



# HENDRIX

C O L L E G E

**Student Handbook**  
**2026 – 2027 Academic Year**  
**August 2026**

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## Code of Conduct

### 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

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. 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 to restore and maintain the integrity of the community

## College Policies/Student Code of Conduct Philosophy

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

The student accountability 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 accountability 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 disciplinary 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

officers must comply with the policies and regulations outlined in the handbook.

## Crime and Incident 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, visiting the Public Safety Office (SLTC #124) or using one of the blue Emergency phones (located throughout campus).

Members of the community are also 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.

***To report any incidents or concern, complete the [Incident Reporting Form](#).***

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 Title IX Coordinator in SLTC 132 or at 501-450-1296

***To report any Title IX incident or concern, complete the [Title IX Incident Reporting Form](#).***

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:

- **Campus Chaplain: Ellen Alston:** 501-450-3801 or at [chaplain@hendrix.edu](mailto:chaplain@hendrix.edu)
- **Counselors at Counseling Services:** 501-450-1448 or at [counseling@hendrix.edu](mailto:counseling@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.



#### Off Campus Resources:

- Rise House Conway: 501-329-7405 or at [help@risehousearkansas.org](mailto:help@risehousearkansas.org)  
PO Box 2557, Conway, AR 72033  
<https://www.risehouseconway.org/help>
- Crisis Hotline: 866-358-2265

## 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  Office of Student Accountability 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.

All Current Students, Parents of current students, Faculty and Staff are automatically enrolled into the H-Alert system based on the information in your [Campus Web Profile](#).

On your Campus Web Profile you can update your mobile phone number and opt-out of the system.

## Overview of Disciplinary 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 disciplinary charges are pursued, the student in question receives a written description of the specific alleged violation of college standards or policies and information regarding the disciplinary process. Students will be asked to attend an administrative hearing to discuss the alleged violations. Evidence regarding the alleged violation may be reviewed but not kept by the student. During this hearing, sanctions will also be discussed. Students then have the opportunity to accept or deny responsibility. All reporting documentation remains in the student's disciplinary 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 disciplinary 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.

## Disciplinary Records

The Office of Student Accountability will maintain records of disciplinary 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 disciplinary record will be reviewed by an administrative hearing officer or the College Conduct Council in determining sanctions after responsibility is established. Decisions of suspension and expulsion will remain permanently in the student's file. All records of disciplinary action will remain in the student's file and will be kept by the Dean of Students Office.

## Violations 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).

### Assault

- 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.*

### Assistance Animal Violation

- Having an unapproved animal or pet in College-owned housing, or otherwise violating the requirements of the Assistance Animal Policy. (For additional information, please see [page 8](#))

## Alcohol Violations

*\*Possession includes having a substance on one's person, in one's personal belongings, in one's assigned residential space, vehicle, or any area under one's control. Possession may be actual (direct physical custody) or constructive (the ability to exercise control over the substance, even if not physically holding it). Students are responsible for items in spaces assigned to them or under their control, whether or not they are the owner or user of the substance.*

*\*Individuals may be subject to disciplinary action if you are knowingly present during the following violations.*

- Consumption or possession of alcohol by underage guest
- Consumption or possession in traditional 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.*
- Consumption or possession of alcohol or hard alcohol 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.*
  - *Hard alcohol refers to distilled spirits with an alcohol content greater than 15%*
- Consumption or display 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
- Driving under the influence (DUI) and driving while intoxicated (DWI) either on or off-campus. (BAC above a .08)
- 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
- Manufacturing alcohol without prior written permission for academic purposes from the Provost's Office
- Over possession as defined by Hendrix College
  - *Per person, this includes but is not limited to: quantities over one case (30 - 12 oz. containers) of beer/malted beverage OR two (1 L) bottles of wine OR one (1L) bottle of spirits/hard liquor, OR a reasonable combination of these types, kegs (whether full or empty,) and other common serving containers, etc.*
- Possession of a large common source of alcohol
  - *Example: keg, punches with alcohol, borg, and or similar containers*

