



Student Handbook 2024-2025



TABLE OF CONTENTS

History	3
College Policies/Student Code of Conduct Philosophy	3
Crime Reporting Procedures	4
Campus Crime Report	5
Federal Timley Warning Reporting Obligations	5
Overview of Conduct Process	6
Title IX, Gender or Sex Based Harassment or Discrimination, Pregnancy and Retaliation	11
Cyberbullying Policy	12
Conduct Hearing Procedures	14
Alcohol Policy Violations	24
Controlled Substance Policy Violation	24
Points Based Sanction System	26
Hazing Policy	33
Diversity and Inclusion / Multicultural Student Services	34
Assistance Animal Policy	35
Computing	35
Security Camera Policy	37
Student Organizations	41
Vehicles and Parking	43
Bicycle Policy	46
Weapons Policy	49
Key Policy	49
On Campus Living	51
Health Policies	52
Facilities Policies	55
Housing Processes	58
Supportive Community Services and Programs	71
Safety Policies	78
Emergency Response and Evacuation Procedures	82
Academic Integrity Policy	87
Hendrix Name, Colors, Logos, and Seal	90
Mail and Packages	91
Policy on Demonstrations, Protests, and Vigils on Campus	92

Introduction

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

History

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

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



Every attempt will be made to hear policy violations promptly, considering a student's right to due process. There may be times during the year when the Dean of Students or designee adjudicates complaints to expedite the process. Examples may include alleged policy violations that occur before the official opening of the College or during the last week of classes and/or during finals. All internal procedures used by the hearing bodies must comply with the policies and regulations outlined in the handbook.

College Policies/Student Code of Conduct Philosophy

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

Hendrix College strives to maintain an environment free from discrimination and harassment, where members of the Hendrix Community treat each other with respect, dignity and courtesy. The College adheres to the principle of equal educational and employment opportunity without regard to age, race, color, gender, disability, religion, sexual orientation, gender identity or expression, genetic information, or national origin.

- 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 community members must conform to standards of propriety congenial to the College's heritage and aims, and to the laws of the state and nation.
- All activities are expected to be consistent with the College's standards.
- The College is committed to maintaining an atmosphere in which freedom of 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 so as to restore and maintain the integrity of the community

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 (located throughout campus), or visiting the Public Safety office.

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

Students who are victims of a crime may choose not to pursue action within the College Conduct system or the Criminal Justice System. In order to fully understand the experiences of individuals on campus, they are encouraged to make a confidential report to the college.

For any incident that covered by Title IX (Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Sexual Exploitation, Gender-based Harassment, Pregnancy and Parenting, and Retaliation) students are encouraged to self-report using the

link below or by reporting directly to the Director of Title IX in SLTC 150 or at 501-505-2901.

To report any incident or concern, complete the Incident Reporting Form at https://cm.maxient.com/reportingform.php?HendrixCollege&layout_id=1 or by using the QR code below:



Completely confidential resources are available to students. These individuals will keep confidential student reports of crimes or violations of the student code of conduct. The confidential resources at Hendrix College are:

- Counselors at Counseling Services (501-450-1448 or at counseling@hendrix.edu)
- Campus Chaplain: Ellen Alston (501-450-1263 or at chaplin@hendrix.edu)

Any student that makes a confidential report to any of the resources above reserves the right to pursue action through the College Conduct system in the future.

Campus Crime Report

Each year, the College publishes an annual security report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1998). The Dean of Students Office and the Department of Public Safety have prepared this report. The Campus Crime Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Hendrix College, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security.

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

Federal Timely Warning Reporting Obligations

If a situation arises, either on or off-campus, that, in the judgment of the Department of Public Safety and/or Dean of Students Office, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the College email system to students, faculty, and staff, and if circumstances warrant it, through the Emergency Notification System, H-Alert. 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 considering the danger.

Overview of Conduct Process

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

The Dean of Students or designee reserves the right to remove a student from the campus, restrict access to campus property, or restrict contact with other College community members (no-contact order) prior to a formal hearing if there are concerns for the student's emotional or physical welfare or for the well-being of the College community. On occasions when such action is necessary, a hearing will be held as soon as possible.

Customarily, pending action taken by the College Conduct Council or pending an appeal, the status of a student and their right to be present on the campus or attend classes will not be altered.

Off-Campus Misconduct: Once admitted to Hendrix College, students are expected to conduct themselves in accordance with the policies in the student handbook including Title IX policy. In general, the College does not take disciplinary action for minor off-campus misconduct. At the discretion of the Dean of Students, Hendrix students may be subject to disciplinary proceedings even if those actions take place off-campus, through electronic media, or even if they take place outside of the normal academic year when the actions constitute a major violation of college policy or suggest a danger to the College community. The College may initiate action whether or not other 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 are considered a serious crime, cause or threaten serious harm to campus community members or severely impair the College's essential functions may require the College to call on off-campus authorities.

Conduct Records

The Office of Student Affairs will maintain records of conduct action for students. These records use is governed by the College policy concerning the confidentiality of student records. [The Family Educational Right and Privacy Act \(FERPA\)](#) remains applicable throughout a student's Hendrix College Educational career path. A student's conduct record will be reviewed by a hearing body in determining sanctions after responsibility is

established. Decisions of suspension and expulsion will remain permanently in the student's file. All records of major violation conduct action or conduct probation will remain in the student's file and will be kept by the Dean of Students Office for three years past their graduation date. All student records of minor violation conduct action will be expunged after the student graduates. However, all disciplinary records of students continuing in the graduate program at Hendrix will remain available to Hendrix hearing bodies until graduation from the graduate program.

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

- **Minor Complaints:** involve violation of a college policy, which, at the Dean of Students or designee's discretion, would typically be heard by the Peer Conduct Hearing Panel or an Administrative Hearing Officer. Some examples of minor complaints may include but are not limited to visitation violations; minor alcohol policy violations; violation of residence hall community standards; excessive noise or quiet hour violations; minor property damage; violation of fire safety rules and procedures; smoking on campus, or petty theft.
- **Major Complaints:** involve violation of a college standard or policy which, at the discretion of the Dean of Students, justifies the imposition of a sanction of expulsion, suspension, or conduct probation. The College Conduct Council or an Administrative Hearing Officer hears these complaints. Some examples of major complaints may include but are not limited to: violation of the College standards; behavior potentially harmful to other people (including aggravated assault, arson, and burglary); conduct that leads to the embarrassment of or indignities to other persons; vandalism to property; possession of firearms or other weapons; major theft; multiple or repeated violation of College policies or use; major alcohol policy violations; and possession or sale of illegal substances.

Offenses Subject to Disciplinary Action

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

Larceny-theft

Definition: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

Definition: A no-contact order prohibits a person from being in physical, verbal or written contact with another person or through a third party, via face-to-face contact, telephone, written communication, text, and all /internet/social media platforms. No contact orders issued by the Dean's Office of Student Affairs will stipulate the specifics of contact within

the order. Each contact order is different based on the violation or event that required the order issuance.

- **Hazing**

Definition: Hazing is any action taken or situation created, whether on or off-campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing includes but is not limited to any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that would subject the individual to physical harm or mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual. Among prohibited activities are forced or coerced activities that create excessive fatigue; cause physical and psychological shocks; involve kidnapping; involve morally questionable quests, treasure hunts, scavenger hunts, or any other such activities; involve publicly wearing apparel that is conspicuous and not normally in good taste; cause students to engage in public stunts and buffoonery, morally degrading or humiliating games and activities, or late night activities which interfere with academic activities. Also prohibited are any activities violating federal, state, or local laws, this Code of Conduct, or accepted standards of good taste or decency. For purposes of this definition, any activity described in this paragraph upon which the admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be "forced or coerced" activity, the willingness of an individual to participate in such activity notwithstanding.

- **Simple Assault**

Definition: An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Aggravated Assault**

Definition: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

- **Cruelty or mistreatment of animals**

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

Disorderly or Disruptive Behavior Violations

- Disrupting the peace and good order of the College
- Fighting, quarreling, inciting to riot, or other disruptive behavior
- Interfering with functions or activities of the College and the educational programs by blocking access to or from college facilities

- Failing to comply with the directions of the college or college officials
- Violating visitation or closing hour regulations
- Aiding or abetting any prohibited conduct
- Entering or exiting a building through a window
- Smoking on campus (see Hendrix Smoking Policy)
- Access to prohibited areas (roofs, ledges, balconies, etc.)
- Public urination or defecation
- Tampering with surveillance camera equipment

Destructive Behavior Violations

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

Theft Violations

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

Dishonesty

- Fraud, forgery, alteration, unauthorized possession, or misuse of college documents, records, or identification instruments.
- Furnishing false information to the college or any college official
- Knowingly presenting a worthless check or forging a money order in payment to the College or to a member of the College community acting in an official capacity, or failure to make satisfactory arrangements for settling accounts with the College.
- False reporting of an emergency, including false fire alarms and bomb threats.

Alcohol Violations

- Public Consumption
*Definition: the consumption of alcohol in an unapproved container beyond the defined boundaries of an approved property or college-sanctioned event. An example is a student drinking alcohol from a can, bottle, or other unapproved container when traveling from their residence to a scheduled sanctioned event on Hendrix College property. Unapproved containers include glass bottles, beer/seltzer cans, and other containers, including breakable cups and mugs that hold more than 22 oz. of liquid than specific cups and sizes (22 oz) for events. **Approved containers for College sponsored/supported events must be plastic, must have a lid that can be secured, and cannot hold more than 22 oz of liquid.***
- Public Intoxication
Definition: A Student or Guest commits the offense of public intoxication if they appear in a public place while under the influence of alcohol or a controlled substance to the degree and under the circumstances such that they are likely to endanger themselves or other persons or property, or that they unreasonably annoy persons in their vicinity. Arkansas State Statute 5-71-212
- Possession by a minor
Definition: In Arkansas, it is illegal for any person under the age of 21 to purchase,

consume, or possess beer, wine, or liquor. This includes Hendrix College property. Arkansas Code Title 3, Alcoholic Beverages, § 3-3-203.

