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August 2013

Dear Students,

Welcome to Huntingdon College. I am excited you have chosen to be part of our college’s 159 year history. You will find the Huntingdon community provides a stimulating and challenging academic environment as well as an opportunity to get involved in many diverse activities. As you become part of the Huntingdon community, I hope you will feel a growing sense of pride and accomplishment as you are part of an institution that will challenge you to grow academically, socially, and spiritually.

Huntingdon College has an outstanding reputation for excellence. You will have every opportunity to learn and explore. I encourage you to get involved in the College’s organizations and committees, support your athletic teams, and volunteer for community service programs. Involvement is essential to your success at Huntingdon.

The Student Handbook is designed to be a guide that will help you throughout your college experience. The information contained within will clarify policy, procedure and expectations governing Student Life. We ask that you familiarize yourself with this Handbook and use it as a reference.

I ask for your full partnership in the development of a successful learning environment. I offer my support and the support of the Student Life staff to help you make the most of your Huntingdon experience. Should you have any questions or concerns, please feel free to contact me at the Office of Student Life.

I look forward to being a part of your Huntingdon College experience.

Best wishes for a successful year,

Dr. Frank R. Parsons, Jr.
Vice President of Student Life/
Dean of Students
Huntingdon College Business Hours

Administrative Offices
   Monday - Friday  8:00 a.m. - 5:00 p.m.
   (Summer Hours)  7:30 a.m. - 4:00 p.m.

Follett Bookstore, Roland Student Center
   Monday - Thursday  8:30 a.m. - 4:30 p.m.
   Friday  8:30 a.m. - 2:00 p.m.

Houghton Memorial Library
   Fall and Spring Semester:
      Monday - Thursday  7:00 a.m. - 11:00 p.m.
      Friday  7:30 a.m. - 4:45 p.m.
      Saturday  12:00 p.m. - 4:45 p.m.
      Sunday  5:00 p.m. - 11:00 p.m.

The Coffeehouse
   Monday - Thursday  7:00 a.m. - 11:00 p.m.
   Friday  7:00 a.m. - 5:00 p.m.
   Saturday  Closed
   Sunday  7:00 p.m. - 11:00 p.m.

Julia Walker Russell Dining Hall
   Breakfast: Monday - Friday  7:00 a.m. - 9:30 a.m.
   Lunch: Monday, Wednesday, Friday  11:00 a.m. - 1:30 p.m.
      Tuesday, Thursday  11:00 a.m. - 2:00 p.m.
   Dinner: Monday - Friday  4:30 p.m. - 7:30 p.m.
   Weekend Brunch: Saturday, Sunday  10:30 a.m. - 1:30 p.m.
   Weekend Dinner: Saturday, Sunday  5:00 p.m. - 6:30 p.m.

Print & Mail Services Center, Roland Student Center
   Monday - Friday  7:30 a.m. - 5:00 p.m.
Huntingdon College Honor Code

The Honor Code is founded on the principle that the ultimate responsibility for abiding by the behavioral expectations of the College lies with the student.

As a student of Huntingdon College, I hereby dedicate myself to the principles of Honesty, Integrity, Responsibility, and Stewardship in all aspects of my life.

I will be accountable for all that I say, write and do.

I resolve to keep myself above reproach, realizing that my words and actions impact others’ perceptions of this institution.

I will participate actively in the efforts of Huntingdon College to fulfill its mission of Faith, Wisdom, and Service.

Expectations of Students

All Huntingdon College students are expected to conduct themselves according to the Honor Code values that reflect the commitment of the College community to develop each student’s personal character and positive social attributes. Respect for human dignity – for the rights and views of others regardless of race, sex, religion, sexual preference or social position – manifests the intellectual vision valued by Huntingdon College men and women. All members of the Huntingdon College community have an obligation for the intellectual, social and spiritual development of their fellow students. Their ultimate responsibility is to prepare themselves to work now and in the years ahead, regardless of the personal sacrifice involved, for their own good and for the good of their fellow humans.

It is expected that students coming to the College will participate actively in the endeavors of the College community to reach beyond itself in the care and concern for others through education for service. Students are expected to design, to create, and to participate in educational opportunities outside of the classroom with and for other members of College and the civic community. It is to be clearly understood that the educational process at the College is not limited to, or confined by, classroom activity. The commitment to and the involvement in the educational process at the College means that all aspects of human living are to be viewed as opportunities to teach, to learn, and to grow. It is expected that students clearly understand that while they are enrolled at Huntingdon College, they represent the College. All behavior, therefore, must reflect this reality in the social, civic, educational, and living environments in which they find themselves.

If an individual is unable to function within the College community, demonstrates behavior which is deemed to be physically or emotionally harmful to others or oneself, violates standards of conduct, interferes with the academic progress of other students, and/or is otherwise disruptive to the College community, the College reserves the right to respond accordingly, which may include, but is not limited to any of the following: counseling or psychiatric referral off-campus, disciplinary action, and suspension or separation from the College.
Office of Student Life

Campus Ministries

Campus Ministries welcomes every Huntingdon student to participate in all ministries, programs, and events through their common loyalty and devotion to the Christian faith. Whether you grew up in the church or not, Campus Ministries invites you to come and explore the teachings of Christ while at Huntingdon College.

College is a time of growth and challenge for every student. Huntingdon is a journey of the intellect in conjunction with the spirit. Campus Ministries provides a place of support as students face new ideas about the world around them and creates a safe space for them to question matters of faith. Our mission is that every student will increase his or her faith, strengthen foundational beliefs, define and commit to an incredible calling in life, grow in devotion to Christ, serve others gladly, expand philanthropic horizons, become a life-changing encourager, and cultivate enduring friendships.

Fellowship of Christian Athletes

The vision of FCA at Huntingdon College is to impact the campus and ultimately the world for Jesus Christ through the influence of athletics. Jesus’ teachings are presented through prayer, modeling integrity and sportsmanship, service, teaching, and leadership development. Meetings clarify and commend the Christian life, and small group opportunities are available for life-on-life discipleship. Retreats, conferences, and mission opportunities are also available.

Community Service

As a cornerstone of Huntingdon College, SERVICE is more than a place to go and work; it is an opportunity to have an impact on the people, on the community and on yourself. The Office of Community Service (and the Action & Awareness Committee) offers numerous opportunities throughout the year for students, faculty and staff to have an impact by volunteering at organizations focused upon justice, poverty, and need-based (food, clothing and housing) issues. Community service is an opportunity to simply serve and to learn the lifelong endeavor of assisting others.

The Rev. Brian Smith is the Chaplain and Director of Community Service. His office is located in the Hut office #105. E-mail Brian at bsmith@huntingdon.edu.
Our primary goal is to enhance the quality of campus life for students, faculty, and staff by providing a diverse range of programs and facilities to meet your recreational needs. The Intramural Sports Program normally includes flag football, basketball, bowling, broomball, ultimate frisbee, dodge ball, soccer, softball, tennis and volleyball. The Campus Recreation Adventure Series provides off-campus experiential learning opportunities for students and staff members. Off-campus adventures may include snow skiing, whitewater rafting, camping, hiking, canoeing, professional baseball and football games, and more. Participants can gain a multitude of personal benefits including improved levels of physical fitness and wellness, improved opportunities for social interaction, improved time management skills, the opportunity to engage in a group dynamic setting, and the opportunity for a healthy means of stress relief.

The Tomberlin Fitness Center and the Hawk’s Nest Student Lounge & Gameroom are located in the Roland Student Center. Hours are posted at each facility. The Tomberlin Fitness Center, which is located in the Roland Student Center basement, provides students with treadmills, stationary bikes, free weights, and elliptical machines. A college ID is required at the time of entry. Huntingdon College community members must sign in and sign out with the supervisor at the Hawk’s Nest Front Desk in the Roland Student Center basement. Athletic equipment such as pool sticks, basketballs, and ping pong paddles are available through the Hawk’s Nest Front Desk.

Nick Sheppard is the Coordinator of Campus Recreation. His office is located in the Hut office #101. E-mail Nick at nsheppard@huntingdon.edu and follow Campus Recreation on Twitter @Hawks_Rec.

Student Leadership
The Leadership Initiative is a fun, hands-on leadership experience geared to help Huntingdon College students reach their full potential during their college years both inside and outside the classroom through off-campus overnight retreats, luncheons with local leaders, and other programs and seminars. Participating in the Leadership Initiative fosters students’ development of skills in areas like time management, team dynamics, communication, conflict management, and goal-setting. The Leadership Initiative is an invitational leadership program. After accepting an invitation to participate in the Leadership Initiative, students attend various leadership activities on a course to complete the program’s entirety as a graduate of the Leadership Initiative and Huntingdon College. Though participating in the program itself is by invitation, all Leadership Initiative-sponsored events are open to any and all Huntingdon College students. Previous leadership retreats have included visits and discussions with the leadership teams of Coca-Cola, Alabama Power, and Regions Bank.

Campus Recreation
The Tomberlin Fitness Center and the Hawk’s Nest Student Lounge & Gameroom are located in the Roland Student Center. Hours are posted at each facility. The Tomberlin Fitness Center, which is located in the Roland Student Center basement, provides students with treadmills, stationary bikes, free weights, and elliptical machines. A college ID is required at the time of entry. Huntingdon College community members must sign in and sign out with the supervisor at the Hawk’s Nest Front Desk in the Roland Student Center basement. Athletic equipment such as pool sticks, basketballs, and ping pong paddles are available through the Hawk’s Nest Front Desk.

Nick Sheppard is the Coordinator of Campus Recreation. His office is located in the Hut office #101. E-mail Nick at nsheppard@huntingdon.edu and follow Campus Recreation on Twitter @Hawks_Rec.
Commuter Experience

The Commuter Student Organization (CSO) is committed to providing information, support, and resources to commuter students. Through the CSO, students are exposed to leadership, service, professional, and social opportunities that can help them achieve a well-rounded college experience. The CSO is governed by commuter students who plan events specifically for fellow commuters. The CSO has a Leadership Board that is selected each fall, who advocate for commuter student needs to the College administration and to the Student Government Association. The newly renovated Commuter Student Lounge, located in Pratt Hall, provides an enjoyable space to hangout, watch tv, study, hold meetings, and host various college activities. Most importantly, we want the commuters’ experiences to be more than just a life on the highway. College life is what you make of it, so live every moment by getting involved with the Commuter Student Organization!

Greek Life

There are seven national Greek organizations at Huntingdon College, four for men and three for women. All Greek organizations are under the general supervision of Office of Greek Life, the Panhellenic Council, or Interfraternity Council. Membership is by invitation only through formal recruitment which takes place each fall. The purpose of Greek Life is to create a better student experience through greater involvement in co-curricular activities and leadership opportunities at Huntingdon College. Our mission is to provide an environment that fosters service through civic engagement and community outreach, leadership through campus involvement in other organizations, and scholarship by promoting and rewarding academic excellence.

Greek organizations can be broken down into two ruling bodies: the Panhellenic Council and the Interfraternity Council. The Panhellenic Council serves as the governing body for campus sororities. The council is responsible for setting policies and regulations concerning the sorority system. Panhellenic focuses on fostering friendship, promoting shared values and academic excellence, and pursuing leadership roles within chapters, campus, and the community. The Huntingdon College Panhellenic Council is comprised of an executive board that is selected from qualified candidates representing the three campus sororities.

The Panhellenic Council and its affiliate sororities are members of the Southeastern Panhellenic Association and the National Panhellenic Council.

Alpha Kappa Alpha Sorority, Inc. was founded in 1908 at Howard University and brought to the Huntingdon College campus in the spring of 1999.
Alpha Omicron Pi Fraternity was founded in 1897 at Barnard College and brought to Huntingdon College in the spring of 1975.

Chi Omega Fraternity was founded April 5, 1895, at the University of Arkansas and brought to the Huntingdon College campus in February 1976.

Phi Mu Fraternity, founded in 1852 at Wesleyan College in Macon, Georgia, came to Huntingdon College in April 2008.

