session. 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.

The Committee shall retain all records of major and repeat violations for a period of six years, after which the records are purged. During the six year period that records of major and repeat violations are retained inquiring parties (e.g., employers or graduate schools) who *directly ask* whether or not a student has violations of academic integrity will be informed that a major or repeat violation exists (although the details of the violation will not be released).

Appropriate sanctions may include one or more of the following:

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

Students are still subject to these sanctions if they have withdrawn from a class in which an academic integrity violation took place. When a decision has been reached, it is transmitted to the involved parties through an Official Letter of Decision from the Chair of the Committee. Included in this Letter is the decision of the Committee and the prescribed sanction, if the student is found to be in violation of the standards of academic integrity.

Copies of this letter are also sent to the faculty advisor, the instructor of record, the Registrar's Office, the Provost of the College, the Vice President for Student Affairs, and the Associate Provost for Advising and Retention. Also, if the student is listed with the Registrar's Office as being financially dependent, the Committee will send a copy of the letter to those whom the student is dependent upon.

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