- Serving to minors
Definition: Arkansas Statute 3-3-201 (a) Any person who shall unknowingly sell, give away, or otherwise dispose of intoxicating liquor to a minor shall be guilty of a violation and punished by a fine of not less than two hundred dollars (\$200) nor more than five hundred dollars (\$500) for the first offense.
- Possession of alcohol in traditional residential halls
Definition: Possession of alcoholic beverages in Martin, Hardin, Couch, Galloway, Veasey, Raney, Miller Creative Quad, and Market Square South. These Hendrix-owned residential halls have been identified as locations where no alcohol can be stored or consumed by any student regardless of legal age. The Dean of Students office can only approve alcohol in these residential areas for school-approved sanctioned events, which must be scheduled and approved before the event.
- Violation of a “No Alcohol” order issued by the Dean’s Office to a specific person or event
Definition: If a student or event has been issued a “No Alcohol Order” by the Dean’s Office, the said student(s) and event organizer will be in violation and subject to sanctions and the ability to host events for a specified amount of time.
- Over possession as defined by Hendrix College (see the Alcohol Policy)
- Manufacturing alcohol without prior written permission for academic purposes from the Provost’s Office
- Serving individuals already intoxicated
- Driving under the influence (DUI) and driving while intoxicated (DWI) either on or off-campus.
- Intoxication that leads to self-harm or harm to others
- Intoxication leading to property damage, disruption to the community, or other violations of Hendrix College Policy
- The display or consumption of alcohol in public areas (academic buildings, gym, playing fields, residence hall lounges, parking lots, etc.) beyond a student’s room or apartment in Hendrix contracted housing

Controlled Substance Violations

- Possession of narcotics, hallucinogens, barbiturates, amphetamines, and other controlled substances defined by Arkansas statutes, except as expressly permitted by law.
- Use of narcotics, hallucinogens, barbiturates, amphetamines, and other controlled substances defined by Arkansas statutes, except as expressly permitted by law.
- Distribution of narcotics, hallucinogens, barbiturates, amphetamines, and other controlled substances by sharing, selling, or as defined by Arkansas statutes, except as expressly permitted by law.
- Sale or manufacturing of narcotics, hallucinogens, barbiturates, amphetamines, and other controlled substances defined by Arkansas statutes, except as expressly permitted by law.
- Possession of drug paraphernalia (*This includes pipes, bongs, scales, dab pens, papers, clips, and torches, just to name a few prohibited items*).

Weapons and Fireworks Violations

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

- Possession or use of fireworks

Residence Hall Policies Violations

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

Harassment and Discrimination Policy

Hendrix College strives to maintain an environment free from discrimination and harassment, where members of the Hendrix Community treat each other with respect, dignity and courtesy. The College adheres to the principle of equal educational and employment opportunity without regard to age, race, color, religion, gender, disability, sexual orientation, gender identity or expression, genetic information, or national origin. If you wish to report an incident related to the protected categories, please contact Human Resources at 501-450-1494 or humanresources@hendrix.edu.

The link to the Title VI page is

<https://www.hendrix.edu/humanresources/page.aspx?id=102856>.

Title IX, Gender or Sex Based Harassment or Discrimination and Pregnancy and Parenting or Retaliation

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

Hendrix College encourages the reporting of all Title IX policy violations to the Director of Title IX, Dr. Jennifer Fulbright, in person, by phone at 501-450-2901, by email at titleix@hendrix.edu or by submit a report via this link:

https://cm.maxient.com/reportingform.php?HendrixCollege&layout_id=1



All sexual and gender-based harassment or discrimination including but not limited to:

- Sexual Harassment
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking
- Sexual Exploitation
- Gender-based Harassment
- Pregnancy and Parenting
- Retaliation

Cyberbullying Policy

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

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

Federal Laws – Bullying

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

- Severe, pervasive, or persistent
- Creates a hostile environment at school. That is, it is sufficiently serious that it interferes with or limits a student's ability to take part in or benefit from the services, activities, or opportunities offered by a school
- Based on a student's race, color, national origin, sex, disability, or religion
Although the US Department of Education, under Title VI of the Civil Rights Act of 1964, does not directly cover religion, often religious-based harassment is based on shared ancestry or ethnic characteristics which is covered. The US Department of Justice has authority over religion under Title IV of the Civil Rights Act of 1964.

Hearing Bodies

There are several types of hearing bodies included in the conduct system. The Dean of Students Office keeps records of the hearings. These hearing bodies are used for all cases that are not adjudicated through the Title IX process.

Administrative Hearing

- Membership: One or more trained professional staff from the Office 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 sensitive complaints that require a prompt decision, alleged violence, and sexual misconduct.

Peer Conduct Hearing Panel

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

College Conduct Council

- Eligible Council Members: Three (3) or more faculty members (nominated by the Faculty Committee on Committees and elected by the faculty) and three (3) or more students (nominated by the Student Senate and confirmed by the Chair of the College Conduct Council and the Dean of Students. Students must be of good behavioral standing 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. If the Chair is unable to serve, another faculty member of the committee may be appointed to serve as chair during the hearing. The Dean of Students or their designate is a nonvoting ex-officio member of the College Conduct Council.

- Training: Members will receive training at the beginning of the academic year. New members will be trained on an ongoing basis. Any member who does not receive the required training cannot serve.
- Function: Hear all types of major complaints.

Hearing Procedures

These hearing procedures are used for all cases that are not adjudicated through the Title IX process.

Administrative Hearings

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

College Conduct Council and Peer Conduct Hearing Panel Procedures

Conduct hearings are closed. Once a hearing has begun, entering, and leaving it are restricted by the Chair to support 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. If the Chair is unable to serve, another faculty member of the committee may be appointed to serve as chair during the hearing. In Peer Conduct Hearing boards, the Chair is the administrative Peer Board Advisor or a representative from the Dean of Students Office.

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

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

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

Responsible Statements. If the student in question accepts responsibility for a minor complaint, an appropriate College official will determine an appropriate sanction for the violation. If the student in question accepts responsibility for a major complaint, the student will have a meeting with the College Conduct Council or Administrative Hearing Officer to determine an appropriate sanction. **By making a statement of responsibility, the student**

in question waives their right to appeal the merits of the allegation or any procedural matters. However, students may appeal based on the severity of sanctions.

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

No Contest Statements. If a student faces suspension or expulsion and is found responsible for a conduct violation(s), they may provide a statement of No Contest to the conduct violations or accept responsibly and sanctions against them. Allowing a No Contest Statement is at the discretion of the Dean of Students or Chair of the College Conduct Council. Students who enter a Statement of No Contest accept the sanctions issued to them without contesting the conduct charge(s). If a student enters a Statement of No Contest or accepts responsibly for their sanctions after being informed of the sanction(s) that would be issued because of the statement, then the student waives their rights to appeal. If the student enters a Statement of No Contest before being informed of the sanction(s) that would be issued because of the statement, the student waives the right to appeal the merits of the allegation or any procedural matters. However, the student may appeal based on the severity of sanctions. Conduct violations for which a student enters a Statement of No Contest will appear on that student's conduct record.

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

Confidentiality in the Process

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

Student Rights in the Process

The student in question has the right to:

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

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

Present evidence by the witness or by signed written statement if a witness is unable to attend the hearing. Witnesses appearing before the hearing board 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 can allow witnesses, not members of the Hendrix community, to appear before the board. It is the student in question and the complainant's responsibility 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 restricted to written reports and witness testimony. The complainant and respondent, along with their advisors, will be granted access to all written materials concerning their complaint at least three (3) days prior to the hearing. These written materials may be viewed in the Dean of Student's Office. They may not be copied, reproduced, photographed, or removed from the Dean of Students' Office.

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

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

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

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

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

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

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

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

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

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

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

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

Group Action. When members of groups, individuals were acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group, and a hearing may proceed against the group as jointly accused students. Charges

proceeding against a group do not preclude any individual from facing charges or sanctions as an individual.

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

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

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

Witnesses and Documentary Evidence. Our procedures call for an exchange of information between the parties before the hearing, including the complaint and answer, witness statements, other written statements, and other evidence available.

Right to Advance Notice of Board Composition and Right to Challenge. The complainant and respondent will receive advanced notice of who will serve on the conduct board or panel and will be given the right to challenge any member based on actual bias prior to the hearing (at least 48 hours (about 4 days) - about 4 days - prior to the hearing). Any challenge will be decided by the Dean of Students or Assistant Dean of Students for CCC and Peer hearings.

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

If the accuser 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 help students file complaints with appropriate officials regarding this category of accused.

Procedural Rule for Addressing Prior Conduct Violations

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

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

General Timeline for Student Conduct Hearings

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

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

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

NOTE: The term “Day” refers to a “business day.”

Day 1 - Accused student receives the written conduct charge letter

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

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

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

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

Day 5 & 6 - The accused student and complainant have 48 hours (about 4 days) to review all initial statements and to provide any additional written evidence or witness statements.

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

Day 6 - After 48 hours (about 4 days) of review, all written evidence available for the hearing is finalized.

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

Day 7 - Either party who wants to contest the composition of the hearing board must do so to the Dean of Students Office at least 48 hours (about 4 days) before the hearing.

Day 9 - Hearing takes place. The hearing will typically take place within 9-10 days (about 1 and a half weeks) of the issuance of a charge letter.

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

Range of Potential Sanctions

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

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

Suspension – The mandatory separation from the College for a specified time. An

application for readmission will be considered after the suspension period has elapsed. Readmission is subject to stipulations by the College Conduct Council and the approval of college officials. A suspended student is barred from campus visit unless written permission is granted by the Dean of Students.

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

Conduct Warning: A sanction serving notice to a student that their behavior violates 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 the use of a particular facility or service, visitation privileges, and parking privileges.

Community Service Hours – Events or activities in which Students provide unpaid assistance to a Hendrix College Office or charitable organization. Community Services Hours are coordinated through Facilities Management, Student Outreach Office, and Multicultural Student Services. The student is responsible for scheduling their volunteer dates and hours before the sanction deadlines. Failure to contact appropriate offices promptly will not constitute a reason for an extension. It is not the responsibility of the offices to accommodate students who do not request hours in a timely manner. Completed and signed verification forms are due to the Conduct Officer in the Dean of Students Office prior to the sanction deadline.

Educational Training - 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 Assessment - 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 (Judicial) Hold - If a student fails to complete the conditions of a conduct sanction (e.g., College Service Hours, etc.), a Conduct Registration Hold will be placed on their academic record. With this hold in place, the student is restricted from utilizing the major functions of the Registrar's Office (e.g., prohibited from participating in registration and course adjustment, requesting transcripts, and receiving a diploma). The hold will be removed when the student has completed their sanctions. Students who have an outstanding sanction or judicial hold will be ineligible to participate in college-sponsored

extracurricular events.

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

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

***NOTE:** The panel reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances, egregiously offensive behavior, or a history of violating the Code of Conduct.

Students must be in good conduct standing to be eligible for graduation, including conferring diploma and access to transcripts. Students will NOT be eligible for conferral of a degree if a Charge Letter has been issued or an investigation has begun.