The Interfraternity Council (IFC) is the governing body and official representation of the Huntingdon College fraternity system. The council assists chapters by regulating policies established by the College, individual national organizations, and the IFC. In addition to these responsibilities, the IFC provides fraternity leaders with a forum to voice suggestions and ideas to enhance Greek Life. They strive to uphold the mission of Huntingdon College Greek Life by promoting brotherhood amongst chapters, developing and encouraging leadership, and implementing service and outreach within the community. The Huntingdon College Interfraternity Council is comprised of men from its member fraternities and is an affiliate of the Southeastern Interfraternity Conference and North American Interfraternity Conference.

Kappa Alpha Psi Fraternity, Inc. was founded on the campus of Indiana University, January 5, 1911, and came to Huntingdon College in the spring 2008.

Lambda Chi Alpha Fraternity was founded at Boston University in 1909. The Huntingdon College chapter was brought to campus in the spring of 2013.

Sigma Nu Fraternity was founded in 1869 at the Virginia Military Institute and came to Huntingdon College in fall 2008.

Sigma Phi Epsilon Fraternity was founded at Richmond College, now the University of Richmond, on November 1, 1901. The Huntingdon College chapter was established in 1977.

In addition to the Panhellenic and Interfraternity Councils, Huntingdon College Greek Life is also home to two Greek Honor Societies.

Gamma Sigma Alpha exists to recognize and advance academic excellence as a core value of fraternities and sororities. Initiation into this Greek honorary is by invitation only.

Order of Omega is a leadership honor society for members of Greek organizations. Order of Omega recognizes juniors and seniors who have exemplified high standards in the areas of scholarship, leadership, involvement within their respective organization and within the Greek, campus, and local communities.

Lauren Hobbs is the Director of Leadership and Greek Life. Her office is located in The Hut office #107. E-mail Lauren at lhobbs@huntingdon.edu.

College life is about getting involved, meeting new people, learning more about yourself, and making a difference on campus. The Office of Student Involvement promotes student learning through involvement in campus activities. Students have the opportunity to coordinate and implement activities for the whole campus. Whether coordinating Homecoming Week, planning band parties, laying out the College yearbook, or writing legislation for the Student Government Association, there is something for everyone!

The Campus Activities Board (CAB) provides and coordinates student entertainment, activities, and programming for the Huntingdon student body. The Board is selected through an interview and application process during the fall semester and reports to the Director of Student Activities. Members serve for the calendar year, January through December. If you are interested in event planning or always wonder what there is to do on campus, CAB is for you! CAB plans events like Welcome Back Week, the Countess of Huntingdon Ball, the Miss Huntingdon Scholarship Pageant, and much more. Sara Beth Terry is the Director of Student Activities and CAB adviser. Her office is located in The Hut office #106. E-mail Sara Beth at sbterry@huntingdon.edu.

The purpose of the Student Government Association (SGA) is to advocate students’ rights; to facilitate communication between administration, faculty, and the student body; to promote the qualities of justice, leadership, and integrity; and to better the Huntingdon College community and the community in which we live. SGA is comprised of the Executive Board and the Senate, and oversees the class officers and class events. All registered clubs and organizations are welcome to become members of the SGA President’s Council. The President’s Council serves as a roundtable council in which student organizations stay connected to the SGA and the Huntingdon community. Dr. Frank Parsons is the SGA adviser. His office is located in the Hut. E-mail Dr. Parsons at fparsons@huntingdon.edu.

Student Organizations

Student Organizations are just that … organizations for students. There is a group dedicated to almost anything: hobbies, music, sports, and culture, not to forget honor societies, plus organizations connected with majors and careers. And if you can’t find something that suits your needs, start your own organization! Student leaders may contact the Office of Student Involvement for more details about starting a new student organization. You can even apply for funding from SGA as a registered student organization and member of the SGA Presidents’ Council. So get involved today. What is stopping you?
**List of Student Organizations and Student Activities**

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<td><em>The Gargoyle</em> (Student Newspaper)</td>
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<td><em>The Prelude</em> (Literary Magazine)</td>
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**Political Awareness**

- College Republicans
- College Democrats
- Hawks on the Hill

**Religious**

- Campus Ministries
- Fellowship of Christian Athletes
Event Planning Policies

T-Shirt Policy
All organizations and clubs are required to gain approval for t-shirt designs from the Office of Student Life (Director of Student Activities and Dean of Students) prior to ordering and printing, whether or not the College’s name or logo is referenced. T-shirt designs should not denigrate or compromise the integrity or humanity of others. Designs may not use copyrighted material without written permission. T-shirts may not advocate or relate in any way to the consumption of alcohol or drugs.

Off-Campus Activities
The adviser is responsible for the supervision of students participating in an off-campus trip or activity. Advisers are required to attend off-campus activities and are encouraged to select a student coordinator, most often an officer of the organization to assist in the facilitation of the activity or event. Students are commonly asked to stay in groups of at least two people and make specific arrangements for meeting times. Because of a recognized need for the Office of Student Life to maintain information and specifics about the whereabouts of students and access to emergency information during Student Life sponsored trips off-campus, if a student group is traveling off campus for an extended period of time (day trip or overnight), the adviser must provide the following information to the Office of Student Life:

1. The location, name, and address where groups will be throughout the trip.
2. The phone number and name of a contact person at the site (non-Huntingdon; maybe the pastor at the church where you will be sleeping/staying or hotel).
3. The student group leader’s name and cell phone number (if the adviser is not the group leader).
4. A confirmation that the students were asked to take student IDs with them on the trip.
5. Each student MUST sign a liability waiver before traveling (which includes listing a name and cell phone number of the person to be contacted in case of an emergency).

Facility Reservations
Huntingdon College is a residential college designed to provide close proximity to academic activity, administrative support services, and community opportunities. The College’s buildings and facilities are available to students, faculty, and staff under certain conditions. The purpose of the event planning policies is to establish procedures for events sponsored either on- or off-campus by officially recognized student organizations. Failure of a student organization to adhere to these policies may result in the cancellation and/or limitation of the event. exceptions to these
The Huntingdon College Event Planning Form can be downloaded from the College Web site at www.huntingdon.edu or picked up in the Office of College Travel and Event Planning or the Office of Student Life.

### Event Planning Procedure

Once the initial inquiry has been made with the Office of College Travel & Event Planning, and it has been determined that the space is available for the hour(s) and day(s) requested, the Facilities and Services Request Form must be completed and submitted to the Office of College Travel & Event Planning, Wilson 113. The completed Form is then submitted to the Institutional Effectiveness Committee for consideration. Once the request has been reviewed and approved by the I.E. Committee, the contact person listed on the event form will be notified via e-mail by the Office of Travel and Event Planning. An event is NOT officially approved until the confirmation e-mail is received by the contact person.

- Changes to your Event Planning Form after submission must be cleared by the Office of College Travel and Event Planning.
- The organization adviser is responsible for being in attendance from the start of the event to its conclusion for all off campus events.
- For events held on- and off-campus, the organization adviser shall ensure that student ID cards are checked prior to admission. For public events, all guests must be able to provide proper identification.
- Individuals who have been denied entry or re-entry will not be permitted to congregate outside the event.
- Campus Security, with consultation of the organization adviser and Dean of Students, shall have the authority to monitor and to terminate an event in the interest of personal safety and the protection of College property. It shall be the duty of those responsible for the event to cooperate with and assist Campus Security and/or other College officials if the event is closed.
- Any event involving the raising of funds by a student organization must receive prior approval from the VP for College and Alumni Relations.
- Student organizations shall be responsible for the cost of repairing any damage to any facility incurred during the event and repairing or replacing any equipment damaged during the event.
- Don’t forget to send an e-mail request to helpdesk@huntingdon.edu one week prior to your event. This request should include any technology, setup, or special needs.
- Notify the Office of Communication to get the word out about your event. Include the date, time, place, sponsoring organization, purpose of the event, who may attend, and any other details as applicable. Send information by e-mail, once the event is approved, to Su Ofe at ofe@huntingdon.edu.
Student Resources

Center for Career and Vocation
located in the Office of College and Alumni Relations, Flowers Hall 217

A vocation is more than a job—it is an expression of your life’s calling. The Huntingdon CCV assists students, alumni, and employers in finding where individual skills, knowledge, and talents meet the world’s needs.

No matter where you are in your career development, the Center for Career and Vocation (CCV) has something for every freshman, sophomore, junior, and senior. From helping you decide on a career path to assisting you in securing an internship/job or graduate school admittance, we can contribute to every student’s success. The CCV is committed to empowering you to develop career goals, skills, experience, and professional contacts.

CAREER DEVELOPMENT
• Career coaching
• Graduate school advising
• Resumé & cover letter review
• Job search preparation
• Occupational information
• Online career assessment
• Mock interviews
• Company research

EMPLOYMENT SERVICES
• Internships or course credit
• Part-time & seasonal jobs
• Full-time jobs after graduation
• Graduate school listings
• Referrals to employers
• Job and graduate school fairs
• On-campus interviewing
• Online job/internship/resumé posting

EDUCATIONAL WORKSHOPS
• Resumé development
• Career planning
• Applying to graduate school
• Professional networking
• Interviewing skills
• Business etiquette
• Job search strategies
• Etiquette dinners
• Major-specific workshops
• First year on the job
The reasons all residents are required to be on a meal plan are as follows:

- The College believes that the health and wellness of students is jeopardized when students are not required to be on the meal plan, because individual Residence Hall rooms are not equipped with sufficient facilities to provide a proper diet.

- The College believes it is in the students’ best interest (developmentally) to be actively involved in the College community and social activities.

- The College believes that the Dining Hall is a vital part of student socialization and personal development.

The Julia Walker Russell Dining Hall provides meals at regularly scheduled times for members of the College community and their guests. ARAMARK Dining Services coordinates the food service program for Huntingdon College. All students living in College housing are required to purchase one of the College’s board plans – *choice of the 19 flex plan, the 15 flex plan, or the 10 flex plan*. Commuter students may purchase 50 meals with 25 flex points. Meal plan types may be changed during the first week each semester.

- **19 “Flex” Meal Plan** - provides students with all 19 “all-you can-eat” meals served in the campus dining hall each week, plus $50 or “points” to spend during the semester.

- **15 “Flex” Meal Plan** - provides the student with any 15 of the 19 “all-you-can-eat” meals served in the campus dining hall each week, plus $150 or “points” to spend during the semester.

- **10 “Flex” Meal Plan** – provides the student with any 10 of the 19 “all-you-can-eat” meals served in the campus dining hall each week, plus $200 or “points” to spend during the semester.

*Points can be used either to purchase extra meals in the Dining Hall (in case all meals are eaten some week or you wish to buy a friend a meal) or to purchase individual items in the Coffeehouse. The cost of each item purchased in the snack bar or the cost of a meal in the Dining Hall will be deducted electronically from the student’s account when his or her student ID is run through the computer scanner. Points must be used during a given semester as they are not refundable.*

Instead of paying cash in the Coffeehouse or Julia Walker Russell Dining Hall, students may purchase additional dollars or points to use off their ID cards. The cost of a meal in the dining hall or the cost of each meal purchased in the Coffeehouse is deducted electronically from the student’s account when the meal card (student ID) is run through a computer scanner. Note that resident students may purchase additional dollars or points in addition to, but not as a substitute for, the required meal plan.
You may add money at any time, but all money in your account must be used before the last day of the final exams in the spring semester. The following policies exist to maintain a proper atmosphere for dining, controlling waste and unnecessary expenses, and to ensure quality service.

**Huntingdon Dining Additional Upgrades**

In addition to the meal plans, a student may purchase additional dollars in the form of a “Silver, Gold, or Platinum Upgrade.”

- **The Silver Plan**
  - 100 dollars of Declining Balance and 4 guest meals*

- **The Gold Plan**
  - 200 dollars of Declining Balance and 10 guest meals*

- **The Platinum Plan**
  - 300 dollars of Declining Balance and 12 guest meals*

The Guest meals are per semester and DB is non-refundable.  
*You can swipe the guest in at no extra cost.

• The magnetic strip on the student’s ID will be activated for meal use only after the student has cleared the Business Office. This card is to be used only by the student pictured on the ID.

• Anyone without a valid meal card must pay cash for a meal when going through the serving line.

• Anyone who does not have a valid meal card (validated student ID for meals) or who does not pay at the door, may not pass the “Greeter” at the entrance to the dining hall, but may sit in the designated area by the greeter.