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

## Controlled Substance Violations

*\*Possession includes having a substance on one’s person, in one’s personal belongings, in one’s assigned residential space, vehicle, or any area under one’s control. Possession may be actual (direct physical custody) or constructive (the ability to exercise control over the substance, even if not physically holding it). Students are responsible for items in spaces assigned to them or under their control, whether or not they are the owner or user of the substance.*

*\*Individuals may be subject to disciplinary action if you are knowingly present during the following violations.*

- Consumption or possession of drugs by guest

- Distribution, possession, sale, or use of narcotics, hallucinogens, barbiturates, amphetamines, and other controlled substances by sharing, selling, or as defined by Arkansas statutes, except as expressly permitted by law.
- Possession or use of marijuana
- Possession of an amount of marijuana that exceeds personal use
- Possession of drug paraphernalia
  - *This includes pipes, bongs, scales, dab pens, papers, clips, and torches, just to name a few prohibited items.*
- Possession or consumption of illegal drugs
  - *Including prescription drugs that are not prescribed to you*
- 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*

## **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.*

## **Cyberbullying**

- *Definition: 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.*

## **Dishonesty**

- False reporting of an emergency, including false fire alarms and bomb threats.
- 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.

## **Destructive Behavior**

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

## **Disorderly or Disruptive Behavior Violations**

- Aiding or abetting any prohibited conduct
- Access to prohibited areas (roofs, ledges, balconies, etc.)
- Disrupting the peace and good order of the College
- Entering or exiting a building through a window
- 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
- Public urination or defecation
- Tampering with surveillance camera equipment
- Violating visitation or closing hour regulations

## **Event Violation/Unapproved Party**

- Not following the Individual Event Policy (*found on Page 35*)
- An Individual Event is defined as any function or activity, open or closed to the public, that is hosted by a Hendrix Student in their college owned apartment with more than 10 guests.

## **Failure to Comply**

- To maintain an orderly environment, students must show respect for and follow the requests of college officials, including Residential Life Staff and Public Safety Officers, as they carry out their assigned duties. Recurring policy infractions represent a continuous disregard for college policy and may result in enhanced sanctions.
- Not completing assigned mandatory sanctions that were given during an Administrative or College Conduct Council hearing will result in a Failure to Comply Violation and additional sanctions.

## **Fire Safety Violation**

- Tampering with, covering, disabling, removing batteries from, or otherwise misusing fire safety equipment, including smoke detectors, alarms, fire extinguishers, exit signs, and breaker panels. (For additional information please see page 67)

## **Harassing Communication**

- *Definition: Occurs when a student engages in repeated or severe forms of contact: verbal, written, electronic, or nonverbal—that target another individual or group with the intent or effect of intimidating, alarming, humiliating, or significantly disrupting their educational experience or well-being.*

## **Hate Crime**

- *Definition: Any of the following offenses motivated by bias: Murder and Non-negligent Manslaughter, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property*

## **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.*

## **Inappropriate Comment**

- *Definition: Refers to the use of language whether spoken, written, or communicated through digital or physical means—that is offensive, disrespectful, or disruptive to*



*the learning or living environment of the Hendrix College community.*

### **Interfering with Normal Operation of Technology Resources**

- Intentionally interfering with the normal operation of technology resources at Hendrix or on any network accessible from computer equipment at Hendrix.

### **Mail and Packages Violation**

- *All incoming mail and packages must be delivered to the campus mailroom and addressed properly*

### **Residential Life Violations**

- Abandoned personal items in lobby, hallway, or outdoor porch and yard areas (Large items including furniture and grills are not permitted outside of the Hendrix College Apartments)
- Cohabitation
- Escort/Guest policy violation
- Excessive noise (courtesy hours are in effect 24 hours a day)
- Failing to clean up after approved assistance animal, feces, and or urine
- Fire pits, Grills, and Propane tanks (see Fire Pit and Grill policy on page 36)
- Having a guest/visitor alone in your residential space
- Hosting one or more animals in college-owned Residential Facilities that are not approved through the Assistance Animal Program
- Improper checkout from Hendrix housing
- Leaving trash in hallways or common areas
- No pools are allowed; this includes kiddie pools or makeshift pools in pickup beds
- Playing or any inappropriate use of sporting equipment in the hallways, stairwells, or lounges
- Possession of prohibited items
- Removal of Hendrix-owned furniture from residential rooms.
- Room Cleanliness
- Sleeping overnight in the common area
- Smoking or vaping in a Residence Hall building (see Hendrix Smoking Policy on page 41)
- Throwing objects out of windows
- Unapproved animals
- Unauthorized access to closed buildings, construction areas, or no access areas such as rooftops

### **Smoking Violation**

- 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.