Appeals

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

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

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

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

**If the Dean of Students is unable to process the appeal, then the Provost or another member of Hendrix Senior Leadership team will process the appeal using the same guidelines. If the Dean of Students or other Senior staff member is unable to provide a response to the appeal request within three days, then that official will contact the appealing student in writing within three days of receiving the request to provide an updated timeline for determining the status of the appeal.*

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

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

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

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

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

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

Resources Available to Students: Orders of Protection

Hendrix No-Contact Order: Students are entitled to seek a no-contact order that imposes reasonable restrictions on student contact. The Dean of Students Office will issue the no-contact order. Students should contact the Dean of Students office at 501-450-1222 or visit the office in SLTC 209 or email conduct@hendrix.edu. Because Hendrix No Contact Orders are only institution-based, both parties must be students for the order to be in effect. When either party graduates or are withdrawn from the College, the No Contact Order ends.

Legal Order of Protection: Students may also pursue an Order of Protection from the Faulkner County Prosecuting Attorney's Office. To pursue this option, contact the Victim Service Center of the Prosecuting Attorney's Office at 501-450- 3051. Students interested in an Order of Protection are encouraged to contact the Dean of Students office at 501-450-1222, visit the office, or email Dr. Donna Eddleman at eddeleman@hendrix.edu or contact the Title IX Office by phone at 501-450-2901, by email at titleix@hendrix.edu

Policies

Failure to Comply Policy

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

Working with College Officials

You and your guests must always follow the direction(s) of college officials. 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 physically threatening conduct, verbal threats, and

use of profanity, name-calling, or noncompliance with staff directions.

Alcohol and Other Drugs

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

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

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

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

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

Students at the College and their on- and off-campus guests who choose to possess and/or consume alcoholic beverages are expected to abide by the laws regarding alcohol in Faulkner County and the State of Arkansas. In matters relating to alcohol, Hendrix students will be held accountable for their own actions and those of their guests. Irresponsible behavior resulting from the consumption of alcohol is not tolerated. Being under the influence

of alcohol may affect sanctions for violating any College policy. Students not in compliance with the Hendrix College alcohol policy will be required to dispose of all alcoholic beverages in their possession, or the alcohol will be confiscated and disposed of by a professional staff member or the Department of Public Safety.

Amnesty Policy

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

Alcohol Policy Violations

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

Controlled Substance Policy Violations

The use, possession, or distribution of controlled substances by sale or sharing or of illegal non-prescribed drugs such as marijuana, LSD, cocaine, etc., and of related drug

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

Delta 8

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

Arkansas Medicinal Marijuana Statute

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

Sanctions for Alcohol and Controlled Substance Policy Violations

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

Points Based Sanction System for Controlled Substance and Alcohol Violations

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

campus. Any student who reaches 10 points must take a medical leave of absence to address their alcohol/controlled substance issues.

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

Additional Points

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

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

Actions Taken for Accumulation of Points

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

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

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

Point Forgiveness

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

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

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

Students are eligible to reduce their points by a maximum of 2 points per semester. Students may only use options B and C one time each during their time at Hendrix. Students are not permitted to "bank" points. 0 points are the lowest level of points. Students who successfully return from a required leave under this policy will receive forgiveness of 5 points for that action.

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

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

Alcohol Policy Review

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

Alcohol and the Law

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

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

Penalties for unknowingly providing:

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

Penalties for knowingly providing:

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

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

Penalties

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

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

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

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

- i. Suspension for sixty (60) days for a first offense under subsection (a) of this section;
- ii. Suspension for one hundred twenty (120) days for a second offense under subsection (a) of this section; and
- iii. Suspension for one (1) year for a third or subsequent offense under subsection (a) of this section.

Controlled Substances and the Law

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

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

“Your eligibility might be suspended if the offense occurred while you were receiving federal student aid (grants, loans, or work-study). When you complete the FAFSA form, you will be asked whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, you will be provided a worksheet to help

you determine whether your conviction affects your eligibility for federal student aid. If your eligibility for federal student aid has been suspended due to a drug conviction, you can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If you regain eligibility during the award year, notify your financial aid office immediately so you can get any aid you're eligible to receive. "If you are convicted of a drug-related offense after you submit the FAFSA form, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility."

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

Health Risks Related to Alcohol

Short-term effects of alcohol use include:

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

Long-term effects of heavy alcohol use include:

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

Health Risks Related to Controlled Substance Use

The general health risks associated with the use of illegal drugs can be divided into two categories: drug use that can destroy a healthy mind and body by outright organic damage, mental illness, malnutrition, and failure to get treatment for injuries or diseases; and drug use that generally reduces the body's natural immune system and increases the chances for

infectious diseases such as hepatitis and AIDS. Drug overdose may cause psychosis, convulsions, coma, or death. Specific health problems associated with the following drugs:

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

Alcohol Education Programs

Residential Life Programming

- **Resident Assistants** – Each Fall, the College’s Residential Education Curriculum requires Resident Assistants to complete one hall-wide or area-wide alcohol educational program after the first six weeks of the semester. Resident Assistants will work with the professional Residential Life staff, Student Affairs staff, Student Clubs/Organizations, and/or community members of Conway to plan and present these programs to their residents.
- **Residence Hall Council** - As part of their responsibilities, students elected to an executive position for a Residence Hall Council will attend a mandatory training prior to the start of the Fall semester and will have alcohol and other drug education programming requirements for which they will be responsible as members of their Residence Hall Council. Within two weeks of their election in the Fall, the President and one other selected member from each newly elected Residence Hall Council will meet as a group with the Dean of Students or their designee(s) to plan Hall Council alcohol education and other drug programs for the academic year.

In the fall semester, within two weeks of their arrival on campus, executive 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. Following completed elections in the Fall, the second program is to be presented by the entire Hall Council before 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 two programs for their community members. 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 students, will be effective in communicating information about alcohol use to students.

Other Education and Awareness Programs - Other alcohol and drug education and awareness programs sponsored by residence halls, student organizations, and the Office of Student Affairs 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 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.

Policy on Student Behaviors that could lead to harming themselves or others

Concerning Student Behavior

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. Sometimes, however, a student may engage in behavior that threatens themselves or others. This document states the College's policy and procedures when such behavior occurs.

A student is engaging in or displaying endangering behavior if:

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

When a member of the Hendrix College community becomes aware of endangering behavior, that person will notify the Dean of Students, Student Advocate/Director of Student Outreach Services, Hendrix College Counselor, Public Safety, Professional Residential Life Staff, and/or the Director of Title IX. These individuals constitute the Behavioral Intervention Team (BIT). 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 Behavioral Intervention Team becomes aware of concerning 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 engaging in concerning behavior. Instead, the Conway Police Department or an ambulance is to transport the student. For a student to be screened by CAI, they must be transported to Conway Regional Health System's (CRHS) emergency room or the detention center at the Faulkner County Sheriff's Office, as these are the only two locations CAI is able to conduct an assessment. (Typically, the Conway Police

Department is not a location where assessments are conducted; however, they may agree to allow CAI to screen a student there on occasion). A member of BIT will notify the student's emergency contact(s) of the situation and will make every effort to discuss this notification with the student first.

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

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

Hazing Policy

Arkansas Hazing Law

§ 6-5-201. Definition (a) As used in this subchapter, unless the context otherwise requires, "hazing" means: (1) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or (2) The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him; or (3) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him from remaining in that school, college, university, or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or (4) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon

any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section. (b) The term "hazing" as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

§ 6-5-202. Prohibitions (a) No student at 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 help any other student in the commission of this offense.

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

Office of Diversity and Inclusion/Multicultural Student Services

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

For more information regarding diversity at Hendrix or to share ideas for increasing diversity and inclusion, contact Karisa McAlister, Coordinator of Multicultural Student Services at 505-291-2951, email diversity@hendrix.edu, or visit the office in SLTC 246 or Dr. Teresa Garrett, Executive Vice President for Academic Affairs and Provost at TGarrett@hendrix.edu. The ODI also has [Facebook](#) and [Instagram](#) accounts that post updated events and opportunities.

Hendrix College Statement on Diversity

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

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

1. Respect the dignity and civil rights of all persons
2. Help prevent prejudice and discrimination
3. Recruit and keep diverse students, faculty, and staff
4. Promote abilities for understanding diverse cultures
5. Cultivate capacities for generous listening, especially to those who might otherwise not be heard
6. Introduce the arts of dialogue across differences, and
7. Afford opportunities for mutual transformation through multicultural cooperation, all with the aim of creating an atmosphere that is welcoming, hospitable, and true to the best of liberal arts education.

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

Hendrix College Assistance Animal Policy

Hendrix College recognizes the importance of assistance animals for individuals with disabilities and has established the following policy regarding assistance animals on campus. Assistance animals include service (and Service Animals in Training), emotional support, and therapy animals. This policy ensures that students with disabilities, for whom the use of assistance animals is a reasonable accommodation, receive the benefit of the work or task performed by such animals.

Hendrix is committed to allowing the use of an assistance animal on campus to facilitate full participation and equal access to the College's programs and activities for students with disabilities. However, the College also recognizes that such animals may present health, safety, security, and programmatic issues for other community members. The College reserves the right to enforce all relevant rules through the student conduct code and applicable laws. The College also reserves the right to revoke permission granted for the campus presence of any assistance animal whose owner fails to follow the requirements set forth in this policy. Finally, the College reserves the right to change this policy as necessary.

The full Assistance Animal policy can be found at <https://www.hendrix.edu/assistance-animals/>. For questions, concerns, or access issues, please contact AssistanceAnimals@Hendrix.edu"

Computing

All students must accept the Acceptable Use of Technology Resources policy before access to computing resources is available.

Acceptable Use of Technology Resources

Hendrix College, Technology Services

Policy # 12001

Effective: Monday, April 18, 2022

Purpose

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

Scope

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

Responsible Party

Vice-president of Technology Services/CIO

1. STATEMENT

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

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

Acceptable use should always be legal and ethical. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individuals' rights to privacy, freedom of speech, and freedom from intimidation, harassment, and unwarranted annoyance. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts which apply to these resources. The College is not responsible for unacceptable or unethical use of technology resources

2. ACCEPTABLE USE

Acceptable use of technology resources include:

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

Authorized users are:

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

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

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

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

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

COMPUTER LABS

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

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

INTERNET

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

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

PUBLIC ACCESS CATALOG (PAC)

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

College Security Camera Policy

Purpose

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

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

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

Policy

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

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

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

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

The Dean of Students Office will review all external requests to release records obtained through security camera surveillance. The College will seek consultation and advice from the General Counsel as needed related to these requests prior to the release of any records outside of the College. Video surveillance records will not be released to the public, students, general employees, and parents or law enforcement agencies without a Search Warrant or Subpoena. The content of the video is a student and College record subject to administrative regulations regarding confidential student records. While College personnel will typically review the footage, the College reserves the right to allow individuals to view video footage if that is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern, or campus policy violation.