• Patrons are encouraged to use the main foyer entrance doors to the Dining Hall. The use of non-designated entry doors is strictly prohibited.

• Food or drink served in the dining hall must be eaten in the dining hall.

• Students needing sick trays must first contact a member of the residence hall staff for authorization.

• Food and/or drink will be served in the dining hall only during service hours. Scheduled hours may be changed from time to time to accommodate special college events. Such changes will be posted well in advance of the date in question.

• Continuous dining is offered Monday through Friday immediately following regularly scheduled breakfast, lunch, and dinner times. Any food eaten
during continuous dining times will be treated as a meal and deducted from the student’s valid meal card.

- Dinnerware (plates, glasses, silverware, etc.) is to remain in the Dining Hall. Removing dinnerware from the dining hall is considered theft.

- Personal misconduct, which tends to distract from the proper atmosphere of the dining hall, such as deliberate wasting of food or utensils, or misuse of other equipment, is unacceptable. Throwing food is considered disorderly conduct.

- Students must wear proper attire, including shoes and shirts, to all meals. The Director of Dining Services, or his or her designee, may refuse to serve anyone whom he or she thinks is not appropriately dressed.

- Anyone wishing to post signs in the main dining area should first secure permission from the Director of Dining Services.

The Dining Hall management reserves the right to implement procedures necessary to enforce these policies. Although the Director of Dining Services would prefer to handle all violations of Dining Hall policies internally, individuals who present persistent problems will be referred to the Dean of Students and/or Judicial Board for appropriate action.

### Disability Services

Huntingdon College complies with the provisions of the Americans with Disabilities Acts (ADA) and section 504 of the Rehabilitation Act of 1973. Any student who has a documented physical or mental impairment that limits one or more major life activities is expected to present that documentation to the Disabilities Intake Coordinator so that steps can be taken to provide reasonable accommodations for each student on a case-by-case basis. It is the student’s responsibility to initiate any request for reasonable accommodation.

To initiate the process of obtaining reasonable accommodations, a student must contact the Disability Services Intake Coordinator at disabilityservices@huntingdon.edu or 334.833.4577.

The Disabilities Intake Coordinator serves as the documenting agent for students with special needs. After documentation has been received and an initial conference has occurred with the student, the documenting agent will present the request to the Disability Services Coordinator who then presents the information to the Disability Services Committee. The accommodations and resources for the student will be based on the recommendations in the documentation. The student is expected to take an active role in communicating with his/her faculty members regarding the acquisition of reasonable accommodations.

For more information, contact Ms. Camilla Irvin, the Disabilities Intake Coordinator, at 334.833.4577 or Dr. Lisa Dorman at 334.833.4465.
Houghton Memorial Library

Hours for fall and spring semesters
Monday – Thursday 7:30 a.m. – 11:00 p.m.
Friday 7:30 a.m. – 4:45 p.m.
Saturday 12:00 noon – 4:45 p.m.
Sunday 5:00 – 11:00 p.m.

The Library offers a variety of study/reading spaces for students and collections that include traditional print, electronic and film, as well as a number of events (such as a student Halloween dinner and The Salon, a reading series in cooperation with the Department of Language & Literature). The library faculty and staff are available to assist you in your use of the library collections and services, including making appointments for one-on-one research assistance sessions. The library also publishes LibGuides, online research guides, to help students in their research.

Students are required to present a current Huntingdon student ID to establish a user account at the Library, and new students are encouraged to do this early as only those students with library accounts can access many of the electronic resources when away from campus. Students may have as many as ten (10) items checked out at a time. Books check out for up to four weeks. Films can be checked out for up to three days. Payment for fines and lost/damaged books must be paid prior to the end of the semester at the library. Students may, upon receiving the proper sticker for their College ID from the circulation desk at the Huntingdon library, check out materials from the libraries of Auburn University-Montgomery, Alabama State University, Troy University-Montgomery, and Faulkner University. When doing so, students are subject to the policies and procedures of that library.

For a complete copy of general library policies and procedures, and for information on and access to many of the Library’s collections and services, please consult the library’s Web site at http://library.huntingdon.edu. You can also find the library on Facebook by searching for “Huntingdon College Library.” By becoming a fan you can receive updated notes on new resources and services, events, and other items of general interest from Frank, the library’s resident ghost.

The library houses the archives and special collections of Huntingdon as well as those of the Alabama-West Florida Conference of the United Methodist Church. Hours for the archives are primarily Monday-Friday, 8:00 a.m. – 5:00 p.m.

Located in the basement of the library is the Coffeehouse, operated by the College’s dining service. Coffeehouse hours do not necessarily coincide with those of the library. Before taking library materials into the Coffeehouse, materials should be properly checked-out at the library circulation desk.
The success of every student is the focus of everything we do.

The Staton Center for Learning Enrichment, located on the first floor of Jackson Home, provides academic services for students.

Student Health Services
located in The Hut

The Student Health Office is located in the Hut and provides a registered nurse to assist students with health care and counseling needs. Hours are posted each semester. The nurse makes referrals for students who require medical care from a physician. The College assists students in securing a physician or hospital admission. Physician and/or hospital fees are the responsibility of the student. All students who take prescribed medication or who have allergies to medication are strongly urged to wear medical identification warning bracelets. Flu shots are normally available for a small fee beginning in October each year.

Counseling services are available with arrangements made through the Student Health Office. Anxiety, depression, substance abuse, relationships, loneliness, stress and time management are common concerns of students seeking counseling. Assistance will be provided to meet the medical, emotional and psychological needs of all students. The Student Health Office works closely with local primary care physicians, therapists/counselors, psychologists and psychiatrists to ensure care for students.

Each semester confidential and anonymous screening for mental health issues, including problems with alcohol and eating disorders, are conducted.

Camilla Irvin, R.N., is the Director of Student Health Services and the Intake Coordinator for Disability Services. Her office is located in The Hut office #112. E-mail Camilla at cirvin@huntingdon.edu.

Insurance

Students enrolled in 12 credit hours or more in any one semester are required to submit health insurance documentation. Students are required to comply with any and all federal and/or state laws regarding the maintenance of health insurance. Students are strongly urged to have medical, accident, hospitalization and health insurance from a reputable provider. Huntingdon College is not responsible for students’ health-related expenses. Information regarding health insurance is available in the Office of Student Health and Wellness.
Student Publications

Bells and Pomegranates is the Huntingdon College yearbook. The editorial staff is dedicated to producing a yearbook that commemorates the school year at Huntingdon College, which includes daily life, special events, student organizations, the students, faculty, and staff. All students who are interested in celebrating and recording the essence of Huntingdon life through the production of the annual yearbook should consider joining the Bells and Pomegranates staff. Interested students should see the Director of Student Activities, Sara Beth Terry.

The Gargoyle, the Huntingdon College student newspaper, has a two-fold purpose. First, it serves as an instructional tool, providing practical experience for students interested in journalism. Second, it reflects plurality of thought and action in the College community by offering news of interest and significance to its readers and by presenting a forum for the exchange of opinion and information. Interested students should see the Office of Student Life in the Hut.

The Prelude is Huntingdon’s literary magazine, featuring selections of art and creative writing submitted by students and faculty. The magazine is edited by a student editor, selected by The Prelude adviser and the faculty of the English program, according to current standards of literary merit. The Prelude serves the academic community by providing students with an opportunity to express in literary form their feelings and ideas. The Prelude offers to the College community a stimulating and provocative representation of student writing and encourages the free exploration of originality and significance through the celebration of the life of the mind. Interested students should see the Office of Academic Affairs in Flowers Hall.
Mail Services

Every full-time day student—resident or commuter—at Huntingdon is assigned a campus mailbox and given a mailbox key for access to the box. College mailboxes are located in the Catherine Dixon Roland Student Center lobby, near the corridor for the Huntingdon Bookstore and the College Print & Mail Services Center. Check your box regularly, as this is one of the official means of communication for Huntingdon students. You will receive your box number and key when you check in as a new student.

The Print & Mail Services Center is staffed by Huntingdon employees and student workers. The Print & Mail Services Center receives mail, packages, and faxes. Mail is distributed to mailboxes daily. Packages are logged in and available for pick-up in the Print & Mail Services Center during regular hours. Faxes are received by the campus fax machine and placed in the mailboxes as they are received.

The Print & Mail Services Center will also send mail or packages out via the U.S. Postal Service, United Parcel Service, and FedEx. Prices are determined by the carrier used.

Students may check their mailboxes anytime the building is open.

Mailing Address

Your mailing address at Huntingdon College is:
Your Name, Campus Box Number ____
Huntingdon College
1500 E. Fairview Avenue
Montgomery, AL 36106
Graduates

Graduating students must turn in their keys and provide a forwarding address to the Print & Mail Services Center staff. Graduates who do not return their keys will be charged a fee of $50, which will be refunded if the key is returned within 60 days. The graduate’s mail will be forwarded for 90 days from the date of Commencement.

Upperclassmen

Students returning in the fall may have their mail forwarded during the summer months by turning in their keys and providing a forwarding address. Mail will stop being forwarded the Monday before classes start in the fall semester. The student will then need to go by the Print & Mail Services Center and pick up his or her key.

Key Loss

The charge for a replacement key is $50. The student must pay this fee to the Business Office before a new key will be issued. Show the receipt to the Print & Mail Services Center so that a new key may be ordered.

Withdrawing Students

Students who withdraw from the College must turn in their mail keys before leaving campus or be charged $50. Keys can be returned for credit, but must be returned within 30 days from the withdrawal. After 30 days, no credit will be given. Keys may be returned to Residence Life, the Print & Mail Services Center, or the Office of Student Financial Services.
Print & Copy Services

The Print & Mail Services Center offers black-and-white and color printing and copying and is able to print your documents directly from either e-mail, USB flash drive, or CD. The following software is supported: Adobe PageMaker, Adobe PhotoShop, Microsoft Excel, Microsoft PowerPoint, and Microsoft Word. These service are available to students, faculty, and staff.

Email

If you choose to email a document, attach the file to an e-mail and send to printshop@huntingdon.edu. In the body of the email include the following:

- your name;
- account number, if you are faculty or staff;
- account name, if you are faculty or staff;
- number of copies;
- stapled;
- collated;
- paper color;
- special instructions.

Students must pay at the time of pick-up.

Prices per printed page:
- Black ink on white paper, $.05
- Black ink on color paper (colors subject to availability), $.07
- Color ink on white paper, $.30 per page

In addition:
- Comb binding is available at the cost of $1 per booklet.
- Laminating is available at a cost of $.50 per foot.
- Single pages can be folded at a cost of $.01 per sheet.

Supplies

The Print & Mail Services Center stocks paper and ink cartridges that can be purchased by check or cash. The Print & Mail Services Center carries a variety of paper colors and ink cartridges. If you have a need for a paper color or ink cartridge not stocked in the Print & Mail Services Center, some supplies can be ordered. See the Print & Mail Services Center for more information.
I. Introduction
This is the policy for the personal and public access computing resources at Huntingdon College. The policy reflects the ethical principles of the College community and indicates, in general terms, what privileges and responsibilities are characteristic of the College computing environment.

II. General Policies
Computer use is an essential part of many activities at Huntingdon College. The general policies regarding the resources provided by Huntingdon College are outlined below.

Access - Access to Huntingdon College computing resources will be provided to all members in good standing of the Huntingdon College community.

Availability - Huntingdon College computing resources are available to users with as few interruptions as possible. Public access areas are generally open on a first-come, first-served basis during the regular school year. Shorter hours may be in effect during holidays and summer terms. Please reference Houghton Memorial Library hours.

III. Security and Censorship
Anyone who uses a computer should be aware that the information stored in it is inherently insecure and that shared computing facilities presents security and confidentiality hazards that do not occur on a computer controlled solely by the user.

Censorship - Free expression of ideas and free access to the ideas of others is central to the academic process. System administrators are not censors and will not remove, because of its content, any information from computers unless the administrator finds that:

- The information involves illegality [e.g., material that violates copyright laws, federal pornography laws, or licensing agreements], or,
- The information endangers or impedes computing resources [e.g., a computer virus, worm, spyware or other destructive or intrusive program]. System administrators may remove any information defined above.