## **Theft Violations**

- Theft, attempted theft, including acts of larceny, burglary, breaking and entering, or robbery.
- Possession of stolen personal or College property
- Larceny-Theft
  - *Definition: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.*
- Motor Vehicle Theft
  - *Definition: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.*

## **Vandalism**

### **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.*

## **Weapons and Fireworks Violations**

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

## **Hearing Types and Procedures**

### **Hearing Types**

There are two types of hearing included in the disciplinary system. The Dean of Students Office keeps records of the hearings. These hearing types 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  Life.

- Function: Hear all types of complaints, including sensitive complaints that require a prompt decision, alleged violations and violence.

### **College Conduct Council**

- Eligible Council Members: Three (3) or more faculty members (nominated by 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 conduct 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 violations.

## **Hearing Procedures**

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

### **Administrative Hearings**

Most disciplinary 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 disciplinary 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 the College Conduct Council.

### **College Conduct Council**

College Conduct Council hearings are closed. Once a hearing has begun, entering, and leaving it is restricted by the Chair to support the objectivity and privacy of the proceedings. If the Chair is unable to serve, another faculty member of the committee may be appointed to serve as chair during the hearing.

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. 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 violation, the Administrative Hearing Officer or the College Conduct Council will determine appropriate sanctions. **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 their sanctions based on the severity. (see page 21)

### Not Responsible Statements

If the student in question does not accept responsibility, a College Conduct Council Hearing will be scheduled. Until the hearing, 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 disciplinary 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 disciplinary 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. Disciplinary violations for which a student enters a Statement of No Contest will appear on that student's disciplinary record.

### **Preponderance of Evidence**

A "preponderance of the evidence" standard will be used when a hearing body is determining responsibility. This means that the conduct in question "**more likely than not**" occurred. In the context of a board hearing, the accused student will be found to be responsible for the alleged disciplinary violation if the hearing board, by majority vote, concludes that the disciplinary 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 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 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 CCC hearing process, advisors may accompany a complainant or respondent to any meeting or hearing related to the disciplinary 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 disciplinary 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 Assistant Dean of Students 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 Violation**

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 their designee 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 2 days) - prior to the hearing). Any challenge will be decided by the Dean of Students or their designee for CCC hearings.

### **Jurisdiction of the Student Accountability 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 Disciplinary 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 Accountability process, with the College serving as the complainant. The Student Accountability 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 Disciplinary Violations**

While previous disciplinary 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:

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

### **General Timeline for Student Accountability Hearings**

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

- An alleged incident is reported.
- The Student Accountability Office investigates the allegation.
- The Student Accountability Office determines there is enough information to charge a student with a disciplinary 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 2 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 2 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 contact the Dean of Students Office at least 48 hours (about 2 days) before the hearing.

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

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

## Range of Potential Sanctions

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

### Apology Letter

Student is required to submit a written apology letter. This letter should demonstrate a sincere understanding of how their behavior impacted others and the broader campus community. The apology should acknowledge the specific disciplinary violation, accept responsibility, and reflect on what the student has learned from the incident. It should also include a commitment to upholding community standards moving forward.

### 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.

### 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.

## **Community Service Hours**

Events or activities in which Students provide unpaid assistance to a Hendrix College Office or charitable organization. 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 Director of Student Accountability in the Dean of Students Office prior to the sanction deadline.

## **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.

## **Educational Training**

Project that encourages reflection and demonstration of knowledge.

## **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.

## **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.

## **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.

## **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.

## **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.

## **Other Appropriate Action**

Sanctions not specifically described above that must be approved by the Dean of Students.