General Principles

Cameras are not actively monitored. They are viewed only upon the report of a crime or violation. Information obtained from the cameras shall be used exclusively for campus policy enforcement, including, where appropriate, student judicial functions or to assist local law

enforcement and campus/local crime. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

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

All camera installations are subject to federal and state laws.

Placement of Cameras

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

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

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

Access and Monitoring

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

Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to college security cameras should be trained in the effective, legal, and ethical use of monitoring equipment.

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

Appropriate Use and Confidentiality

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

Use of Cameras for Criminal Investigations

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

Exceptions

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

Safety and Security Camera Acceptable Use Policy

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

Procedures

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

Training

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

Operation

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

Storage and Retention of Recordings

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

Smoking and Tobacco Policy

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

Solicitation, Merchandising, Posting

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

Student Organizations

There are more than 70 student clubs and organizations at Hendrix College for the varied interests of the student body (www.hendrix.edu/studentactivities). 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 can become more active in their community and gain valuable skills to enhance their personal and academic success.

Organization Registration Policy and Privileges.

Registered student organizations must have purposes and objectives that are compatible with the heritage and mission of Hendrix College. Organizational membership policies and practices must be consistent with the principle of equal educational and employment opportunity without regard to age, race, gender, disability, sexual orientation, gender identity or expression, genetic information, or national origin. A student group must be an officially registered student organization 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 apply 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 reviewing this request, the Student Activities Office may grant provisional registration status to the student group until the Committee on Student Life grants final registration of the

group. Student Activities will forward the registration to the Committee on Student Life Chair, who will then contact the group's student leaders. Student leaders will be requested to meet with the Committee to discuss their requests. Upon approval by the Committee, the Chair will communicate that decision in writing with appropriate documentation to the Student Activities Office, which will then officially register the organization.

Annual Renewal Process

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

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

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

Student Responsibilities Within Organizations

Organizations desiring official registration with the resulting privileges must follow the stated registration policies and procedures. All students in an organization associated with Hendrix College, whether registered or unregistered, will be individually subject to the rules of the College (see the section entitled "Standards of Conduct") and of the community. Students and organizations are free to support causes by orderly means that neither disrupt the regular and essential operations of the institution nor in any other way violate the rules of the College. Any student has the right to associate freely with off-campus organizations without being punished or 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.

Before a guest speaker is invited to campus, routine procedures should be followed. to include properly scheduling a campus venue, and collaborating with Event Services, Public Safety and Student Affairs, on a response strategy should the event become disruptive. The strategy should not be used to censor the opinions of others. The academic and larger community should recognize that students, when in public spaces, are permitted to speak for themselves. Further, one should not presume that the opinions of guest speakers or that of program sponsors are approved or endorsed by the sponsoring group or the College.

Fundraising by Faculty or Student Organizations

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

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

Vehicles and Parking

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

Registration

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

To register a vehicle, the following information is required: year, make, model, color, and license plate number [Example:2022, Kia Forte, white, AR Plate ABC 123)]. Decals must be permanently affixed to the left rear bumper or the lower left of the rear window of an automobile and to the rear fender of motorcycles. Prior to application, make sure that the area is clean and dry. It is not permissible for a decal to be taped or displayed from the vehicle interior.

Temporary registration decals are available from the 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.

Traffic and Parking Regulations

The vehicle owner is responsible for all violations committed by a vehicle displaying the decal issued to the owner. If one loans their vehicle, its proper operation is the owner's

responsibility. Persons operating a vehicle on the Hendrix campus are held responsible for acquainting themselves with and obeying the traffic regulations of the College. Vehicles bearing the registration decal on the left rear bumper or window (rear fender of motorcycles) are entitled to use the roadways and parking areas on campus as specified in these Traffic and Parking Regulations.

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

Parking

Visitor Parking

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

Service Parking

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

Reserved Parking

Each Area Coordinator and Head Resident Assistant has a parking space reserved near their residence hall. This is to provide easy access to their vehicles in case of an emergency. There are four reserved parking spaces (two at the Windgate Museum and two at the Murphy House) located at the northwest end of the Miller Creative Quad. These spaces are reserved for their visitors or guests and designated staff members conducting official college business.

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

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

Parking on Red Curbs/Fire Lane

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

Parking on Lawns, Fields, or Sidewalks

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

Double Parking

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

Accessible Parking

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

In addition to state disabled licensing, a Campus Disabled Permit is required on any vehicle registered to a Hendrix College student, faculty, or staff member using accessible parking spaces. The 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. Temporarily disabled permits are available from the Department of Public Safety and are approved by the Director of Public Safety.

Motor Vehicle Operation

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

Registration Revocation

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

Fines

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

PARKING ON SIDEWALK	\$35.00
OVERLINE PARKING	\$35.00
DOUBLE PARKING	\$35.00
BLOCKING ENTRANCE/EXIT	\$40.00
IMPROPER DISPLAY OF DECAL	\$50.00
RESERVED PARKING	\$50.00

NO PARKING AREA	\$50.00
VISITOR PARKING	\$50.00
DRIVING/PARKING ON GRASS	\$75.00
NO DECAL/PERMIT DISPLAYE	\$80.00
FIRE LANE/RED CURB	\$100.00
ALTERING/MISUSING DECAL	\$120.00
DISABLED PARKING/ACCESS	\$120.00
FALSIFYING REGISTRATION	\$125.00

Appeals

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

Recreational Equipment

Vehicles, including, but not limited to, skateboards, scooters, or skates, may not be used in the interior of buildings, on balconies, catwalks, exterior corridors, or in any areas which may cause injury to individuals or damage to facilities. Pedestrians on crosswalks, on sidewalks, and at all other designated pedestrian traffic areas shall have the right of way over any recreational equipment. No electric vehicle shall be driven on the walking bridge going over Harkrider Street or the tunnel going under Harkrider Street unless it is a Hendrix vehicle conducting official business. This equipment may be stored in student rooms and other designated areas outside the residence halls unless it has a motor, electricity or fuel. No motorized vehicle or parts of a motorized vehicle may be stored or brought into a building. Hoverboards are banned from campus. Stairwells and lobbies in the College residences are not to be used for the storage or holding of personal items. All personal items brought to campus are to be stored in student rooms or specially designated areas (e.g., bike racks located outside of residential buildings). For policies on bicycles, please see the Bicycle Policy section.

Bicycle Policy

Bicycles

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

To provide a safe and efficient way to manage many bicycles on campus, all bicycles operated by Hendrix College faculty, staff, and students must be registered with the Department of Public Safety.

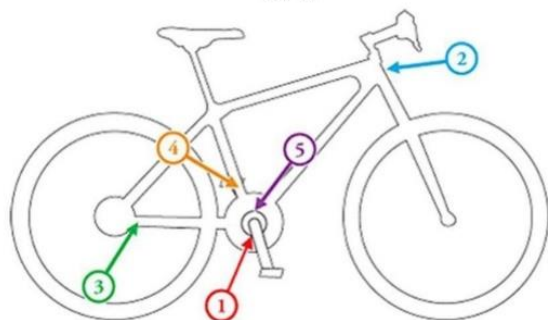
Hendrix College assumes no responsibility for the care and protection of any bicycle, attached accessories, or contents at any time.

Registration

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

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

Locating your bike's serial number



1. Underside of crank
2. Headset
3. Rear stays
4. Seat down tube, next to crank
5. Top of crank

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

Decal Placement



Bicycle Regulations

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

Operation

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

- Bicycles shall NOT be operated within buildings or on the patio/breezeway/ramp areas of campus.
- Bicycles and cyclists shall comply with applicable state laws and regulations, including turn signals, lighting, brakes, lane changing, etc.
- Cyclists are responsible for controlling the speed of the bicycle so as not to endanger any pedestrian.
- Bicycles should be operated so that both wheels always remain in contact with the ground.
- A light must be used when traveling at night.
- Bicycles parked on campus must be parked in a bicycle rack.
- Bicyclists must provide right-of-way to vehicles when entering traffic lanes from sidewalks

Prohibited Activities

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

Fines

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

Impoundment

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

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

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

Weapons Policy

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

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

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

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

Key Policy

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

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

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

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

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

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

On Campus Living Policies

Hendrix is a residential campus, and as such, all students must live in campus housing for the duration of their time as a student until they graduate. New students will receive a Hendrix Housing assignment the summer before their first academic semester on campus. Current Students must attend the annual Hendrix Housing Selection process in the Spring prior to the next academic year to choose a Hendrix Housing assignment. For those who request to appeal this requirement, a limited number of students may be granted each year to live off-campus through the Hendrix College Appeals Committee. Please see the section “Residency Requirement Appeal.”

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

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

Rights and Responsibilities

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

Basic rights of a resident include:

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

Basic responsibilities of a resident include:

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

Cohabitation

Guest(s) may stay no more than three (3) nights without the permission of the Dean of Students and Director of Residential Life. Overnight stays are to be limited to occasional stays and not so frequent as to essentially become long-term cohabitation. For example, it would be a violation for guest(s) to stay three nights, leave and return for an additional three nights without the permission of the Dean of Students, Residential Life Office, and the roommate(s).

Health Policies

Health History and Immunization Record

Arkansas State law requires all full-time students enrolling for the first time in a four-year public institution to provide a health history and an official immunization record. The college further requires all full-time students (including previously matriculated students) and any other student eligible for services, as determined by their department, to provide documentation of meeting the immunization requirements within the 3 months preceding his/her initial enrollment or before classes start. The immunization form requires the signature of a physician. The college will not accept the form if the physician completing and signing the form is a family member.

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

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

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

Insurance Requirement The College requires all full-time undergraduate, graduate and professional students and all F-1 & J-1 international students to have adequate health insurance coverage throughout the school year as a condition of enrollment. All students will be enrolled in the college-endorsed Student Health Insurance Plan, and the cost will be billed to their student accounts in one installment on the fall semester UNLESS the student furnishes proof of other adequate health insurance coverage. Full-time students who already have health insurance for the entire academic year must submit a Waiver Request by the posted deadline each academic year, and the waiver must be approved to avoid being enrolled in the Student Health Insurance Plan. Full-time students who want to enroll in the college-endorsed Student Health Insurance Plan can actively accept the coverage through Campus Web or take no action to remove the Student Health Insurance from their student account.

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

Medical Support Services

Hendrix College understands that the needs of our students can sometimes extend to healthcare or medical care. Even though Hendrix does not have an on-campus medical facility, the College is a contracted partner with the Conway Regional Medical Center system.