IV. Responsibilities of the User
Access to Huntingdon College computing resources is a privilege to which all Huntingdon College faculty, students, and staff are entitled, much like the privilege of using the resources of the Houghton Memorial Library. Certain responsibilities accompany this privilege; understanding them is important for all computer users. These responsibilities are described below:

Computer Users’ Privileges and Responsibilities for Huntingdon College Computing Resources
**Institutional Purposes** - Huntingdon College computer resources are provided for the support of College-related activities. Use for academic purposes (such as for the preparation of class assignments) is primary; other use (such as for campus organizations) is secondary. Reasonable personal use (e.g., for Internet surfing or game playing) is allowed provided it does not tie up resources needed for College-related work or unreasonably interfere with such work. Use for business purposes, for private gain, or for an activity unrelated to the College is prohibited. Any computer or network device not supplied by the College must be approved by the Technology Services staff before use on the College network.

**Security and Confidentiality** - The user is responsible for correct and sufficient use of the tools provided by each computer system for maintaining the security and confidentiality of information stored on it. For example:

- The user is ultimately responsible for the security and confidentiality of information stored in his or her computer.
- Computer passwords are assigned to individual users and are not to be shared with others.
- The user must not reveal his/her password deliberately or inadvertently, and must change it if there is reason to believe it has been compromised.
- The user is responsible for understanding the level of protection each computer system automatically applies to files and must supplement it, if necessary, for information the user deems sensitive.
- The user must be aware of computer spyware, viruses and other destructive programs and must take all reasonable steps to avoid being their victim or unwitting vector, including ensuring that all software programs used for protection (anti-virus, antispyware, firewalls) are updated on a regular (i.e., daily or weekly) basis.

**Legal Usage** - Huntingdon College computing resources may not be used for illegal purposes including, but not limited to:

- Intentional or negligent destruction or damage to equipment, software, or data belonging to the College or to other users.
- Intentional or negligent disruption or unauthorized monitoring of electronic communications.
- Unauthorized downloading or copying of copyrighted material (e.g., using peer-to-peer software to download illegal copies of music, motion pictures or software).
Ethical Usage - Computing resources must be used in accordance with the high ethical standards of the College community. Examples of unethical use follow; some of them may also be illegal.

- Unauthorized use or disclosure of computer access codes.
- Net abuse: intentional use of computer facilities in ways that unnecessarily impede the computing activities of others. This includes the unsolicited e-mailing of the same message to a large number of individuals (spamming).
- Using the computer facilities for private purposes or for personal profit.
- Academic dishonesty (plagiarism, cheating.)
- Violation of software license agreements.
- Violation of Huntingdon College computer usage policies and/or regulations.
- Violation of another user’s privacy.

The ethical standards of Huntingdon College demand the practice of collegial computing including:

- Being sensitive to the public nature of computing facilities, even in the residence halls, and taking care not to deliberately display in such locations images, sounds, or messages which could create an atmosphere of discomfort or harassment for others.
- Refraining from intentionally transmitting to others at any location inappropriate images, sounds, or messages which might be reasonably considered harassing.
- Refraining from overuse of campus computer resources including printing facilities or network capacity.
- Respecting the rights of other users by avoiding disruptive behavior.

Information in electronic form must meet the same standards for distribution or display as if it was tangible. Users are free to publish their own opinions, but must not attempt to falsely attribute them to others. The creation, alteration, or deletion of any electronic information contained in, mailed to, or posted to, any computer or network will be considered forgery if it would be so considered on a tangible document or instrument.

Internet-based social networking services such as Facebook, Twitter, and Instagram allow high school and college students to create new communities and to make choices about their own identities as they post information on the Web. The freedom to participate in these forums does not suggest that one can make choices without being aware of issues of civility and educational purpose. Because we live in a society in which expression is judged in legal, policy, and personal ways, it is important to remember that even the most innocent expression can have unexpected consequences. Once personal information, pictures, and video clips are posted on the Internet, that information remains available on the Web.
Huntingdon College students are expected to conduct themselves in a manner befitting the College’s Honor Code in all educational and social arenas, including those on the Internet.

V. Huntingdon College Peer-to-Peer File Sharing Policy

“Peer-to-peer” computer software allows the end user to download and share music, movies, images, software, video, etc., with other users running the same software anywhere on the Internet.

Because almost all of the content shared by “peer-to-peer” applications is in violation of the Digital Millennium Copyright Act (DMCA), and in most cases in violation of numerous copyright and federal pornography laws, and because they are a violation of Huntingdon College policy by saturating and monopolizing campus network resources with illegal activity, these applications are prohibited on the Huntingdon College Internet network. This means that:

- Peer-to-peer file sharing applications including, but not limited to, Kazaa, Kazaa Lite, LimeWire, Ares, BitTorrent, and others, may not be installed or used on any Huntingdon College computer or allowed for use over the College’s network. This includes all computers owned by the College (the Huntingdon Plan computers), whether used on- or off-campus, as well as any student-owned computers on the Huntingdon College network.

- The Huntingdon College Technology Services staff will, in order to ensure compliance with Huntingdon College policies and federal and state law, require that the prohibited software be removed from any computer attached to the Huntingdon College Internet network, or that the computer be permanently disconnected from the network.

- To perform their assigned duties, Huntingdon College Technology Services staff installs and maintains software on all student computers that are connected to the campus network, which allows Staff to remotely troubleshoot connected devices and to ensure compliance with Huntingdon College policies. Violators of this policy will be subject to disciplinary action in accordance with current Huntingdon College disciplinary policies.

VI. Sanctions

Violations of the policies described in this document for legal and ethical use of computer facilities will be dealt with seriously. Violators will be subject to the normal disciplinary procedures of the College, which may result in, among other possible sanctions, suspension of Internet access or computing privileges.

VII. Acknowledgments

This document is modeled upon and portions are, with permission, taken from Computer Users’ Privileges and Responsibilities, a publication of University Computing Services, Indiana University, Bloomington, copyright 1993 by the Trustees of Indiana University. Portions are adapted from 1992-1993 Guidelines for use of Campus and Network Computing Resources, Princeton University.
Residence Life

Huntingdon College is a community built through student, staff, and faculty interaction in and outside of the classroom. Learning happens in the classroom, at campus events, in the coffee shop, on a sports field, and in the residence halls. Residence Life strives to provide students with opportunities for growth through creating a welcoming, educational, and safe atmosphere. Building this community is very important to Huntingdon College, and that is why we encourage all students to live on campus.

As members of the residence hall community, students are offered living and dining facilities, staff oriented toward student development, and the services of any number of College officials. Academic achievement and personal development of our residents are established objectives of the residence life program. The happiness and success of the students depends largely on their willingness to accept the responsibilities defined by themselves, the College, their fellow students, and their parent(s)/guardian(s).

Residence Life Staff

Huntingdon College is committed to providing a positive living experience for every student within our residence halls. Members of Residence Life staff are trained professionals and paraprofessionals who care about the quality of student life.

Director of Residence Life – The Director of Residence Life is a full-time Student Life professional who directs and oversees the Residence Life program. He/she manages each residence hall and the Residence Life staff. The director, along with the Dean of Students, coordinates the disciplinary process for residential students who do not meet the standards in the Huntingdon College Student Handbook and the Residence Life License Contract. Sandra Hall is the Director of Residence Life. Her office is located in The Hut office #104. E-mail Sandra at shall@huntingdon.edu.

Residence Director – Residence Directors are full-time Student Life professionals who live in the Residence Hall, manage the Resident Assistants and oversee resident development. RDs are available to residents during normal work hours in the Hut and at night through an on-call system. Residence Directors assist in the coordination of disciplinary procedures for residential students who do not meet the standards in the Huntingdon College Student Handbook and the Residence Life License Contract. Sandra Hall, Nick Sheppard, and Taylor King are Resident Directors on campus. Their offices are located in The Hut.

Resident Assistant - Resident Assistants (RAs) are selected students who have demonstrated, through their personal attitudes, actions, and academic performance, an understanding and acceptance of the mission and goals of Huntingdon College. Upon selection, RAs are trained to assist students with the transition into college life by helping students utilize the resources around them and by providing support for students. The goal of an RA is to maintain
an atmosphere conducive to achieving academic success. Resident Assistants are educators promoting student responsibility, dignity, and accountability, as well as maintaining College policy, mediating roommate and resident conflicts, and acting as a resource for all residential students. They serve the Huntingdon College community as role models, leaders, teachers, and key communication links between resident students and administration.

Residency Requirement

Though we strongly believe in the residential component of Huntingdon College, we understand there are some circumstances under which students would like to apply for off-campus living. Authorization to live off-campus is approved or denied at the discretion of the Housing Committee. Students applying to live off-campus must fill out the Off-Campus Request Form and submit appropriate paperwork to the Office of Residence Life in The Hut. Students applying to live off-campus must meet one of the following criteria:

- Student lives in his/her primary residence with parent(s)/guardian(s) within 60 miles of the College
- Student is 21 years of age by August 1st of the year for which he or she is applying
- Student has over 90 academic hours by August 1st of the year for which he or she is applying
- Student is married
- Student is pregnant

Students who have been approved to live off campus must notify the Office of Residence Life of any and all changes to their housing situation. (ex: student is approved to live off campus with their parent or legal guardian. A year later the student decides to get an apartment.) It is the inherent responsibility of the student yearly to report any changes to their living situation. Failure to report a change to the student's residency to the Director of Residence Life (via email or letter) will result in the student being held financially responsible for the cost of room and board for the semesters that they have been in violation of the off campus policy.

Period of Occupancy

The Housing Contract is a contract with the College and student for both fall and spring semesters, unless the student is released from housing by the College. Fall semester housing will extend from the assigned move-in date through 24 hours after the student’s last exam. Spring semester housing will extend from 1:00 p.m. Sunday before classes start through 24 hours after the student’s final exam. The College is not able to accommodate students arriving ahead of published opening dates or remaining after published closing dates. The residence halls will be closed:

- Thanksgiving: from 9:00 a.m. Saturday before Thanksgiving through 1:00 p.m. Sunday after Thanksgiving.
- Spring Break: from 9:00 a.m. Saturday before Spring Break week through 1:00 p.m. Sunday after Spring Break week.
- For graduating seniors and those required to participate in the graduation ceremony, occupancy in the residence halls may be extended until 9:00 a.m. on the day following the graduation ceremony.
Students who are admitted to Huntingdon College, are between the ages of 17 and 24 (exceptions to this age limit may be made by the Dean of Students) and who are full time students (12 hours or more) may request College housing. Any student who drops to less than 12 academic hours, who leaves the College due to disciplinary reasons or who withdraws from the institution shall be required to vacate the room, remove all personal belongings and return their key & access card within twenty-four hours of such action being taken.

Married Student Housing

Huntingdon College does not provide housing for married students unless the spouse is living outside the Montgomery area. Married students are encouraged to find a local apartment or house.

Eligibility for Housing

Loss of Residence

When the College perceives that a student does not meet the “Expectations of Resident Students,” the privilege of residency in College-operated housing may be withdrawn. Usually such a withdrawal occurs within the following guidelines:

- The residency privilege may be immediately withdrawn for a violation of or failure to cooperate with fire and safety regulations, guidelines, or directions.
- The residency privilege may be immediately withdrawn as a result of any behavior which is deemed to be physically or emotionally harmful to others or to oneself.
- The residency privilege may be immediately withdrawn as a result of previous warning or probation regarding guidelines or regulations.
- The residency privilege may be withdrawn for undermining the atmosphere of the residence hall.
- The residency privilege may be withdrawn from students who fail to make a positive contribution to the Residence Life program.
- Repeat violations of College policies can result in a withdrawal of the residency privilege.
- Regular attendance in academic classes is mandatory in order to remain in Huntingdon College housing. A student who fails a class during the semester due to absences is subject to immediate removal from the residence hall.
• The Dean of Students may, at any time, inform the student that the privilege of residency in the residence program has been withdrawn.

*If residency is withdrawn the student must vacate within 24 hours of notice, unless otherwise indicated. However, if in the judgment of the Residence Life staff, the Director of Residence Life may determine that vacancy must be at the time of verbal notice.

Room and Roommate Assignments

• Rooming assignment order for incoming students is based on the date the housing deposit is received.