**\*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**

### **Appeal of Assigned Sanctions**

If a student accepts responsibility for a violation but wishes to appeal the assigned sanctions, the following process will apply:

1. Prompted by an appeal letter to the Assistant Dean of Students, received within three business days of notification of the finding and assigned sanction(s), the appeal request will be reviewed by the Assistant Dean of Students.
2. If the appeal letter does not suggest alternative sanctions and why they are more appropriate, the appeal will not be considered.
3. The student may be required to meet with the Assistant Dean of Students to discuss the appeal.
4. A decision will be made within five (5) business days of the appeal review.
5. The student will receive a formal letter outlining the outcome of the appeal.

The decision of the Assistant Dean of Students is final and cannot be further appealed.

### **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 Assistant Dean of Students within three (3) business days after a disciplinary 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 Assistant Dean of Students 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 Assistant Dean of Students 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 Assistant 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 Assistant 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 Assistant Dean of Students 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 Assistant Dean of Students, the Appeals Committee, and original hearing boards hearing appeals are final. No appeals of appeals are permitted.

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

The [Hendrix College Title IX policy](#) can be found on our website.

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

Hendrix College encourages the reporting of all Title IX policy violations to the Title IX Coordinator, Danielle Crowell, in person in SLTC 132, by phone at 501-450-1296, by email at [titleix@hendrix.edu](mailto:titleix@hendrix.edu) or by [submit a report](#).

## **Harassment and Discrimination**

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](mailto:humanresources@hendrix.edu).

For more information, please visit the [Title VI website](#)

## **Inclusion Related to Gender Identity/Expression**

Hendrix College strives to ensure that all individuals are safe, included, and respected in their working and learning environments, regardless of their gender identity or expression, including intersex, transgender, agender, and gender diverse students and employees.

Discrimination on the basis of gender identity or expression is not tolerated by Hendrix College. If a member of the Hendrix College community feels they have been subjected to discrimination under this Policy, they should follow the appropriate reporting/Formal Complaint process described herein.

In upholding the principles of equity and inclusion, Hendrix College supports the full integration and healthy development of those who are transgender, transitioning, or gender diverse, and seeks to eliminate any stigma related to gender identity and expression.

Hendrix College is committed to fostering a climate where all identities are valued and create a more vibrant and diverse community. The purpose of this Policy is to have Hendrix College administratively address issues some students and employees, including those identifying as intersex, transgender, agender, and gender diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do Hendrix College's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to Hendrix College's goal of being as welcoming and inclusive a community as possible.

Misgendering is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with a simple apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be.

We all get to determine our own gender identity and expression, but we don't get to choose or negate someone else's.



Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, or gender diverse, their cisgender identity may be something that is in their past, dead, buried, and behind them. To then revive their deadname could trigger issues, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Again, unintentional deadnaming can be addressed by a simple apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, and gender diverse students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- Ensuring all employees equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the Hendrix College community

Hendrix College has set forth specific processes for implementing this Policy through the accompanying Title IX-related procedures found herein.

### **Disability Discrimination and Accommodation Policy**

Hendrix College is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal, state, and local laws and regulations pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

If you have a diagnosed disability and need accommodations, please contact the Office

of Advising & Academic Success by emailing [academicsuccess@hendrix.edu](mailto:academicsuccess@hendrix.edu).

## **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 offices in Miller Center/Student Life in SLTC 133 or email [conduct@hendrix.edu](mailto: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 offices in SLTC 131, or email Dean Banks at [banksa@hendrix.edu](mailto:banksa@hendrix.edu) or contact the Title IX Office by phone at 501-450-1296 or by email at [titleix@hendrix.edu](mailto:titleix@hendrix.edu)

## **Policies**

### **Facilities Policies**

#### **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.

### **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 disciplinary 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.

### **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.

### **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.

### **Repairs and Maintenance**

All repairs or maintenance problems should be reported to Facilities Management. Fill out an [online work order form](#). 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.

### **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 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.

## **General Policies**

### **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 Drugs 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 implement appropriate conduct mechanisms and sanctions for individuals who violate the standards set forth by the Policy; and
- 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.

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 discourages the irresponsible 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 Office of Student Life. 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.

To see all Alcohol Violations, please refer to page  8.