For medical emergencies, call 911 followed by Hendrix College Public Safety at 501-450-7711. For all other medical support, please go to [Services | Hendrix College](#).

Reportable Communicable Diseases

In the event a student is diagnosed as having a transmittable disease which must be reported to the State Department of Health, the college reserves the right to determine, on a case-by-case basis, whether it should establish conditions to limit or prohibit the student's continued participation in the college community in the interest of public health and/or the health of the student. The Dean of Students is empowered to make this decision with consultation as appropriate. Specific conditions may include periodic medical/counseling procedures, confinement to the Student Health Center, reassignment, or removal from the residence halls, and/or a medical withdrawal from the college. If, in the opinion of the Dean of Students, the student's situation requires the immediate exclusion from the residence halls or the campus, the college will

consider such action temporary until the student has provided documentation that they are healthy and may return to campus. For a list of reportable diseases to which this policy may apply, see the Arkansas Department of Health web site at [ReportableDiseaseList.pdf](#) (arkansas.gov).

Leave of Absence

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

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

Notification of support systems may be necessary to ensure the safety of students, to comply with state laws, and address immigration and NCAA compliance regulations. Parental or guardian notification and involvement is necessary to ensure student safety and comply with state law. In situations involving international students the International Students Office will be notified to assist with immigration and cultural concerns. Athletics will be contacted through the Athletic Director to address concerns related to compliance and NCAA regulations. Only the Dean of Students or the Provost can decide not to involve parents/guardians and/or related offices. Failure to comply with the provisions of the college Medical/Emotional Emergency Policy may result in disciplinary action through the Code of Conduct.

Common Area Guidelines

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

Sleeping (overnight) in common areas is not permitted.

Spontaneous gatherings in common areas are allowed if members do not exceed 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 found in each

common area, posted on a red sign. All students must be mindful of their noise levels and are responsible for cleaning up after themselves. Because common areas are in residential buildings, noise should be kept to a minimum. The area should be left better than it was found. Damage(s) to common areas will be charged to **all** residents of a particular wing, floor, or living area unless it can be determined who is specifically responsible for the damage(s).

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

No unapproved, loud, unruly, and/or alcohol-related events are permitted in the residence halls. Any residential events, allowed only in designated areas, must have seven-day prior written approval from the Office of Residential Life. Students should register events through their Area Coordinator and seek approval from the Office of Residential Life and Dean of Students. Students will be required to close any event that violates these policies. Students in charge of the event are responsible for clean-up after the event. As explained above, spontaneous gatherings in common areas are allowed if members do not exceed 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 always conduct yourself as a mature, responsible adult. Students should refer to the individual Events policy for more details.

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

Facilities Policies

Repairs and Maintenance

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

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

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

Laundry Facilities

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

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

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

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

Kitchen Areas

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

Housekeeping

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

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

Vandalism

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

student is responsible for any damage resulting from acts of vandalism committed by themselves and/or a guest(s). Residents are expected to report acts of vandalism to the Residential Life staff. Damage(s) to communal areas will be charged to all residents of a responsible for the damage(s).

If any student(s) are involved in extreme acts of vandalism with the residential halls, they are subject to additional fines up to \$500 per incident. After an investigation, if the offender cannot be found or does not step forward, then the hall/building will be billed a \$500 fine. If there are additional offenses in the same building the fine will go up incrementally to \$500 for each offense.

Windows

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

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

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

Guest Policies

Hendrix students who invite guests, which is defined as individuals who do not live in their residential community, are accountable for the conduct of that guest, even if the student is not present at the time of the violation. Therefore, Hendrix students who invite guest(s) to campus are expected to ensure those visiting are aware and informed of the community standards and expectations within living spaces, as well as across the larger Hendrix community. This includes complying with the reasonable request of a College official.

Visitation Policy

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

At the start of the fall semester, residents within each residence hall can 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 Residential 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. An Area Coordinator from the Residential Life staff member will be present to explain both options and discuss community standards involved with each option before the vote takes place. The decision to switch options may take place after the second-floor meetings. A petition for reconsideration of the options must be signed by 1/4 of the hall's residents to call a vote. A 3/4 majority vote is necessary to change options. The detailed descriptions of visitation policy options are as follows:

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

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

Housing Processes

Consolidation of Empty Spaces

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

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

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

If a student has a vacancy in their living unit, they may contract with the Residential Life Office for a double-as-single room rate at an additional cost of current room charges. This option is not always available, and is only meant for traditional halls Raney,

Galloway, Hardin and Couch halls. Priority for contracting for double-as-singles will be determined based on the waiting list of the Office, with consideration given to upper-class students first.

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

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

Housing Contract: Students will sign housing contracts online via Campus Web. Keys will only be issued after the housing contract is signed. By signing a housing contract, students are bound by the terms and duration of that contract. 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.

Academic-Year Housing: 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 can remain in their rooms until graduation day, when they must vacate the facilities. Housing contracts and assignments for summer residents, when approved, are separate from any prior or upcoming academic year housing contract.

12-Month Housing: The 12-month housing term is defined as the day on which the Hendrix-owned apartment is open at the beginning of June through the last day of the month prior to the new 12-month housing contract start date. 12-month apartments are only located in Hendrix Corner and Huntington Apartments and are as designated by the Office of Residential Life. Students will have access to their apartment at any time during the 12-month period, as well as furniture and other personal belongings may stay within the space during this time. Seniors and specially designated participants in the graduation exercises can remain in their rooms until their move-out date, when they must vacate the facilities. All 12-month housing options will adhere to the same Hendrix College Housing Contracts, Policies, and Guidelines, including those for Summer and Intersession breaks. A facilities walk-through will be conducted at the end of the Spring semester to address any necessary concerns or issues with the apartment space prior to a resident moving out of the space.

Housing Check-In Procedure

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's condition and the absence or presence of its furnishings. This form gives residents the opportunity to document the condition of their room/apartment at move-in and will be used when students move out to note any damages incurred during their stay. Students must complete and sign this form when checking in to their new assignment. Otherwise, it will be assumed the room was in excellent condition at move-in, and all damage at check-out will be assumed to be the responsibility of the resident(s).

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

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

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

Housing Check-Out Procedure

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

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

In individual rooms and apartments, damage charges will be divided equally among all residents unless the person(s) responsible for the damage informs the Residential Life Office in writing that the roommates are not equally responsible for the damage.

Damage charges will be assessed by a professional staff member during a room/apartment inspection after residents move out.

Improper Check-Out

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

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

Withdrawals and Leaves of Absence

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

Abandonment of Personal Property

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

Storage

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

Break Housing Policies and Procedures

Breaks During the Academic Year

Residential halls, houses, and Market Square South will close for Thanksgiving, Winter, and Spring breaks during the academic year. Normal operating services and dining venues are not available during the break period. All students living in the above housing areas must vacate their housing assignment during these listed break periods

and may not return until the published College opening date. All break housing information and deadlines will be communicated to students before breaks and at the start of each semester. Failure to abide by these limitations may result in a fine of \$125 per incident/per day and/or other disciplinary action.

The breaks during the academic year are defined as follows:

Thanksgiving Break: Wednesday, November 27 through Sunday, December 1, 2024; Halls, houses, and Market Square South will close on Wednesday, November 27 at 9:00 AM. Spaces will reopen on Sunday, December 1, at 9:00 AM.

Winter Break: Wednesday, December 18, 2024 through Sunday, January 19, 2025; Halls, houses, and Market Square South will close on Wednesday, December 18 at 9:00 AM. Spaces will reopen on Sunday, January 19, at 9:00 AM.

Spring Break: Saturday, March 22 through Sunday, March 30, 2025; Halls, houses, and Market Square South will close on Saturday, March 22 at 9:00 AM. Spaces will reopen on Sunday, March 30, at 9:00 AM.

Break Housing: Hendrix College understands that not all students may be able to leave during the break period. Break housing affords students the opportunity to reside in campus housing during the academic year's intersession breaks. Priority is given to international students, athletes in season and students in need. Other reasons may be considered. To stay on campus for any break period, students must submit an application found on the Residential Life site to the department at least two (2) weeks prior to the beginning of the break period. Applying to remain on campus during the break period does not guarantee a space will be available or that the petition is approved. Notifications will be made by email. The cost to remain on campus is \$25 per day. Any late stay or early arrival for fall and spring, including the opening and closing of an academic year, will apply the same fee when it is not a pre-approved stay for a campus organization, athletic team, or other campus activity to assist in the opening/closing of the academic year.

Summer Housing is separate and apart from the break housing policy for the academic year. Students will receive information about Hendrix Summer Housing in the Spring semester of the academic year. All Summer housing applications are due annually by April 15.

Residency Requirement Appeals

Hendrix is a residential college; therefore, students are required to live in Hendrix-owned facilities. Residential Life is part of the College's educational program, believing that a residential community provides a more effective context for the education Hendrix is devoted to. Students desiring to live off-campus must appeal for potential review of on-campus residency status due to a documented disability, financial need, or medical need; be married; be part-time or graduate student; have dependent children; living with parents within a 35-mile radius; or be 23 years of age by the first day of classes. Students may also appeal as a regular candidate and will be considered on a space-available basis after other requests have been processed. It is the student's

responsibility to provide sufficient documentation to justify exemption status. Students should not sign a lease until they are approved to reside off-campus. Unless they are approved, students are still responsible for all College residence fees. Housing exemptions will not be made after July 1. Off-campus permission is valid for one academic year only. Students must request permission yearly. For more information regarding residency requirement exemptions, please visit the Office of Residential Life.

Returning to Campus Housing

For Spring Semester

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

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

For Fall Semester

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

Room Changes

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

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

- If space becomes available, you will be contacted via email and given instructions on how to complete your room change properly.

Residence Hall Change

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

Unauthorized room changes

Students who wish to make room changes must have prior written approval from the Residential Life Office. Occupying any space other than the one you have been assigned is cause for conduct action, a minimum fine of \$50 per day, 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. Overall, super and rising seniors will attend the first night; rising juniors will attend the second night, and rising sophomores the third. Students will select rooms on their night in draw number order. When it is your turn to select, you will have an opportunity to select any room that has not already been selected. This information will be available each year on the Residential Life website. New students are assigned based on deposit date and housing application preferences well after returning students have been placed.

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

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

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

Housing Assignments for Residence Hall Government

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

Roommate Preference

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

Roommate Relations

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

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

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

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

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

Keys and Lockouts

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

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

ID Cards

Your student ID card will allow you to access the exterior door of your residential building (except for College-owned apartments and the SOAR (Student Outreach Alternative Resources) 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 action.