• Space is limited in the residence halls. Assignments are thus made with priority to (1) first-year students (reserved freshmen housing), (2) upperclassmen who meet the housing requirement and participate in Room Draw by submitting their housing intent forms, (3) upperclassman students who do not complete their housing intent forms and who are still required to live on campus.

• For returning students who apply by the deadline, housing assignments will be prioritized and designated on the basis of the student’s class standing (senior, junior, sophomore, and freshman).

• Every effort is made to honor a resident’s preference for roommate, room type, and location; however Huntingdon College does not guarantee the type or location of residence and/or roommate requests.

• Those students requesting a single room will be accommodated to the greatest extent possible based on the information provided. The assignment of single rooms will be provided on the basis of availability and the student’s class standing. Requesting a single room does not guarantee a single room will be granted.

• Entering freshmen will be housed together and must remain in housing in that area throughout their first year.

• A room reserved but not claimed by 6:00 p.m. the first day of class will be cancelled unless Residence Life is notified of the student’s late arrival.

• The Office of Residence Life reserves the right to assign applicants and students to available space and, in its sole discretion, change such assignment at any time throughout the term of the Residence Life License Contract.

• The College reserves the right to deny assignment to any student.
**Roommate Conflict / Room Changes**

Roommates may disagree about cleaning, noise levels, visitors, and much more. Residence Life encourages students to treat others with the same respect they would like to receive. Roommates are encouraged to discuss disagreements as adults and try to work through the matter first. If roommates are still experiencing difficulties living with one another after meeting with Residence Life staff, one or both of the roommates can submit a Room Change Request form after the first two weeks of class. No room changes can occur the first two weeks of class. Below are the steps that are followed in assessing conflict between roommates:

1. The RA will sit down with the roommates, either together or separate, to help evaluate the issue.
2. The residents will meet with the Residence Director for roommate counseling.
3. The Residence Director will decide if a room change is appropriate, depending on the severity of the situation.
4. If a room change is necessary, appropriate room change paperwork must be submitted, filed, and approved by the Director of Residence Life before a room change may take place.

**A student may not change rooms (even within a Blount cluster or suite) without advance written approval by the Director of Residence Life. Students who change rooms without permission will be subject to a fine.**

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**Consolidation**

The Office of Residence Life assigns each campus room to full occupancy whenever possible. For a wide variety of reasons (students do not return, emergencies happen, etc.), housing vacancies occur. When half vacancies exist, Residence Life strives to assign or consolidate those vacancies to have full vacant rooms rather than vacant bed spaces. This practice allows us to extend campus housing opportunities to the largest number of students. In addition, this practice improves our ability to relocate students in a housing emergency. Residence
Life reserves the right to consolidate empty spaces within a building or make reassignments when vacancies occur during the summer or College breaks.

When a vacancy occurs in a double room, students will be given the opportunity to fill out a Room Consolidation Request form to either request to pay for the single room, request to receive a roommate, or request to change rooms. Residence Life staff will attempt to meet the resident’s request; however, Residence Life does not guarantee that the resident’s request will be met. The Room Consolidation process usually takes place 2-4 weeks into the semester, but it can occur at any time if determined necessary by the Office of Residence Life.

**How Residence Life will fill the Vacancy:**

- After students living with a vacancy turn in their Room Consolidation Request forms, residence life staff will make the appropriate administrative room changes. Residents who must change rooms due to the consolidation process will have 72 hours to move into their new assignment. The resident who will be receiving the roommate will have 72 hours notice prior to the new roommate moving in. This period allows time for both new roommates to prepare for the new assignment. Note: Room Assignments via the consolidation process are final and cannot be reconsidered or rejected.

- The Director of Residence Life can assign a student to the vacancy in your room in an emergency without prior notice, when necessary. While a vacancy exists in your room, you must leave the appropriate compliment of furnishings and closet space available for a new resident. Please make sure that you have not unconsciously “spread out” into your roommate’s space.

**Check-In / Check-Out**

Occupy is defined by issuance of a key to the student for a specified room and does not require actual physical presence by the student or his/her possessions. At time of check-in, the student is responsible for inspection of the overall condition of his/her room and must sign a “room condition report” (RCR) at the time of move-in. The student must turn in any changes to RCR on the pink copy by the first day of classes for it to be considered upon check-out. The RCR officially documents the condition of the room at check-in. Completion of the RCR is vital to our policy of assessing damage charges to appropriate resident. Check-out occurs when a student has re-signed the RCR and has returned all keys. Without proper signatures and keys the student will be charged an Improper Check-out Fine. Failure to return the key also results in a lock change being done at the resident’s expense ($50).

The student is required to remove all personal belongings from his/her room prior to checkout. Students are expected to leave the rooms and common areas in the condition in which they were found. Students will be charged any fees associated with repairing or restoring the room and furnishings to the condition they were in upon check-in, including cleaning fees. After checking out with the
RA, rooms will be inspected by Residence Life professional staff, Maintenance, Housekeeping, and/or Campus Safety. Final fines related to damages and cleaning needs will be assessed by any of the previously mentioned College officials. The residents of the room are held responsible unless the responsible individual(s) are identified. (The residents of the room are held ultimately responsible unless the responsible individuals are identified.)

Room Entry / Inspections

- Student rooms are subject to periodic announced health, safety, and maintenance inspections by members of the Residence Life staff.

- Students are responsible for the cleaning of their own rooms as well as common suite or cluster rooms.

- The College reserves the right to enter a resident’s room for the purpose of inspection or repair, investigation, and in cases of clear emergency. The College recognizes its responsibility to respect the rights of a resident to have his/her privacy.

- Administrative inspections may be conducted. Such inspections/searches shall be based on a belief that a student is using a residence hall room for a purpose which is illegal, in violation of College policies/regulations, or which would seriously interfere with campus discipline or any College program.

- Additionally, the College reserves the right to enter and search any student’s room and may require that the occupant of the room unlock and open drawers, closets, personal baggage, or other containers and materials. Any student deliberately obstructing any search by authorized personnel may be immediately suspended or expelled from the College. Such room searches shall be authorized by the Dean of Students, a Senior Vice President, or President of the College.
Prohibited Items

• Items not allowed in or around the residence halls: candles, halogen lamps, grills – charcoal or “George Foreman” type-toasters, toaster ovens, weapons (including air soft guns, see Campus Safety section of this handbook), alcoholic beverages, alcohol paraphernalia, decorative or otherwise (includes empty containers, posters, coolers etc.). When identified, a student will be required to remove any apparatus that is damaging to the room; that constitutes a fire hazard; that hinders appropriate cleaning; or, that is disturbing to the other residents. Possession of such items will result in disciplinary action. See extended list on pages 48-49.

• Pets are NOT allowed. A small fish tank (less than 10 gallons), for fish only, is permitted.

• Use or possession of firearms, weapons, or fireworks on campus is prohibited (see Campus Security section of this handbook).

• Dart boards are prohibited because of the inherent damage caused by the use of darts.

• Possession of narcotic or hallucinogenic drugs and other agents having potential for abuse, except by a physician’s prescription, is prohibited (see Huntingdon College Expectations section of this handbook).

• Smoking is not permitted in the residence halls. Smoking areas are designated outdoors and students must dispose of butts properly. See Smoking Policy on page 56.

• Students may use small electrical appliances in their rooms provided that they do not disturb or inconvenience fellow residents. The following items are permitted: radios, stereos, televisions, refrigerators (not to exceed two cubic feet—not including College-issued, and they must not have a lock on them since they are subject to health and safety inspections), popcorn poppers, small microwave ovens not to exceed 12 amps (one per room—not including College-issued), blow dryers, and other products for hair care.

Quiet Hours

All residents are expected to maintain a reasonable sound level on their floor at all times. Students are expected to be courteous to one another, respect the rights of other residents, and follow posted quiet hours. Residents must comply with staff members regarding excessive noise.
Quiet Hours
9:00 p.m. – 9:00 a.m. every day

24-hour Quiet Hours
begin the weekend before exams and last until the final exam is completed

Room Personalization / Room Inventory

• Room decoration that does not alter or damage the room is permitted. Nothing is to be nailed, screwed, or pasted to the walls, woodwork, or ceilings of the rooms or common areas.

• For fire and safety reasons, hallways must remain clear.

• The common areas of any residence hall space are not to be used as sleeping quarters. This includes the living room space in all rooms in Blount.

• Any items abandoned in hallways will be removed and students will be billed for removal and/or installation costs.

• Each room is furnished with a desk, dresser, mattress, and bed frame for each student. Students are required to use the beds provided by the College. No lofts are permitted. College furniture must be returned to its original configuration, should it be rearranged, at the end of the semester.

• College furniture may not be removed from rooms.

• Common lobby furniture must remain in the lobbies. If lobby furniture is found in a student room, the students will be charged for the removal of that furniture.

• Furniture in Ligon and Searcy Halls may not be disassembled without permission from the Director of Residence Life. Fees may be assigned for disassembly.

• Storage space is not available in residence halls.
Hallway and Common Areas

Each resident has a responsibility for the condition of hallways and common areas of their residence halls. Hallways, stairways, recreation rooms, lounges, and bathrooms are to be kept clean and orderly at all times. Students are expected to assume responsibility for cleaning after themselves.

Residents shall not take any equipment or furniture out of the building, nor shall any furnishings or equipment from the lounges or any common area be moved. If common lobby or lounge furniture is found in a student room, those students will be charged for the removal of that furniture.

Students are responsible for any damages they or their guests cause in the residence halls.

Damages that occur in the room, floor or hall that cannot be assessed to one resident may be considered common damages and charged evenly among all the residents. These charges will be added to each student’s bill.

Keys and Residence Hall Safety

It is strongly recommended by the College that residents keep doors locked when rooms are unoccupied. Students are issued one key to their rooms when they check into their residence halls. This key is to be returned to a member of the residence life staff when the student checks out of his/her room. If a key is lost, it must be reported to Security and the Office of Residence Life immediately. Students will be charged $50 on their student accounts for the replacement of the door lock and new key(s).

Residence Hall exterior doors are locked and alarmed 24 hours a day. Each exterior door is equipped with an electronic swipe card reader for building access. All residential students are issued personal ID cards that will allow access to their residence hall. Commuter students are not allowed card access to the residence halls and must follow the published visitation policy for each building. Use of the building side doors is not permitted between the hours of 10:00 p.m. and 6:00 a.m. During that time, residents and visitors must only use the front entrance of the building. An alarm will sound if the side doors are opened during these hours. Only in the case of an emergency, during 10 p.m. and 6 a.m., residents may exit using the side doors. Violators should contact Campus Security or Residence Life staff at the time of the alarm. Failure to do so will result in a minimum fine of $25.

All first floor windows at each residence hall should remain secured at all times when the room is not occupied or when residents are sleeping.

No student shall permit a non-student entry into any residence hall unless the non-student is a guest of the student. Security and/or Residence Life Staff should be notified immediately of any suspicious subject(s) inside any residence hall or College-owned building.
Residence hall visitation is defined as any person who is not a resident of that building visiting a resident of that building or an individual visiting someone of an opposite gender (i.e. Searcy student visiting in Blount, off-campus guest visiting a residential student, male resident of Blount visiting a female resident of Blount, etc.). The visitation policy is in place so the Residence Life staff and Campus Security will know at all times who is in a building. It is very important for students to abide by the policies put in place for the safety and security of each student and the building. All nonresident guests of a student are subject to the same rules and regulations as the host/hostess. It is the responsibility of the host/hostess to inform the guest of the policies governing residence life and conduct. At all times, the host/hostess is responsible for the actions of the guest. This policy may be reviewed and revised by the Director of Residence Life, the Dean of Students, or their designee at any time.

Overnight guests must be between the ages of 18-24 years of age and the same gender as the resident. Cohabitation is not permitted.

Co-ed visitation in student rooms, clusters, suite areas, hallways, and lobbies is allowed ONLY during posted visitation times.
Visitation Policy Procedures are as follows:

When there is not an RA at the desk:

• The guest (any who is not a resident of the building) must sign his or her full name legibly when he/she comes into the residence hall, give the time that they entered the residence hall and the name of the resident the guest is visiting and when the guest leaves they must enter the time of their exit. (This is to know who, other than residents, is in the building at all times.)