### **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.

### **Animal Assistance 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.

An unapproved animal is considered a pet. 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:

-  \$0 per pet, and Current flea treatment charge (\$80)
- An inspection by facilities and residential life staff will determine additional cleaning/damage/replacement costs attributed to the presence of the pet

The full [Assistance Animal policy](#) on our website. For questions, concerns, or access issues, please contact [AssistanceAnimals@hendrix.edu](mailto:AssistanceAnimals@hendrix.edu)

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:

-  0 per pet, and Current flea treatment charge (\$80)
- An inspection by facilities and residential life staff will determine additional cleaning/damage/replacement costs attributed to the presence of the pet

### **Controlled Substance Policy:**

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 cannabinol (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.

### **Computing**

All [Computing Policies](#) (including the acceptable use policy) can be found on our website. For information regarding the [HelpDesk](#), please visit our website.

### **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.

### **Demonstrations, Protests, and Vigils on Campus**

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 Life Staff 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 Life 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 2 days) before the proposed event to either the Office of Student  or the Department of Public Safety. [Demonstration, Protest, or Vigil Request Form](#) 

### **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.

### **Fire Pit and Grill Policy**

Personal Grills and Fire Pits Strictly Prohibited: The use of personal grills and/or personal fire pits anywhere on Hendrix College property is strictly prohibited. Only fire pits owned and provided by the College, and used in the designated Market Square Village location, are permitted under this policy.

### **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.

### **Individual Event Policy**

Individual Event is defined as: Any function or activity, open or closed to the public, that is hosted by a Hendrix Student(s) in their college owned apartment with more than 10 guests. Individual Events may include but are not limited to birthday parties, cookouts, or themed parties.

On nights when the college is hosting larger social events scheduled for campus (such as but not limited to Shirttails, Robots, Homecoming, Ghost Roast, SOCO54, Winter Formal, Ms. Hendrix, Alumni Weekend, and TOGA) individual events of any kind are not permitted. during the time of the event. The intention is for students to attend the larger event. Scheduling information about these events can be found on the Ad Astra Master Calendar, or from the Office of Student Activities.

Students who are interested in hosting a private event are always welcomed and encouraged to reach out to the office of Residential Life or Public Safety with questions they have about these expectations or any advice for hosting a well-run, safe event.

### **Specific Guidelines**

- Alcohol: Students may host individual events with alcohol served if a Host(s) is 21+. Alcohol cannot be served in apartments where all residents are under 21, but their guests who are over the age of 21 may bring alcohol for their individual consumption. Prospective Students are prohibited from attending individual events where alcohol is present. Hosts of events with alcohol present will share responsibility for guests found committing alcohol infractions as per the Hendrix College Student Handbook. Exceptions may apply in situations that align with the Medical Amnesty Policy.
- Apartment Capacities: The maximum capacity for each apartment unit is 25 people.
- Hours: All individual events must be hosted on either Friday or Saturday night and must conclude by 1am or 9pm if there is a college sponsored event that evening. Individual events that violate these time constraints will be shut down.
- Use of Outdoor Space: No more than 8 individuals per apartment are permitted to be outside of the apartment at any one time during the event. While outside, their volume should be kept to a casual conversation level, none of them should be in possession of (or actively consuming) alcohol, and they are not permitted to be standing in parking lots. Any consumption of

alcohol must be inside of the apartment by individuals 21+. Use of Outdoor Space will not be permitted in Market Square North and East apartments, as the hallways are considered communal spaces for all residents in the building. Hosts are expected to clean up- around the event location by 12pm the day after the event. If damage or facilities clean-up charges are assessed, the residents of the living space will be charged.

Hosts are responsible for the safety of all guests, including Hendrix students and off-campus guests, during their event. If the hosts are unable to ensure this safety themselves, it is their responsibility to request assistance from Residence Life by calling the Apartment Duty Phone and Public Safety at 501-450-7711.

All Individual Events are the full responsibility of the Hosts. Ignoring the guidelines or violating other policies found in the Student Handbook will cause the host(s) to be subject to disciplinary action through the Student Accountability Office. Gatherings that do not meet or exceed ten guests are expected to comply with the guidelines provided above.