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

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

Personal Property

Although many precautions are taken to maintain adequate security for you and your guests, you should not discount your role in security. Security must begin with YOU and is part of your personal responsibility as a community member. You should be careful not to allow non-residents to follow you into your hall or house. You should remember to

lock your room/apartment door whenever you are away from your room/apartment, even if for a minute. The College cannot be held responsible for articles that become lost, misplaced, stolen, damaged, or abandoned. The College and/or Residential Life Office assumes no responsibility for loss or damage to personal property for any reason. The College and its insurance carrier do not assume responsibility for the loss or damage to articles and personal property that occurs in its buildings or on its grounds. Residents should seek coverage for their personal belongings through their parents' or guardians' homeowner's policy or individual coverage from a company that offers this type of insurance.

Recreational Equipment

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

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

No motorized vehicle or parts of a motorized vehicle may be stored or brought into a building.

For policies on bicycles, please see the Bicycle section.

Other Prohibited Items

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

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

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

- Flammable liquids and chemicals

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

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

Pets

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

- \$50.00 per pet, per day and Current flea treatment charge
- An inspection by facilities and residential life staff will determine additional cleaning/damage/replacement costs attributed to the presence of the pet

Satellite Dishes prohibited

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

Quiet Hours in All College-Owned Facilities

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

Hall Council members will conduct a quiet hour vote during the first week of fall opening with the minimum requirement of 70 hours (about 3 days) per week. During quiet hours, radios, televisions, stereos, and the like will be turned to a low volume. Singing, loud talking, and other noisy activity will be expected to cease. Prior to each building's elections, each residence facility will observe Quiet Hours from 10 p.m. until 8 a.m. on

days preceding classes and from 1 a.m. until 8 a.m. on days not preceding classes. All residents must refrain from causing any noise or disruptions that could infringe on other students' rights to study or sleep during these times. The general guideline is that noise from one's room or apartment should neither be audible outside the door nor in adjacent rooms. At other times, all residents and guests must be sensitive to their neighbors, who may need quiet during times other than Quiet Hours.

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

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

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

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 damaged and/or missing from rooms at the end of the year will be charged to all occupants at the replacement rate. Additional furniture brought into the room must be freestanding and clear of all existing fixtures, heaters/ air conditioners, windows, window screens, and mechanical equipment. If you would like to remove College-owned furniture from rooms, you must contact Facilities for approval. Facilities then have the authority to approve or deny this request.

Closet doors must be left attached.

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

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

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

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

Right of Entry

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

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

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

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

Facilities Management Personnel

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

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

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

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

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

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

Supportive Community Services & Programs

Student Outreach Services

Mission

The mission of Student Outreach Services (SOS) is to engage all segments of the Hendrix College student population by connecting with mentors, services, resources,

programs, networks, interventions, and/or preventions to increase successful holistic and positive student experiences throughout their time in the Hendrix community.

Personal, Social, & Community

Designed for each student to establish personal, social, and multi-community goals through individual planning, students find that the entire process provides supported introspection to enhance his or her evolution to the role of a young adult. Self-contracting to achieve those goals keeps the responsibility for personal growth with the student, empowering the student to take control of his or her future in positive, proactive ways. In addition to counseling sessions offered by the Counseling Services office, Hendrix College provides each individual student the ability to connect with a ***certified life strategies coach*** to assess where they are in life as they enter college and where they want to be in life when they leave college – a map, or a plan including, yet separate, from their professional career trajectory – to assist them in reaching their independent goals during this portion of their life journey.

Alternative Vision(s)

The transition to college is not always an easy one. Learning new rules and regulations, experiencing new freedoms and cultures, plus not knowing the people around you, including your roommate, are just a few of the challenges first-year students encounter. Because of this, some students will question themselves, their choices, and feel isolated. Homesickness during the first few weeks of being away from family is quite common. Making new friends is not always easy. SOAR seeks individuals who may not be actively involved in the initial stages of transitioning to college to offer an empathetic hand or ear.

Transitioning Between High School and College

With the rationale of connecting with first-year students and sophomores specifically, yet providing services for upper-class students as well, the goal of Student Outreach Services (SOS) is to connect everyone with services, resources, programs, networks, preventions, interventions, and or professionals, which are unrelated to academics, SOS has found that a niche can be filled for issues which might have “fallen through the cracks” in the past.

Most cases seen in this office take more than one visit to identify the real problem(s) of each student; oftentimes, in the past, we have been treating the wound but not the cause of the wound. This is changing.

Utilizing the communication models of informational interviewing, John Dewey’s Reflective Thinking, Randy Hirokawa’s Decision Making Process, and the Stephen Ministry model of layperson questioning and support, the director of SOS assists in identifying student issues and/or needs.

Referrals are made via SOS to offices or persons, on campus or in the community outside, as deemed appropriate.

Resources, or resource connectivity, is initiated, as identified.

For each one-on-one appointment, wellness levels of mental, emotional, physical, spiritual, social, community, family, and financial are explored.

The mission of Student Outreach Services is to engage all segments of the student population with services, resources, programs, professionals, networks, preventions, and/or interventions to increase successful and positive student experiences throughout their time in the Hendrix College community.

The successful outcome of this goal notes an increase in retention in first- and second-year student populations. It reinforces support for upper-class students throughout graduation.

SOS is a unique and progressive program designed to support students as they transition from high school and home life to college and future life through a structured, collaborative, and confidential process. It also provides support to upper class students in need of resolution to challenging situations.

This is done via a holistic and total wellness conversation between the SOS representative and each individual student prior to the student being connected with needed programs, services, and individuals.

SOS is designed for participants to establish personal, social, and multi-community goals through individual, ongoing planning as they move into their future.

Student referrals for SOAR can be made via parents, faculty, staff, siblings, friends, acquaintances, and others through the SOS office. Students often refer themselves, too.

NON-ACADEMIC PEER MENTORS

SOS sponsors a proactive, dedicated group of students on campus via Student Outreach Alternative Resources, or SOAR. SOAR is made up of upper-class students who are campus leaders wanting to make a difference in the lives of incoming students by serving students as peer mentors – not in the academic sense, but in the social world of the Hendrix Community.

As of the Fall semester, 2018, each individual SOAR team member has completed training and certification in:

- Mental Health First Aid, a process of how to help someone who is developing a mental health problem or experiencing a mental health crisis. The training helps these peer mentors to identify, understand, and respond to signs of addictions and mental illnesses.
- ASIST is the implementation of how to notice and respond to situations where suicide thoughts might be present. LivingWorks ASIST teaches participants to provide a skilled intervention and develop a collaborative safety plan to keep someone safe and alive. Trusted by professionals yet learnable by anyone, LivingWorks ASIST is the world's leading suicide intervention model.

- Safe Zone (LGBTQ+) is a resource for powerful, effective, LGBTQ+ awareness and ally training; it provides terminology and definitions to assist individuals better understand the changing culture of identity in society.
- Substance Addiction and/or Abuse (visual identification and understanding) provides information regarding identification and prevention of compulsive drug or alcohol use that leads to significant disruptions in daily living, including loss of education or work, relationships, and health.
- Emotional Intelligence is a session assisting the SOAR Team members in enhancing their capacity of individuals to recognize their own, and other people's emotions, and to discriminate between different feelings and label them appropriately, and to use emotional information to guide thinking and behavior.
- Campus Safety (for Hendrix College) includes the process of collaboration between members of the team and the Public Safety staff to protect the rights, responsibilities, and health of the residents on campus as well as the physical campus.

As of the Spring Semester, 2023, each individual SOAR team member has completed training in:

- Opioid overdose and Narcan administration with Narcan are available to each team member.
- Situational Problem-Solving through a certified ropes course.

SOAR, developed in 2013, has become a supportive student organization since January of 2013. It is student-owned, student-driven, and student-operated. Comprised of 35 students, they are available to the entire student population for resources, support, and professional referrals via the SOS office. The only difference that SOAR maintains that is separate from other student organizations is that it takes its assignments and reports to the Director of SOS, making it an official program of SOS (hybrid). Currently, SOAR is firmly branded in the Hendrix community.

The Assessment and Universal Network

In the Division of Student Affairs, SOS works with all offices and departments on campus and refers to resources off-campus. Using the concept of self-contracting, students learn through action to become more engaged and responsible adults in ways not related to the actual academic outcome (but could affect that outcome), but in ways that promote personal growth, knowledge, and understanding.

For each one-on-one appointment, wellness levels of mental, emotional, physical, spiritual, social, community, family, and financial are explored. SOS serves as a first, progressive step to programs, services, and resources that can reduce a lot of that first-semester stress they naturally develop.

With both intrapersonal and interpersonal communication being key factors for the success of SOS, a comprehensive approach to different channels and formats of communication is provided with the goal of encompassing all students by connecting with at least one of their critical use communication styles. Face-to-face communication

is the desired outcome but understanding that students do not automatically connect face-to-face in today's environment, other forms – such as peers, telephone, email, texting, social media, and general marketing approaches – are often employed. For this purpose, adaptability and focus are important to the SOS role.

SOS is committed to privacy for the student among all populations unless the student gives permission for the release of information and signs a release statement.

SOS is NOT a professional psychological counseling service. It is a tool to plan a structure for life from the present to the future.

Prevention, Intervention, Maintenance Planning (Networking)

*** *Not to be Used for Title IX Incidents*

Suicide/Self-Harm: Use the guide below for intervention assistance.

988 - Suicide & Crisis Lifeline

We can all help prevent suicide. The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention, and crisis resources for you or your loved ones, and best practices for professionals in the US.

Medical: Use the guide below for intervention assistance.

*** *Not to be Used for Title IX Incidents*

Substance Abuse: Use the guide below for intervention assistance.

*** *Not to be Used for Title IX Incidents*

Opioid Rescue Kits: Naloxboxes are located in residence life and primary building locations around campus. This interventive measure is critical for life saving measures in case of opioid overdose. Opioid overdose is currently the leading cause of death among adults 50 years old and younger in the United States. The Naloxbox mission is to improve the capacity of bystander rescuers to save the lives of victims of opioid overdose with overdose response tools, including naloxone. For more information, please contact the Department of Public Safety at 501-450-7711 or Student Outreach Services at 501-450-1330.

Judicial/Legal: Use the guide below for intervention assistance.