• The resident will accompany the guest at all times while in the residence hall.

• The resident is responsible for the guest at all times.

• The resident will make sure the guest is aware of the rules and if the guest does not comply, the resident will then ask the guest to leave.

• The resident will report any violations of a guest to the RA, who will then inform the Resident Director and the Director of Residence Life.

When there is an RA at the desk:

• The resident will show his or her Huntingdon College Student ID or Driver’s License to the RA working the desk. The RA will record the guest’s name, the name of the resident the guest is visiting and the arrival time on the visitation log. Residents should instruct their guests to show the RA a valid Huntingdon College student ID or a valid driver’s license. The RA will record the time of the guest’s departure when the guest signs out to leave.

• Each guest must leave his/her ID at the desk (in the plastic box provided). Guests can pick up their IDs when they sign out.

• The resident will accompany the guest at all times while in the residence hall.

• The resident is responsible for the guest at all times.

• The resident will make sure the guest is aware of the rules and if the guest does not comply, the resident will then ask the guest to leave.

• The resident will report any violations of a guest to the RA, who will then inform the Resident Director and the Director of Residence Life.
College Responsibility

The College shall assume no responsibility for the loss, damage or theft of personal property belonging to or in the custody of the student for any cause whatsoever, whether such losses occur in student rooms, public areas, or elsewhere on campus. Students are encouraged to carry personal property insurance.

Huntingdon College Residence Life License Contract 2012-2013

Below outlines the tenets of the Residence Life License Contract and what each resident adheres to when living on campus at Huntingdon College. Also included below are the expectations of each resident that lives on campus, including the sanctions for violating several, but not all, residence life and Huntingdon College policies. All residents are responsible for being familiar with and following these expectations.

I. Contract Period

a. The License Contract obligates the student to live in their residence hall room for a complete academic term (fall or spring semesters). The room must be vacated no later than 24 hours after the student’s last exam or by the time the residence halls officially close. If the student enters into this contract for the spring semester only, the student is obligated to fulfill this contract through the final closing of the residence halls for the spring semester. Please note that the opening and closing of the residence halls will follow the College Calendar and that residents will not be allowed to stay in the residence hall during times designated for the halls to be closed. Residence halls will be closed during Thanksgiving Break, Winter Break, and Spring Break. When residence halls are closed for breaks, students will be required to vacate their rooms; belongings may remain in the rooms as long as the student is returning to Huntingdon College following the break.

II. Occupancy

a. A room must be occupied only by the person(s) properly assigned to the room. Occupancy is defined by issuance by the Department of Residence Life of a key to the student for a specified room and does not require actual presence by the student and his/her possessions. If students would like to change rooms, they must talk with the Department of Residence Life and follow the proper timeline and protocol for the room change process. If a student moves their belongings out of the room with the intention of not returning to housing, but does not properly check out with the Residence Life Staff, the student will continue to be charged room and board until a proper check-out has been completed and the room key returned.

b. Huntingdon College has a Residency Requirement. Any student who is under the age of 21, who is not living with their parent/guardian at their permanent home address, unmarried, and yet to complete 90 academic hours MUST live on campus in the residence halls. A student wishing to apply for permission to live off campus must fill out an Off Campus Request Form and return it with a notarized letter stating the qualification the student meets to be able to apply to live off campus. A student found in violation of the residency requirement can be held responsible for the cost of room and board for the semester(s) he/she should have been living off campus as well as required to move into on campus housing as soon as possible.
III. Consolidation

a. If vacancies exist within a residence hall within rooms in which students are assigned, the residents without roommates may be required to move together. The Department of Residence Life may assign, re-assign, and adjust the occupancy of rooms at any time.

IV. Non-Discrimination Policy

a. The College does not discriminate on the basis of race, color, sex, age, religion, disability that does not prohibit performance of essential educational functions, and national or ethnic origin, in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other College-administered programs.

V. License Fee

a. The term of this contract is one academic term (fall or spring semester). The license fee is paid on a semester basis through the Office of Student Accounts. All on-campus students are required to purchase board, thus the combined room and board prices for 2012-2013 are as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Overall Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blount Hall: Six Person Cluster</td>
<td>$4,175</td>
</tr>
<tr>
<td>Blount Hall: Four Person Suite</td>
<td>$4,175</td>
</tr>
<tr>
<td>Blount Hall: Hotel Style Room</td>
<td>$4,175</td>
</tr>
<tr>
<td>Blount Hall: Single (Based on availability in Clusters only)</td>
<td>$5,675</td>
</tr>
<tr>
<td>Ligon Hall: Double occupancy</td>
<td>$4,175</td>
</tr>
<tr>
<td>Ligon Hall: Single (Based on availability)</td>
<td>$5,675</td>
</tr>
<tr>
<td>Searcy Hall: Double occupancy</td>
<td>$4,175</td>
</tr>
<tr>
<td>Searcy Hall: Single occupancy only (Based on availability)</td>
<td>$5,675</td>
</tr>
<tr>
<td>Greek Housing</td>
<td>$4,175</td>
</tr>
</tbody>
</table>

VI. Student Rooms/Furnishings: (1) Any room furnishing added by the student must be free standing. (2) No part of one’s personal furnishing may be attached, wedged, or secured in any manner to the ceiling, floor, or walls of the room. (3) No item may be located as to obstruct direct access to the door or windows so that evacuation is hindered. (4) No room furnishing may be altered from their intended design or removal from the room by the student or his/her guest(s). (5) No common area furniture may be taken from the lounges or other areas and placed in student rooms or moved to other locations. (6) No personal property may be stored in a public area (lobby, lounge, bath, etc.). (7) Residents may not perform or modify their own repairs of residence hall furnishings or equipment.
VII. Appliances/Equipment: Due to the importance of keeping our residence halls as safe and secure as possible, the College reserves the right to impose reasonable requirements with respect to the use of appliances or equipment in the residence halls. Below is a list of some items that are not permitted in the residence halls; however, this list is not all-inclusive:

a. Extension cords and multiplug adapters
b. Any appliance exceeding 1200 watts
c. Refrigerators with internal dimensions larger than 5.0 cubic feet
d. Nails
e. Air conditioners, ceiling fans, washing machines, freezers, or other high voltage equipment
f. Pets other than fish (10 gallon tank limit)
g. Guns, rifles, pistols, other firearms of any kind, dynamite cartridges, bombs, grenades, mines or powerful explosives
h. BB guns (including airsoft guns), stun guns, air rifles and pistols (including paint guns), knives of any kind, slingshots, leaded canes, blackjacks, metallic knuckles, razors and razor blades (except solely for personal shaving), fireworks, or any sharp-pointed or edged instruments (except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance)
i. Mopeds, motorbikes, motorcycles
j. Waterbeds, electrical blankets, personal mattress
k. Hot plates, toasters, toaster ovens, coffee makers (coffee makers with automatic shut-offs are approved), deep fat fryers, George Foreman Grills, electric grills, microwaves (the microwaves that come with the College-owned microfridge are approved), lit open flames (candles/incense), combustibles, open coil appliances
l. Kerosene heaters or electric heaters, open flame self-igniting or explosive apparatus
m. Halogen lamps, lava lamps, and multi-light lamps with plastic shades
n. Candles/Incense, even for decorative purposes
o. Cinder blocks

VIII. Inspections

a. Health and Safety

i. Inspections are done once per month by Residence Life staff. Students are not required to be notified in advance of the inspections. The staff is looking for violations using mandatory guidelines set by Huntingdon College. If violations exist, they are documented and appropriate actions will be taken and/or charges will be assessed to the student’s account.

ii. Authorized personnel of Huntingdon College have the right to enter and search a student’s room for safety, health and other administrative reasons.
b. Extension Cords/Surge Protectors: Only “power strips” that meet the following specifications are to be used: UL approved, maximum 6 outlets, heavy duty cord, 15 AMP rating with attached circuit breaker switch. Note: The use of drop cords, extension cords, or “power strips” are prohibited in lounge areas, corridors, or open areas.

Other safety measures to follow include:
1. Adapter plug ends should not be used at any time.
2. Electrical cords should be checked periodically. Replace frayed, worn plug ends or cords as needed. Look for UL ratings on all appliances prior to use.
3. “Power strips” should not be used in conjunction with portable refrigerators.
   All refrigerators should be plugged into the wall.
4. Keep approved “power strips” away from primary travel areas within residence hall rooms.
5. Light strings cannot touch metal frames.

c. Pets: Possession of pets of any kind in the residence halls is prohibited, with the exception of fish in a 10 gallon tank or less.

IX. Community Policies, Expectations, and Sanctions

a. Resident Relations
i. Residents must be mindful of the rights of others and avoid activities that unnecessarily disturb individuals or groups, or interfere with the normal activities of the College. These include, but are not limited to: intimidating behavior, physical assault, hazing, and unsuitable or boisterous conduct.
   1. Threats or acts of bodily harm to self or others are strictly prohibited.
   ii. Residence Life respects and celebrates the diversity of its residents. Acts of intolerance and/or harassment due to race, ethnicity, gender, religion, disability, or sexual orientation are neither appropriate nor tolerated.
   iii. Residents will refrain from harassment and verbal abuse of other students.
   iv. Residents without roommates paying a double rate are expected to have the room prepared for a roommate at any time and to be receptive when assigned a new roommate.
   v. Solicitation in the residence halls is prohibited.

b. Noise Level
i. Quiet hours are in effect as follows
   9:00 p.m. – 9:00 a.m. everyday
   24 Hour – starting the weekend before Final Exams and the week of Final Exams
ii. During this time no noise should be heard outside student rooms, and only minimal sound is allowed through the walls between rooms.
iii. Moderate noise levels that promote an atmosphere of academic success should be maintained during courtesy hours (all hours other than those designated as quiet). Residents should be considerate in observing these hours. If asked to lower their noise level, residents are expected to comply.
c. Residents’ Guests
i. Residents who entertain guests are expected to maintain appropriate group living behavior standards; a roommate’s right to privacy will take priority over the privilege to entertain a guest.

ii. Visitation for Huntingdon College Residence Halls are as posted.
   1. Minimum Sanctions for not abiding by Visitation Hours:
      a. First Offense: Warning Letter
      b. Second Offense: $75 / suspension of visitation 4 weeks
      c. Third Offense: $150 / suspension of visitation for a semester
      d. Additional Offenses will be referred to the Huntingdon College Judicial Board
   iii. Hosts should meet their guest(s) at the building entrance, sign their guest(s) in and out at the lobby desk (legibly), and escort their guest(s) at all times while in the building. At no time should any resident provide entrance to the building to someone who is not his or her guest.
   iv. Guests of the opposite gender may only use the bathroom(s) designated for their gender.
   v. Hosts are responsible for the actions of their guests.
   vi. All overnight guests must be between the ages of 18 and 25 years of age. Cohabitation is not permitted. (Overnight is defined as more than 5 total hours between midnight and 8:00 a.m.)
   vii. Persons who are not residents may be asked to leave the hall, unless they are able to demonstrate that they are guests of residents or are carrying out College business.