### **Mail and Packages**

All incoming mail and packages must be delivered to the campus mailroom and addressed properly (see format below) to ensure a proper chain of custody and timely delivery. 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

### **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, and 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.

### **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.

## **Guest Policy**

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.

## **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](mailto: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. 

### **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 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](http://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.

## **Public Safety Policies**

### **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 in accordance with the Hendrix College Bicycle Policy. [Hendrix College Bicycle Policy & Regulations](#) can be found on our website.

### **Key Management**

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 in accordance with the Hendrix College Key Management Policy. [Hendrix College Key Policy](#) can be found on our website.

### **Security Cameras on Campus**

Hendrix College uses security cameras in public areas to enhance campus safety and security. These cameras are not actively monitored but serve to deter crime and assist investigations. Their use strictly follows all federal, state, and privacy laws.

*Crucially, cameras will never be placed where there is a reasonable expectation of privacy, such as inside individual dorm rooms, bathrooms, or locker rooms.*

Footage is securely managed by Public Safety and is typically retained for approximately 20 days before being overwritten, unless needed for an ongoing investigation. Access to footage is restricted and complies with legal requirements and campus policies regarding student records. Hendrix College [Security Camera Policy](#) can be found on our website.

### **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 and be operated in accordance with the Hendrix College Vehicles and Parking Policy. [Hendrix College Vehicles and Parking Policy](#) can be found on our website.

### **Weapons**

To provide a safe and secure environment for all members of the Hendrix Community, the possession of weapons on campus, as identified in the Hendrix College Weapons Policy, is strictly prohibited. [Hendrix College Weapons Policy](#) can be found on our website.

## **Residential Life: 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).

### 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 disciplinary action, including searches being conducted by Residential Life Staff. For more information, contact your RA or the Residential Life Office.

### **Prohibited Items**

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

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

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

- Candles or other items with a wick, lit and unlit
- Cut Christmas trees or boughs
- Extension cords without circuit breakers
- Firearms, ammunition, Hunting Knives, and fireworks
- Flammable liquids and chemicals
- Incense, lit or unlit
- LED strip lights – Will assess a fee per wall
- Halogen or quartz light bulbs and lamps
- Satellite dishes
- Vertical Dance poles

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 unapproved animals, 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:

-  \$0 per pet, and Current flea treatment charge (\$80)
- An inspection by facilities and residential life staff will determine additional cleaning/damage/replacement costs attributed to the presence of the pet

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

An atmosphere conducive to normal living and studying must be maintained 24 hours a day in all living areas. As 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.

### **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.

### **Academic Integrity Policy**

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

The entire Hendrix College Academic Integrity policy can be found at the following link:

[Academic Integrity Link](#)

## **Student Resources**

### **Concerning Student Behavior**

#### **Prevention & Intervention**

##### **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.

#### **Policy on concerning student behaviors that could lead to harming themselves or others:**

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, -Hendrix College Counselor, Public Safety, Title IX Coordinator and/or Professional Residential Life Staff. These individuals constitute the Student Success and Support Team (S3T). 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 S3T 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 may be referred to off-campus treatment facilities. The Dean of Students Office 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, Campus Public Safety, or an ambulance is to transport the student. Students may be transported to Conway Regional Health System's (CRHS) emergency room for assessment. A member of S3T may 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 Counseling Services, 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, or themselves, 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 Student Handbook.

## Health Risks: Alcohol and Other Drugs

## **Health Risks Related to Alcohol**

Short-term effects of alcohol use include:

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

Long-term effects of heavy alcohol use include:

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

## **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;
- Hallucinogens (LSD, PCP DMT STP, MDMA, Designer Drugs): hallucinations and panic, congenital disabilities, convulsions, coma, death;
- Marijuana and Hashish: confusion and loss of coordination, psychological dependence, lung damage; 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: Each Fall, the College's Residential Education Curriculum requires Resident Assistants to complete one hall-wide or area-wide alcohol educational program during the fall semester. Resident Assistants will work with the professional Residential Life staff, Student Life staff, Student Clubs/Organizations, and/or community members of Conway to plan and present these programs to their residents.