*** *Not to be Used for Title IX Incidents*

Homeless and Foster Student Liaison (GENERAL PROVISIONS (§§ 6-60-101 — 6-60-122) Section 6-60-115 -)

Arkansas HB 1462 (2021) Allows public and private two- and four-year colleges and universities to appoint a liaison to help students experiencing homelessness or foster care in receiving financial aid and other services to help them navigate and manage coursework and student life. The representative for Hendrix College is the Student Advocate in SOS. [Arkansas Department of Higher Education - Institutions - Homeless and Foster Student Liaison \(adhe.edu\)](https://adhe.edu)

(a) As used in this section, "institution of higher education" means a college or university that is a:

- (1)** State-supported two-year or four-year college or university; or
- (2)** Private, nonprofit two-year or four-year college or university that is eligible to receive Title IV federal student aid funds with its primary headquarters located in Arkansas.

(b) An institution of higher education may designate a current member of the staff of the institution of higher education to serve as the liaison for students who are homeless, in foster care, or who left foster care at eighteen (18) years of age or older if the institution of higher education determines that there is a need for a liaison for students who are homeless, in foster care, or who left foster care at eighteen (18) years of age or older.

(c) A liaison for students who are homeless, in foster care, or who left foster care at eighteen (18) years of age or older under subsection (b) of this section shall:

(1) Inform prospective and current students of the institution of higher education who are homeless, in foster care, or who left foster care at eighteen (18) years of age or older about:

(A) Financial aid; and

(B) Other means of financial assistance available to the students of the institution of higher education who are homeless, in foster care, or who left foster care at eighteen (18) years of age or older; and

(2) Assist students of the institution of higher education who are homeless, in foster care, or who left foster care at eighteen (18) years of age or older in applying for and receiving:

(A) Federal and state financial aid; and

(B) Other available services designed to assist students who are homeless, in foster care, or who left foster care at eighteen (18) years of age or older with navigating and successfully managing coursework and student life.

Added by Act 2021, No. 355, § 1, eff. 7/28/2021.

SOAR House

In the Fall of 2023, SOAR has been allocated use of the Corner House, 1318 Front Street, Conway, the brick facility on the corner of Spruce and Front Streets. This allows the SOAR Team to have a base of operations to place SOAR members in the residence who will more intensely focus on providing support to students on an as-needed basis. Things that could occur include, but are not limited to:

- A Safe Haven
- Social "Fit, or Lack Thereof"
- Homesickness
- Disability(ies)
- Food Insecurity (Food Pantry)
- Low-Income Insecurity
- Basic Needs Insecurity
- Quieter Forms of Entertainment (Games, Movies, etc.)
- Non-Academic Mentoring Sessions/Support

Small Group Meetings Not Needing Campus Facilities
Study Space
Sewing Supplies
Ironing Station
First Aid Station
SOAR Recruitment

Limited Transportation

SOS & SOAR provide limited transportation for students for legal, medical, or prescription purposes. SOS can aid in connecting students to where they need to go if advanced planning occurs.

Textbook Exchange

Free Textbooks as Available: Access to donated textbooks, study guides, and other essential academic materials available on a first-come first-serve basis at the beginning of each semester. Many students donate textbooks to the Hendrix SOS Office for future students to use in the future. SOS inventories donations and notifies the community every January and August as to which textbooks have been received in the office. Once itemized, these books become available for check-out to students for the next semester, and so on.

Prevention & Intervention Course Certification Sponsorships

Suicide Intervention & Prevention Certification

The American Foundation for Suicide Prevention and the Arkansas Chapter for Suicide Prevention offers a two-day intervention and prevention course on the Hendrix College campus twice per year. This course is free to Hendrix faculty and staff and provides certification for those who complete both days of the course. The course, Applied Suicide Intervention Skills Training (ASIST), a LivingWorks program, is an approved federal program through the US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA). It teaches participants how to assist those at risk for Suicidal Thinking, Behavior, Attempts. With the increase of suicidal ideation post-CoVid19, it is beneficial to provide knowledge to family, friends, and other community members who may be the first to talk with a person at risk. ASIST can also provide those in formal helping roles with professional development to ensure that they are prepared to provide suicide first aid help as part of the care they provide. Most importantly, with the right knowledge and skills, most suicides can be prevented.

Mental Health First Aid Certification

A one-day Mental Health First Aid (MHFA) course is conducted by Dr. Lindsey Kennedy of the Hendrix College Psychology Department annually. Away from support systems in place for most of their lives, college students may be at elevated risk for developing mental health and substance use issues. This three-year renewal certification, Mental Health First Aid, teaches students, professors and other school faculty and staff how to notice and respond to mental health and addiction challenges commonly experienced by youth in higher education settings. Research shows nearly 1 IN 5 university students

is affected with anxiety or depression. - The Conversation via the American College Health Association. In spring 2017, nearly 40% of college students said they had felt so depressed in the prior year that it was difficult for them to function. - Time via American College Health Association Mental Health First Aid teaches about recovery and resiliency – the belief that individuals experiencing these challenges can and do get better and use their strengths to stay well.

NARCAN Certification

Young adults between the ages of 18–25 are at highest risk for opioid use problems. - NBC News Naloxone is a medication approved by the Food and Drug Administration (FDA) to prevent overdose by opioids such as heroin, morphine, and oxycodone. It blocks opioid receptor sites, reversing the toxic effects of the overdose. Naloxone is administered when a patient is showing signs of an opioid overdose. The Arkansas Department of Health in its efforts to educate and prevent the opioid epidemic began distributing NARCAN® Nasal Spray throughout Arkansas communities, first responders, families, and individuals. To acquire knowledge about NARCAN administration and acquiring a free dosage kit of NARCAN, please register to attend this course. This class is unlimited in size. These courses are free to Hendrix faculty and staff and provide certification for those who complete the course.

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 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 Department of Public Safety, Director Brian Williams immediately. Students must understand that some individual actions impact 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 on 501-450-7711.

Building Security

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

- Do not prop or block exit doors or doors leading to fire exits and/or fire escapes.
- Close any door that you find propped open. (After doors have been propped a certain amount of time, a loud alarm will sound.)
- Intentionally blocking of fire exits from the interior

- Do not allow strangers to enter the residential facilities.
- Escort guests while in the residential facilities.
- Report any unescorted nonresidents to Public Safety.
- Report any security issues to the Residential Life staff and Public Safety.
- Close and lock all doors when leaving your room/apartment and residential facility.

Fire Equipment Tampering Policy

Any misuse or tampering with fire extinguishers, alarms, or equipment jeopardizes residents' safety and should be reported immediately to Public Safety or a Residence Life staff member if the event occurred in Hendrix College-owned housing. Fire equipment includes room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc. Students are reminded that removing batteries from smoke detectors is a violation. Report any problems with fire equipment to Public Safety or a Residence Life staff member if in Hendrix College-owned housing.

Tampering with fire safety equipment in a residence hall, such as covering a smoke detector, is cause to initiate a room search. The penalty for tampering with fire safety equipment is a fine of up to \$200 per resident in the space in which the safety equipment is located. If a smoke detector is malfunctioning, the student should immediately submit a Facilities Work Order Request Form. When submitting the form, choose "smoke detector" as the issue. If the request is submitted after hours (such as Monday through Friday after 5 p.m., on the weekends, or during holidays), then the student should also call Public Safety at 501-450-7711 to report the problem.

Fire Safety Equipment, Procedures, Prevention Equipment

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

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

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

Evacuation

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

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

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

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

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

Fire Prevention and Safety

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

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

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

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

Residents are not permitted to leave belongings in the hallways, stairwells, and/or shared 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 action. Residents are to follow evacuation procedures as listed above.

Fire Safety policies will be enforced through casual observation and announced periodic fire safety inspections of residential facilities by Residential Life staff. Materials and items prohibited from campus found in residence hall rooms will be confiscated, receipted, and held in a secure place until the owner safely removes them from campus at 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

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

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

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

Missing Persons for Students Residing On-campus

Missing Persons

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

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

All students may designate an emergency contact person. On-campus students complete an emergency contact form when they check into their housing assignment. Off-campus students are encouraged to contact the Residential Life Office to complete an emergency contact form. Students residing on campus can 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 during 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, the custodial parent or guardian will be contacted along with any other emergency contacts listed.

Emergency Response and Evacuation Procedures

Notification

In the event of the confirmation of a significant emergency or dangerous threat to the health or safety of our campus community, Hendrix College will contact the campus community through our H-Alert text message system. All students, faculty, and staff members are enrolled in H-Alert if they have given the institution a cell phone number. Campus members can contact the IT HelpDesk if they have any questions about their

enrollment in the system. Community members can “opt-out” of the program but are discouraged from doing so because of the emergency notification system. Because H-Alert has limited character capability, an email may follow the initial text message with additional details, as necessary. Community members who encounter an emergency or dangerous situation are encouraged to contact Public Safety (501-450-7711) immediately.

The Institutional Emergency Process

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

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

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

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

Campus Emergency Response Team

In the event of a specific emergency, the following areas will coordinate the response:

- The Department of Public Safety (Brian Williams, Director)
- The Dean of Students Office (Dr. Donna Eddleman, Dean of Students)
- The Communications Office (Amy Forbus)
- Facilities Management (Sharron Russell)
- Technology Officer (Jay Burling)
- Food Services (Dawn Hearne)
- Shelter and Evacuation (Greer Veon-Cronin)
- Hazardous Materials (Shelly Bradley)
- Counseling Support (Mary Anne Seibert)

Providing Emergency Information to the Larger Community

Parents and guardians are welcome to sign up for H-Alert information through the campus web portal. Hendrix Public Safety will work with other law enforcement agencies in the city and state as appropriate. The Communications Office will work with

local information agencies to disseminate information appropriate for the larger community.

Testing the Emergency Response and Evacuation Procedures

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

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

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

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

HENDRIX COLLEGE SAFE SHELTERS

Acxiom Hall – Basement hallway, lower level, south end
 Art Building A – Men’s & women’s restrooms
 Art Building B – Art A’s men’s & women’s restrooms
 Art Building C – Art A’s men’s & women’s restrooms
 Bailey Library – Snoddy study carrels and northeast stairwell
 Brown House – Stairwells or bedroom closets
 Buhler Hall – Building Closed No Occupancy
 Caba Theatre – Voms (entrance to theatre beneath theatre seating)
 Clifton Apartments – Bathroom
 Communications – kitchen area and adjacent hallway
 Cook-Browne House – Stairwells or bedroom closets
 Couch Hall – First-floor stairwell or interior hallway
 Dickinson-McCreight House – Stairwells or bedroom closets
 Dawkins Welcome Center- First-floor long hallway
 D.W. Reynolds Life Sciences – Anywhere in interior basement hallway
 Ellis Hall – Basement or evacuate to Fausett Hall
 Facilities Management Offices, Shops – Restrooms
 Fausett Hall – North or south stairwells or basement
 Front Street Apartments – Lower-level bathroom
 Huntington Apartments – Lower-level bathroom
 Galloway Hall – Stairs, restrooms, closets, hallways

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

EMERGENCY

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

**GETTING INFORMATION**

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

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



EMERGENCY PROCEDURES

WHAT TO DO

**INCIDENTS**

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

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

**FIRE**

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

**TORNADO OR OTHER SEVERE WEATHER**

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

**INTRUDER/ DANGEROUS PERSON**

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

Academic Integrity Policy

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

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

This commitment can be understood in the following ways:

- A student should not gain an unfair advantage or violate other students' commitment to honest work and genuine effort. The amount of cooperation undertaken with other students, the consistency and accuracy of work, and the test-taking procedure should adhere to the guidelines that the classroom teacher provides.
- Members of the Hendrix community value and uphold academic integrity because we recognize that scholarly pursuits are aimed at increasing the shared body of knowledge. The full disclosure of sources is the most effective way to ensure accountability to both us and our colleagues.