X. Respect for Health, Safety and Welfare
a. As stated in Huntingdon Student Handbook, students are prohibited from keeping or using firearms (including pellet, air gun, paintball guns, crossbows, etc.) or other dangerous articles or substances on campus.

b. Alcohol and Illegal Drugs
   i. No person under 21 years of age is allowed to drink alcoholic beverages in the State of Alabama.
   ii. Alcohol is not allowed within the bounds of the College.
      1. Minimum Sanctions for not abiding by the NO alcohol policy:
         a. First Offense: $100 / 5 hours of Community Service
         b. Second Offense: $150 / Alcohol Education / 10 hours of Community Service
         c. Third Offense: $200 / Alcohol Education / 15 hours of Community Service
   iii. Possession of narcotic or hallucinogenic drugs and other agents having potential for abuse, except by a physician’s prescription, is strictly prohibited. (Huntingdon College is a no tolerance institution.)
      1. Students may be suspended from the campus immediately and face possible expulsion from the College.
   iv. Students who display signs of intoxication (e.g. glazed eyes, slurred speech, unsteady gait, etc.) or students who require staff assistance due to their consumption of alcohol can be subject to judicial action.
v. Students may not have any paraphernalia related to alcohol or drugs campus. Paraphernalia includes, but is not limited to: decorative bottles, bottle caps, coolers, posters, t-shirts, glasses, cups, etc.
   1. Minimum Sanctions: $50 / confiscated by Residence Life till end of year

c. Fire Safety
i. Activating a false fire alarm intentionally is strictly prohibited.
   1. Minimum Sanction: $500 / 24 hours Community Service
ii. Students are not to tamper with or remove any fire or safety equipment including smoke detectors and sprinkler systems in the residence halls.
   1. Minimum Sanction: $250 / 12 hours Community Service
iii. Students must follow proper protocol when a fire alarm is activated or during other emergencies or drills. (Example: Evacuating the building during a fire drill)
   1. Minimum sanction: $100 / 5 hours of community service.
iv. No more than 10% of each residence hall wall may be covered.
   1. Minimum Sanction: $25
v. No objects may be hung from the ceiling.
   1. Minimum Sanction: Warning letter
vi. Open heating elements including but not limited to hot plates, toasters, candles, potpourri burners, incense, grills (i.e. George Foreman Grills), candle warmers, etc. are prohibited in the Residence Halls.
   1. Minimum Sanction: $50 / confiscated by Residence Life till end of year
vii. No outdoor grills, charcoal, lighter fluid or etc are allowed in the residence halls or on campus. In order to grill out proper prior permission must be obtained.

d. Residence Hall Building Safety
i. Propping exterior doors puts every resident at risk and is strictly prohibited.
   1. Minimum Sanction: Warning letter
ii. 1st floor windows should be kept closed and locked as to protect the safety of the resident and their belongings.
iii. Windows being used as an entrance or exit to the building is strictly prohibited.
   1. Minimum Sanction: $50 / Warning
iv. Tampering with video surveillance equipment is prohibited
   1. Minimum sanction: $25 / Warning
v. No objects are to be thrown or dropped from balconies, roofs, window blinds, or windows.
   1. Minimum Sanction: $25/Warning

vi. All outdoor/indoor sport activities are prohibited in the residence halls.

vii. Unauthorized entry into an elevator shaft and/or riding on top of an elevator car is prohibited.

viii. Residence Hall side doors are for Emergency Only between 9:00 p.m. – 6:00 a.m. Please use the front door of the Residence Hall. Exiting the door will activate an alarm.
   1. Minimum Sanction:
      a. First Offense $25 / Warning
      b. Second Offense: $50 / Community Service

2. Excessive door alarms for the building will result in each resident of the building being held responsible for the actions of a few.
   a. Sanctions can include: $50 fine per resident of the building until the person responsible comes forward.

ix. Because of health and sanitation problems they pose, pets are not permitted in the residence halls.
   1. Minimum Sanctions: $100 / Removal of pet

x. Students are to be responsible for their residence hall room key as to protect the safety of the belongings in their room.
   1. Minimum sanction for re-keying a room: $50
   2. Minimum sanction for having to be keyed in to the room (if door is locked and key is inside room): $15

xi. Students are never allowed on ledges or roofs

xii. In consideration of safety and of students with disabilities, hallways, sidewalks, stairwells must be kept free of obstructions at all times.

xiii. Smoking is not permitted in the residence halls. Smoking is only permitted outside in areas at least 25 feet from any building entrance/exit.

xiv. Students are responsible for cleanliness of their rooms and disposing of trash in designated trash rooms. Residents may be charged judicially and/or financially for special cleaning necessitated by improper care of rooms or study rooms.

xv. Residence Life staff will conduct monthly room inspections to inspect for safety hazards including fire and health.
   1. Minimum Sanctions for failed Room Inspections: $25 / warning
XI. Respect for Residence Hall Operations
   a. Residence Hall Staff
      i. Students will comply with reasonable requests from residence hall staff or other College officials
      ii. Students will identify themselves when asked
      iii. Students will provide true and accurate information when asked.
      iv. Students will refrain from harassment and verbal abuse of staff members.
   b. All room changes must be authorized by the appropriate residence life staff members and must follow established guidelines.
   c. Students are not allowed to give their Huntingdon ID or room keys to others.

XII. Respect for Property
   a. Students are expected to respect Residence Life property as well as the property of other community members. Students shall be financially liable for damages, alterations, or removal that they cause, including damage caused by their guests, to residence hall rooms, building, and community member’s property.
      i. If disrespect of College property, or of community members, becomes excessive then Residence Life holds the right to fine every resident of the building until the person responsible comes forward.
   b. Because of potential for damage to the floor, liquid filled furniture is not permitted in the residence halls.
   c. Residence Life property may not be removed from student rooms/clusters.
   d. Residence Life property may not be removed from common lobbies (including garbage cans, recycling bins, etc).
   e. Posting of information by individuals other than the staff of the residence hall or employees of Residence Life is prohibited.
      i. All other individuals and/or groups that would like to post items in the residence halls must receive approval from the Director of Residence Life.
   f. Painting (inside or outside the building) is not permitted.
   g. Requests for repairs to residence hall furnishings can be made through submitting a help desk request or by contacting the Resident Assistant. Students will be held financially responsible for loss of or damage to furnishings or equipment in the residence hall room to which they are assigned. (This includes all styles of rooms in Blount Hall).

XIII. Other
   a. The Department of Residence Life may make changes in official administrative policies as deemed necessary in the interest of health, safety, and discipline of students or College employees, or for educational purposes.
XIV. Liability
a. The student or other party to this contract shall indemnify and hold harmless Huntingdon College and its Trustees, agents and employees from all liabilities, losses, costs, damages, claims or causes of action of any kind or nature whatsoever, and expenses, including attorneys’ fees, arising or claimed to have arisen out of any injuries or damages received or sustained by the student as a result of negligence on the part of Huntingdon College Trustees, agents or employees, in the execution, performance or enforcement of this agreement, and any injuries or damages received or sustained by any third person as a result of any intentional or negligent acts or omissions on the part of the student, whether any such injuries or losses occur in residence hall rooms, public areas, or elsewhere on the campus. The student is encouraged to carry insurance of the student’s choice for protection against such losses and claims.

XV. Contract Termination by the Department of Residence Life and Huntingdon College
The College reserves the right to terminate this contract at any time based upon reasonable notice and good cause. Should the contract be terminated, the student will be required to vacate the residence hall within 24 hours unless special permission, in writing, has been obtained from the Department of Residence Life and/or the Dean of Students. If the Dean of Students deems the circumstances necessary, the student may be required to vacate the campus immediately. The student shall remain liable for all damages assessed during the term of this agreement. In the event the student does not vacate within the allowed time period, any property of the student remaining in the residence hall room or building may be treated as abandoned property or stored and held under limited access. All charges for removal, disposal and storage will be assessed to the student.

XVI. Contract Termination by the Student
a. If a student withdraws or leaves the College and doesn’t properly check-out, the College will assume a minimum $25 charge for an improper checkout. If the room key is not returned a $50 charge for a lock change will be assumed. Additional costs may be assessed for other damages and/or violations. If a student withdraws or leaves the College without taking his/her belongings, Residence Life staff will box up the belongings. The belongings will be stored for up to 30 days. At the end of 30 days, the belongings will be disposed of. The student will be charged a fee for the storage of these items and for the labor it took to box up all items. If you have any questions, please contact (334) 833-4288.
Behavioral Expectations

The following are general Huntingdon College expectations for the Huntingdon community. Other expectations are located in the following sections of the Handbook: Academics, Campus Security, Student Resources and Residence Life.

The mission of Huntingdon College fosters intellectual and personal growth for all members of the College community. Students are responsible for maintaining standards of conduct that contribute to the maintenance of a positive living and learning environment. Students who violate these standards of conduct are subject to judicial procedures and/or an administrative hearing carried out on behalf of the College community by its designated representatives. The following sections describe behavioral standards and outline the judicial procedures that may be employed when a violation of those standards occurs.

Standard of Behavior

The College’s Honor Code provides students with academic and educational goals, as well as with a standard of behavior. When behavior inconsistent with the College’s standard is reported, whether the behavior occurs on- or off-campus, a senior administrative officer will meet with the students involved to discuss and adjudicate the matter. The significance of some actions may be determined in part by their context, or a series of minor infractions may add up to an overall pattern of behavior that is destructive to the community’s wellbeing. The primary criterion that will be used to determine the severity of any incident is the degree to which it jeopardizes the rights and opportunities for safety and growth of the other members of the College community. Factors that will be considered in applying this criterion include, but are not limited to, circumstances surrounding the act and the number and nature of prior offenses by the same individual.

The College takes seriously its commitment to enforce regulations, policies and procedures. Guiding principles in all cases where a student has committed an infraction shall be:

• The overall philosophy of the College and its primary commitment to education.
• The expectation that students will read carefully the published documents of the College and can, therefore, be held accountable for their contents.
• Students are accountable for both the spirit and the intent of the law.
• The Judicial Board may recommend specific consequences.
• Members of the community called as witnesses shall, themselves, be subject to disciplinary action if their testimony is later shown to be false.
The several sections and provisions of this Policy Statement are hereby declared to be independent and able to be severed, and if any section, subdivision, sentence, clause, or word be held void or nonenforceable, such holding shall not affect the validity or enforceability of any other parts of this Policy Statement.

The purpose of this statement is to identify those standards of conduct that Huntingdon College deems essential for fulfilling its educational mission and its community life. These standards shall govern the conduct of students and their guests on campus or at College-sponsored activities and functions elsewhere. All members of the College community are expected to familiarize themselves with the statements issued annually or more frequently by the College in handbooks or other official publications and announcements.

Huntingdon College is committed to preserving the exercise of freedom of inquiry, freedom of thought, freedom of discussion and expression, and the right of petition and of peaceful assembly. Note should be taken that a student who exercises his or her rights as a private citizen, whether individually or as a member of a group, must assume full responsibility for the consequences of his or her actions, and must not identify his or her position or actions as representing the College.

Rights and freedoms imply duties and responsibilities, and all of these require orderly procedures for implementation. In order to fulfill its functions as an educational institution and to protect the rights of all members of the College community, Huntingdon College has the right to protect and the duty to maintain order within the College and to exclude persons who disrupt the educational process. Where circumstances require, the College may call upon civil authority to maintain order. Decisions of the Judicial Board that relate to academic violations will be provided to the Office of the President and the Provost and Dean of the College. Huntingdon College considers disciplinary proceedings and determinations to be private and confidential to the student, except to the extent the College determines, in its sole discretion, other people or entities should be informed.

Huntingdon College considers cultivation of self-discipline to be of primary importance in the educational process and essential to the development of responsible citizens. All students are expected to conduct themselves, both within the College and elsewhere, in such a manner as to be a credit to themselves and to the College. As responsible men and women, they are expected to seek the resolution of all issues through the process of reason. Moreover, they have a responsibility to comply with local, state, and federal laws, and with all College policies and regulations. In a community of learning, individual or group conduct that is unlawful, that disrupts or interferes with the educational process, that causes destruction of property, or that otherwise infringes on the rights of other members of the College community or of the College itself, cannot and will not
be tolerated. Students within the residence halls will be held fully accountable for the actions of their guests and fully responsible for violations that occur in the Residence Hall room.

Prohibited conduct at College-sponsored events, or elsewhere, for which students or their guests are subject to legal or disciplinary action, includes, without limitation, the following kinds of willful acts listed alphabetically:

**Criminal Activity Off-Campus**

Huntingdon College enjoys and strives to maintain constructive, harmonious relationships with the residents of Montgomery and neighboring communities. Students must respect the rights and property of those who live and work in these communities. Students who violate this principle and/or whose behavior jeopardizes the College’s positive relationship with local communities may, if applicable, be subject to criminal/civil prosecution. The College may take disciplinary action separately from any civil or criminal proceedings and may not be subject to challenge on the grounds that criminal charges involving the same off-campus incident are in litigation or have been dismissed.

**Culpability**

As it is difficult to accurately determine degrees of culpability, all students present in a room or area at the time of a violation, as reasonably determined by the appropriate officials, will be held responsible for said violation. Students are advised in advance to avoid situations which may put them at risk of disciplinary action.

**Dishonest Conduct**

Honesty is a core value of our campus community. Students are expected to be personally honest, never knowingly to furnish false information to the College, and never to forge, alter, or misuse documents, records or identification.