### **Other Education and Awareness Programs**

Other alcohol and drug education and awareness programs sponsored by residence halls, student organizations, and the Office of Student Life 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 Life for further information and assistance.

### **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

## Housing and Residential Resources

### 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 disciplinary action. Assignments are subject to change before the first day of classes.

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 disciplinary 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.

### **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 Business and 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 regarding properly checking out from your respective residential space. You must check out from your space with a member of the Residential Life staff.

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, & 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 25, 2026, through Sunday, November 29, 2026; Halls, Houses, & Market Square South will close on Wednesday, November 25 at 9:00 AM. Spaces will reopen on Sunday, November 29 at 9:00 AM.

### **Winter Break**

Wednesday, December 16, 2026, through Sunday, January 17, 2027; Halls, Houses, & Market Square South will close on Wednesday, December 16, at 9:00 AM. Spaces will reopen on Sunday, January 17, at 9:00 AM.

### **Spring Break**

Saturday, March 20, 2026, through Sunday, March 28, 2026; Halls, Houses, & Market Square South will close on Saturday, March 20, at 9:00 AM. Spaces will reopen on Sunday, March 28, 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.

The Office of Residential Life strives to establish an educational living and learning environment for students to enhance their academic experience. Studies show an increase in diversity awareness, student-faculty interactions, and engagement in collaborative learning by students who live on campus in a liberal arts school. Hendrix is known for its sense of community and our Resident Assistants play an important role in creating supportive communities for their residents by planning hall activities and programs that any student can take part in. The Office of Residential Life strives to ensure residents feel safe to be themselves, explore their identities, and learn and grow together; as well as help new roommates learn how to communicate with each other, share a living space, and build a sense of community responsibility. Students desiring to live off-campus must petition for potential review of off-campus residency status due to having dependent children; living with parents within a 35-mile radius; or be 23 years of age by the first day of classes.

If a student is concerned about the cost of living on campus, they are encouraged to contact the Office of Financial Aid to explore the possibility of an increased financial aid package. Students who, because of a documented disability, need an on-campus housing accommodation(s) should contact the Office of Advising & Academic Success.

Students who file an off-campus petition 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. 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.

### **Returning to Campus Housing 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](mailto:housing@hendrix.edu). The requests will be considered on a first-come, first-served basis depending on the building you have requested and the date and time your name is added to the waiting list. If space becomes available, you will be contacted via email.

### **Unauthorized room changes**

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

### **Housing 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 through Campus Web. Starting Fall 2026, the room selection process will begin near the conclusion of the Fall 2026 semester. The process is divided into three nights based on the year you arrived at Hendrix College (your cohort). Each student within each cohort is randomly assigned a time slot and date. Students will select rooms on their night in time slot and date 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 disciplinary 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. We ask that students work with the Office of Academic Success (located on the 2<sup>nd</sup> floor of the SLTC), to make sure they have any necessary paperwork as well.

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

### **Roommate Preference**

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

### **Roommate Relations**

Roommates who value and exercise mutual respect and consideration for one another are much more likely to have a successful and lasting roommate relationship. An integral part of community living is learning to resolve concerns and issues 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 cannot 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

## **Student Identification Cards**

All students are issued a Hendrix College ID card, which serves as a primary security measure for the campus. These cards are the property of the College and must be carried at all times. Students are required to produce their ID when requested by any College official. To maintain the integrity of our security system, ID cards must not be loaned to or possessed by any other person.

**Residential Access & Safety:** Most residence halls utilize a keyless card reader entry system (excluding College-owned apartments) which remain keyed). The safety and

well-being of the student body depend on the proper functioning of these systems. Consequently, tampering with, disabling, or damaging card readers, motion sensors, or door alarms is considered a grave offense. Students found responsible for such actions will face disciplinary measures.

**Loss or Damage:** ID cards that fail due to normal wear and tear will be replaced free of charge upon return of the original card. However, a \$25.00 replacement fee will be applied to the student's account for cards that are lost, stolen, or damaged through misuse. Replacement IDs can be requested in SLTC 124.