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

- Plagiarism, which involves the use of quotations without quotation marks, the use of quotations without indication of the source, the use of another's idea without acknowledging the source, the submission of a paper or project (or any portion of such) prepared by anyone else besides other students in group assignments;
- Cheating or colluding on examinations, laboratory reports, exercises, or projects that are to be done by individual students or teacher assigned groups of students; giving or receiving answers and/or materials pertinent to any academic work without permission of the classroom teacher;
- Stealing, manipulating, or interfering with any academic work of another student;
- Lying to or deceiving faculty about issues that violate course expectations; or
- Violating standards as determined and explicitly outlined by individual classroom teachers on a course-by-course basis. These particular standards should be clearly indicated on the syllabus for each course.

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

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

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

To protect the confidentiality of students, all committee deliberations are held in confidence, as are all decisions and potential sanctions. Furthermore, at the beginning

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

What are possible outcomes of an academic integrity violation?

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

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

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

The classroom teacher will discuss an alleged violation with you and suggest possible sanctions for the alleged violation. The classroom teacher then completes a violation report with a description of the alleged violation and proposed sanctions and gives a copy to you. You then have two business days to decide whether to accept the violation report.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Hendrix Name, Colors, Logo, & Seal

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

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

Communications. Communications staff members are happy to answer questions regarding the appropriate use of the symbols of Hendrix.

Community Contract

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

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

Mail and Packages Policy

All incoming mail and packages must be delivered to the campus mailroom and addressed properly (see format below) to ensure a proper chain of custody and timely delivery. No mail nor packages should be addressed to student's residential hall or campus apartment. The purpose of this policy is:

- The post office can efficiently sort, process, and distribute mail and packages, reducing the risk of lost or misplaced items.
- The post office has implemented security measures like secure storage, and staff monitoring to safeguard mail and packages.

- Centralized handling minimizes the risk of mail or packages being lost or stolen during distribution to individual residence hall or apartment.
- The college has implemented a procedure for handling packages. After email notification that you have mail, bring your student ID to the post office during business hours to receive your mail.
- It is easier to keep track of mail and packages, ensuring that everything is accounted for and providing a clear chain of custody.
- USPS/USP/FedEx/Amazon mail services make it easier to address issues related to lost or damaged items with clear records and procedures.
- Central mail handling helps ensure compliance with postal regulations and safety standards, including proper handling of hazardous materials or sensitive information.

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

Correct form of address for Hendrix College:

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

Policy on Demonstrations, Protests, and Vigils on Campus

Purpose: The purpose of this procedure is to establish the standards governing Demonstrations, Protests, and Vigils held on the Hendrix College Campus.

Scope: Students, student organizations, faculty, and staff at Hendrix College.

Responsible Party: Department of Public Safety and the Office of Student Affairs

Statement: Students, student organizations, faculty, and staff at Hendrix College are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the College or community. At the same time, it should be made clear to the academic and larger community that

students or student organizations, and individual members of the faculty or staff, speak only for themselves, not for the College as an institution, in their public expressions or demonstrations.

Hendrix College does not allow disruptive behavior at community events or on campus. Disruptions may include purposely blocking the view of others at the event; banners or items that block the audience's view; noise or action that disrupts the ability of the audience to hear (e.g., shouting out or use of a bullhorn), or disrupting essential operations of the College.

If an event or essential operation is disrupted by a group or individual, a representative of the College may request the action to stop or ask the person or group to leave the event or area and move to an approved location for protesting. Individuals or groups who disrupt an event or essential operation, or who fail to leave when asked, are in violation of the College's policies related to disorderly or disruptive behavior as found in the Hendrix Student Handbook. These violations of College policy may result in College discipline. Disruption may also result in arrest and criminal charges such as disorderly conduct or trespass.

The campus of Hendrix College is private property. For specific events and during specific times of the year, Hendrix College invites the public to join us at events and extends free speech and expression privileges during these events. Any individual or group who disrupts an event or essential operation, and who is unwilling to respect College policy or to comply with the requests of College officials, will be asked to leave Hendrix College property. Failure to comply may result in arrest for unlawful trespass or other criminal violations.

Regulations for Demonstrations, Protests, or Vigils

Anyone who wishes to stage a demonstration, protest, or vigil on College property must contact and arrange a meeting with Student Affairs and Public Safety to discuss College policy, event-specific regulations, and safety issues, and must submit an appropriate Demonstration, Protest, or Vigil Request Form as described below.

The Office of Student Affairs and Department of Public Safety should be consulted in the planning of all organized demonstrations or vigils to register the demonstration with other pertinent College offices.

Hendrix College wants to promote intellectual inquiry and exchange in a respectful and civil manner. The safety of all participants is of utmost importance to the College, and policies may be enacted to ensure safety during the event.

Event sponsors, in conjunction with the Provost and Dean of Students, Campus Events, the speaker or performer, and the Department of Public Safety, will determine the following for any demonstration or vigil approved on campus: Location, Time and Duration, and Manner. To appropriately accommodate and assist the organizers in their proposed event, the event sponsor(s) must submit a Demonstration, Protest, or Vigil Request Form 48 hours (about 4 days) before the proposed event and submit it to the

Dean of Students or Director of Public Safety. In unusual situations, the 48-hour requirement may be shortened by agreement of the Dean of Students and the Director of Public Safety, but all other requirements of this policy must be met.

If the event requires outside security or additional public safety personnel and regularly scheduled personnel, the cost of this added security will be the event sponsor(s).

Location: The location of an approved demonstration, protest, or vigil will be determined following space and use guidelines for college areas managed by Campus Events and other offices, and in accordance with this policy.

If the planned demonstration or vigil is considered a protest an issue at another approved College event, the location of an approved demonstration, protest, or vigil will be as proximate to the other event as deemed appropriate considering the following:

- **Nature of the other event**
- **Security needs of the other event**
- **Time of the other event**
- **Any other necessary considerations**

Time and Duration: Demonstrations, protests, or vigils may not interfere with the academic, educational, or essential operational functions of the College. The time and duration of the demonstration, protest, or vigil will be determined with regard to the following:

- Nature of the event and/or the demonstration, protest, or vigil
- Security needs of the event and/or the demonstration, protest, or vigil; any additional cost above usual security staffing is the responsibility of the event sponsor. Public Safety will initially determine security needs based upon the information provided on the Request Form, will schedule or hire the necessary personnel, and may modify the need assessment at any time and for any reason. This assessment will be made with the requestor.
- Time of the event and/or the demonstration, protest, or vigil
- Any other necessary considerations

Manner: Demonstrations and vigils must occur in the approved defined location (when a location is determined) and may not block access to the venue in which another event is being held. Demonstrations utilizing pickets, large items, bullhorns, or other loud or amplified sound-making devices are usually confined to the exterior of buildings so as not to disrupt the regular and essential operations of the College or create health and safety issues. Demonstrations with a noise level that disrupts other authorized activities on the College campus violate College policies.

Connection to the College's utilities (power, etc.) must be approved in advance (during the weekday) by the Director of Facilities Management.

Individuals distributing materials such as leaflets, pamphlets, or similar materials must be respectful of others' viewpoints and must allow people to decline to receive such

materials. Event sponsors must remove all items and materials at the end of the demonstration, protest, or vigil.

Event participants are not allowed to use intimidating tactics or unwelcome physical contact between demonstrators, counterdemonstrators, the audience, the speaker or performers, or College officials.

The use of chalk on buildings or other structures, except for sidewalks a safe distance from doorways, is strictly prohibited to prevent damage to the structure and injury to anyone stopping at entrances or exits. Participants may not mark or use trees or College structures to support or display signs, messages, materials, or equipment without prior approval of Facilities Management.

Use of any open flames will require disclosure on the Demonstration, Protest, or Vigil Request Form and will require specific approval from the Dean of Students.

Note: Any of these demonstration, protest, or vigil standards can be applied to any location, including within an approved event space.

Event Sponsor Responsibilities: Within this protocol's guidelines, event sponsors will determine the appropriate guidelines for entry to an event, send an email announcement to the College community, and post them at the event entrance. (Examples of entry guidelines and information: time doors open, restricted items, tickets or Hendrix ID if needed to control capacity, etc.) The host is responsible for deciding with Facilities Management and Public Safety to establish entry and exit points for the demonstration, protest, or vigil to maintain control of the event they are hosting. The event sponsor(s) will monitor the entry to ensure that the guidelines are being followed and will address any issues or questions related to the entrance guidelines. When behavior at an event is disruptive, the sponsors should always attempt to gain cooperation by asking that the disruptive behavior stop prior to requesting that the person or persons leave the event. The sponsors may also decide to contact Public Safety about the disturbance or behavior.

Essential Operations: Within this protocol's guidelines, "essential operations" are necessary for the daily functioning of the College, are part of the educational mission, and cannot be easily moved to another location.

Public Safety Protocol: Public Safety will contact the sponsors at any event before handling any nonviolent behavior, unless the disruption necessitates action to prevent greater confrontation. Public Safety has the authority to respond to acts of violence, threats of violence, or overcrowding without first contacting the event sponsors. In all cases where time permits contacting the event sponsors, Public Safety will contact the event sponsors to determine whether the behavior is, in fact, disruptive to the event or essential operations. If Public Safety has been contacted by the sponsors or appropriate College official and asked to deal with a person or persons creating a non-violent

disturbance, Public Safety will always start by asking the person or persons to stop the disruptive behavior prior to asking the person or persons to leave the event or area. Public Safety will notify the Conway Police Department of developing protests and demonstrations that reach beyond the control of the Public Safety Department.

Request Form: Please submit this form at least 48 hours (about 4 days) before the proposed event to either the Office of Student Affairs or the Department of Public Safety.

- **Demonstration, Protest, or Vigil Request Form** 

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