### **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**

Boats, RVs, trailers, campers, or any other vehicles used for recreational purposes are not to be parked on Hendrix College property. Overnight stays in any conveyance or trailer on college property are prohibited without approval from the Department of Public Safety. No trailers, campers, boats, etc. may be attached to a vehicle while it is parked on campus.

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.

## **Quiet Hours**

Residence Life staff work with the hall residents to 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 disciplinary 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.

## **Office of Community and Belonging**

The Hendrix College diversity and inclusion initiatives are led by the Office of Community and Belonging and guided by the Hendrix College Statement on Diversity. The Office for Office of Community and Belonging 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 Dr. Jericka Battle, Associate Provost for Community and Belonging at 501-450-1325,  email [belong@hendrix.edu](mailto:belong@hendrix.edu), visit the office in SLTC 206, or contact Dr. Teresa Garrett, Executive Vice President for Academic Affairs and Provost at [TGarrett@hendrix.edu](mailto:TGarrett@hendrix.edu).

## **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.

## **Supportive Services**

### **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 Dean of Student Office for future students to use in the future. Donations are added to our library inventory. The campus community will be notified every August and January of the available textbooks. Students are to email [crowelld@hendrix.edu](mailto:crowelld@hendrix.edu) to claim their desired textbook. Textbooks are to be returned after use.

## Student Organizations

There are more than 70 student clubs and organizations at Hendrix College for the varied interests of the student body. Such organizations include student government, honorary societies, academic clubs, special interest groups, club sports, and service organizations. Students are encouraged to participate in those activities that offer opportunities for personal, cultural, intellectual, spiritual, and social growth. By becoming involved in the organizational life of the campus, students 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 Office of Student Engagement may grant provisional registration status to the student group until the Committee on Student Life grants final registration of the group. Student Engagement 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 Office of Student Engagement, which will then officially register the organization.

### **Annual Renewal Process**

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

- 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 Life 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 Life, 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.

## Safety Resources

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 David Bugh 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 disciplinary action. For your safety and the safety of others, please follow these guidelines:

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



- Do not allow strangers to enter the residential facilities.
- Escort guests 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 Safety**

### **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:

- Smoking is prohibited in college-owned buildings and on campus. (See Hendrix Smoking Policy  page 41)
- Completely extinguish matches before discarding them.
- Use only UL-approved electrical appliances. Use caution when using these appliances. Do not leave electrical appliances unattended.
- Halogen lamps are not permitted in college-owned housing facilities.

- 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 outside, inside or near 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 disciplinary 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 Life 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.

### **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**

- Axiom Hall – Basement hallway, lower level, south end
- Art Building A – Men's & women's restrooms
- Art Building B – Art A's men's & women's restrooms

- Art Building C – Art A's men's & women's restrooms
- Bailey Library – Snoddy study carrels and northeast stairwell
- Brown House – Stairwells or bedroom closets
- Buhler Hall – Building Closed No Occupancy
- Cabe 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
- Market Square South – First-floor stairway, hallways, bathrooms
- Martin Hall – Lowest floor, 1<sup>st</sup> floor bathrooms
- Miller Creative Quad (Arkansas and Conway Corp Halls) – North and South Stairwells
- Mills Center – Lower floor corridor or lower floor interior space
- Murphy House – Stairs and bathrooms
- 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 – 1<sup>st</sup> Floor Interior Hallway
- Village C Apartments – First-floor stair or apartment bathroom
- Village D Apartments – First-floor stairs, apartment bathroom, hallways
- 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
- › Code Red (to download free service, go to: [www.faulknercounty.org](http://www.faulknercounty.org))
- › Hendrix College Socials
- › Campus Email



# EMERGENCY PROCEDURES WHAT TO DO



## INCIDENTS

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

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



## FIRE

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



## TORNADO OR OTHER SEVERE WEATHER

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



## INTRUDER/ DANGEROUS PERSON

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



## Hendrix Name, Colors, Logo, & Seal

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

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

## Community Contract

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

- 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.
- 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 Technology Services. Students will be held responsible for information communicated via official mediums.
- To contact Technology Services Office , they can be found at 1625 Washington Ave or [helpdesk@hendrix.edu](mailto:helpdesk@hendrix.edu).

- 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.
- 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 disciplinary action.

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