**Disorderly Conduct / Disruption**

The following is unacceptable behavior: obstruction, disruption, or attempts at obstruction or disruption of teaching, research, administration disciplinary procedures, or other College or College-authorized activities, functions, events, or operations; blocking the entrance or exit of any College facility or vehicular traffic on or adjacent to College property; or disorderly conduct, failure to comply with direction of a College official or policy, obscene conduct or expression, or participation in a riot. (Some examples include, but are not limited to: shouting down public speakers, false fire alarms, tampering with smoke alarms or other fire equipment.)
Failure to Comply

Students are expected to comply with the reasonable request of a College employee or authorized agent who is fulfilling the responsibility of his or her position.

Firearms, Fireworks, Explosives and Weapons

The College campus is inappropriate for dangerous objects. The possession, use, or discharge of firearms, fireworks and other explosive devices, or weapons of any kind are prohibited (examples listed below).

It shall be unlawful for any person to have in his/her possession a firearm or non-firing replica, black powder firearm, gas operated gun, air gun, zip gun, blank gun or starter’s pistol, flare gun, knife, straight razor, razor blade, box cutter, exacto knife, carpet knife, or paint scraper with retractable razor blade, or any other item that utilizes a razor blade or other replaceable blade, brass knuckles, slingshot, club, bow & arrow, crossbow, nunchucks (nunchaku), throwing stars, fighting claw, or any other weapon utilized in the martial arts, explosive devices of any type including fireworks, tear gas, or stun gun, or other items that contain a knife blade or fingernail file that has been sharpened in such a way as to cut or puncture, bicycle or other heavy duty chain fashioned as a weapon, bull whip, bike sprocket fashioned as a weapon (brass knuckles), ice pick, sword or sword cane, spear, hatchet, hand ax, baton, impact baton, blackjack or nightstick, spring billy, or any device capable of discharging a projectile of any kind, or any other object not specifically listed that is primarily meant and adapted for attack and the infliction of injury, while on school property within the police jurisdiction of the city, or at any College-sponsored event or activity.

Gambling

Gambling is not permitted on campus.

Hazing, Harassment, or Intimidation

Students are expected to respect the dignity of others. Hazing, harassment (including sexual harassment-see section below), or intimidation by students or any member of the College community is prohibited. Such action is defined as the use of physical force or any activity which might be perceived as jeopardizing the physical, moral, or scholastic well-being of any individual.
Littering

Students shall treat the campus itself with respect, including the buildings and grounds. Proper disposal of trash is expected and students are encouraged to utilize the recycling bins available in the residence halls. Cigarette butts thrown on the ground will result in a $25 fine for the first incident and doubling to $50 for each additional incident. All debris from tobacco-related products including cigarette butts, saliva, papers and matches must be deposited in appropriate receptacles. Violation of this policy will be considered littering or vandalism and be subject to local littering ordinances and College disciplinary action. In addition to the College’s policy that no alcohol is allowed on campus, no empty multi-service containers are allowed on campus, such as empty kegs, empty party balls, etc.

Illegal Activity

The following is considered prohibited conduct: violation of local, state, or federal laws. (Some examples include, but are not limited to: the possession, distribution, sale, or use of illegal drugs or narcotics; violation of federal, state, and local alcohol laws; illegal traffic in pharmaceuticals; moving vehicular offenses; driving while intoxicated; breaking and entering; larceny; assault; initiating false alarms; tampering with smoke alarms, other fire equipment, or the U.S. mail; forging, altering or unauthorized use of College documents, records, or instruments; unauthorized possession, distribution or use of keys to College or personal property; conviction of any felony and/or misdemeanor involving moral turpitude.)

Inciting

The College has deemed it unacceptable behavior to incite others to commit acts of the kinds herein prohibited.

Keys

Students are expected not to duplicate keys or use keys for any building, area, or room without proper authorization. Students are not to be in possession of any keys to College facilities which are not issued to them and must return keys issued when authorization expires.

Littering

Students shall treat the campus itself with respect, including the buildings and grounds. Proper disposal of trash is expected and students are encouraged to utilize the recycling bins available in the residence halls. Cigarette butts thrown on the ground will result in a $25 fine for the first incident and doubling to $50 for each additional incident. All debris from tobacco-related products including cigarette butts, saliva, papers and matches must be deposited in appropriate receptacles. Violation of this policy will be considered littering or vandalism and be subject to local littering ordinances and College disciplinary action. In addition to the College’s policy that no alcohol is allowed on campus, no empty multi-service containers are allowed on campus, such as empty kegs, empty party balls, etc.
Noise

Students are expected to be considerate of the needs of others to have quiet in order to study and, in the residence halls, sleep. Students are also expected to allow others to express themselves and make noise in appropriate places and at appropriate times. The use of any amplification or musical system outdoors must be approved by the Dean of Students.

Physical Violence

Huntingdon College will not tolerate any act of violence, fighting, force, coercion, or threat: conduct that threatens or endangers the health or safety of any person; physical detainment of any person against his or her will; or possession, storage, use of, or attempt or threat to use any kind of ammunition, firecrackers, explosives, firearms, or illegal weapons.

Property Damage and Responsibility for Common Areas

Students are expected to respect others' property and not damage the environment. Students damaging or defacing College property, the property of other students, or the environment are liable for damage done and also subject to disciplinary action. Students are expected to take every precaution to assure that common areas are not abused. In areas (such as a residence hall living unit) when individuals responsible for damages are not identified, community members will be held responsible for paying a prorated share of the cost of necessary repairs and fees.

Smoking/Tobacco Policy

“Smoking” or “smoke” includes the carrying, holding or possession of lighted smoking materials in any form, including but not limited to, the possession of lighted cigarettes, cigars, pipes, or other tobacco products.

All campus buildings are designated as “No Smoking.” Campus buildings include all structures on the campus of Huntingdon College including offices, classrooms and residence halls. Smoking will be permitted outside each campus building but must be kept 25 feet away from common entrances. An initial violation of the smoking policy will result in a warning; a $50 fine will be imposed for a second violation, with subsequent violations incurring greater penalties, including referral to the Judicial Board and possible loss of housing privileges on campus. Use of smokeless tobacco products in campus buildings, including residence halls, are prohibited.
Solicitation and Merchandising

Unauthorized soliciting, merchandising, and canvassing on campus are prohibited. Permission for activity of this type must be obtained from the Dean of Students. Unauthorized activity of this type should be reported to the Campus Security Office.

Trespass

The following is a violation of College policy: unauthorized entry into, presence in, seizure, or occupation of any College facility that is locked, closed to student activities, or otherwise restricted as to its use.

Unauthorized Entry & Egress and Invasion of Privacy

Students are expected to enter and leave campus buildings or areas through designated doors, and to not prop doors open or enter or exit through windows, so that safety can be maintained. Students are also expected not to enter facilities or areas such as roofs without authorization and at times such as when they have been secured. Students are expected to follow designated traffic routes in the residence halls and not go through doors or hallways that segregate men’s or women’s living areas after posted visitation hours. Students are also expected to respect the privacy of others and not to enter into their residence hall rooms without invitation.

Other Regulations

The following are considered prohibited conduct: violation of College rules, regulations, and expectations including, without limitation, those governing residence halls (such as published or contracted occupancy dates), dining facilities, student organizations, the use of College facilities; regulation of time, place, and manner of meeting or assembly; failure to comply with directions of a College official acting in the authorized performance of duty; failure to present proper identification upon proper request; or failure to comply with a subpoena duly issued by an officially recognized judicial body of the College.

Sexual Harassment Policies

It is the policy of Huntingdon College to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the College community. It diminishes dignity and impedes equal employment and educational opportunities and equal
access to freedom of academic and service missions, place, and manner of meeting or assembly; failure to comply with directions of a College official acting in the authorized performance of duty; failure to present proper identification upon proper request; or failure to comply with a subpoena duly issued by an officially recognized judicial body of the College.

Sexual harassment violates the College’s long-standing policy against discrimination on the basis of sex. Sexual harassment is also illegal. It is prohibited in the employment context by state law and the federal Title VII of the 1964 Civil Rights Act, in the education context by Title IX of the Educational Amendments of 1972.

A claim under this policy may be brought by the College or by a faculty, staff or student member of the College community based on the conduct of any College employee.

Sexual harassment is a very serious matter having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have similar impact. Thus the charge of sexual harassment is not to be taken lightly by a charging party or any member of the College community. A person who knowingly and intentionally files a false complaint under this policy is subject to disciplinary action.

Definition of Sexual Harassment

For the purpose of determining whether a particular course of conduct constitutes sexual harassment under this policy, the following definition will be used: Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes harassment when:

• submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education, living environment, or participation in a College activity;

• submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual’s employment, education, living environment, or participation in a College activity; or

• such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s employment, education, living environment, or participation in a College activity.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient. For example, a single suggestion that academic, other educational, or employment rewards or reprisals will follow
the granting or refusal of sexual favors, will constitute sexual harassment and grounds for action under this policy.

This policy addresses intentional conduct. It also addresses conduct which results in negative effects even though such negative effects were unintended. Sexually-related conduct forms the basis of a sexual harassment claim if a reasonable person, in view of all the surrounding circumstances, would consider it sufficiently severe or pervasive to interfere unreasonably with academic, other educational, or employment performance or participation in a College activity or living environment.

Sexual harassment most often occurs when one person has actual or apparent power or authority over another; however, it may also occur between individuals of equal status or rank within the College. Sexual harassment may occur between males and females and between persons of the same gender.

**Consensual Relationships**

While romantic and sexual relationships between genuinely consenting employees is not expressly prohibited by College policy, faculty and administrators, as individuals in authority, must recognize that the imbalance of power between themselves and students render mutuality of consent in relationships with students problematic and raise potential conflicts of interest. Further, when the authority and power inherent in administrative and faculty relationships to students is abused, whether overtly, implicitly, or through misinterpretation, there is potentially great damage to individual students, to the persons complained of, and the educational climate of the institution. For these reasons, Huntingdon College prohibits romantic or amorous relationships between faculty and students, administrators and students, and staff and students.

In the event of a charge of sexual harassment, the College will be unsympathetic to a defense based upon consent when the facts establish the existence of an inherent unequal empowerment.

**Response and Procedures**

Students who believe that they have been sexually harassed have recourse to informal and formal grievance procedures through the Student Grievance procedure. Huntingdon College is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. Therefore, the College, in accordance with applicable federal and state law and stated College policy, prohibits discrimination on the basis of race, color, sex, age, religion, disability, sexual orientation, and national or ethnic origin.
Drug and Alcohol Policies

Each year college students spend $5.5 billion on alcohol – three times the amount spent on books. Students under age 21 violate the law when they drink. Besides breaking the law, many students abuse alcohol, endangering their health and safety. This excessive drinking is hazardous to non-drinkers too. They suffer from lack of sleep and study time, vandalism, physical assault, unwanted sexual advances and rape. Studies show that alcohol is involved in 95% of all campus violent crimes and 90% of all rapes (alcohol used by the assailant, victim or both). If you drink, you must be over 21 and be responsible – don’t abuse alcohol.

The immediate effects of alcohol depend on how much and how fast you drink and other factors. Effects may include loss of muscle control, poor coordination, impaired judgment and reasoning and loss of inhibitions. The long-term results of alcohol use may include brain and liver damage, malnutrition, personality disorders, increase risk of heart disease, heart attacks, cancers of the liver, mouth, throat and stomach, and alcohol dependency. Nearly half of all fatal vehicle crashes involve someone who has been drinking. Mixing drugs and alcohol can have unpredictable and dangerous results.

Illegal drug use can result in a jail sentence or other legal problems. People who use drugs may have automobile accidents, commit crimes, become violent, get sick, lose friends, overdose or become “hooked” (chemically dependent), be expelled from school, have financial problems, or receive poor grades.

“Date rape drugs” include GHB with a street name of “Liquid X,” Rohypnol with street names “Roofies/Roche,” and Ketamine with street name of “Special K.” They can be put into drinks to cause intense drunkenness and memory loss, leaving you vulnerable to rape and theft. Protect yourself when you are out. Do not leave your drink unattended. Do not drink something you did not open yourself or did not watch someone open. Go with a friend who has your best interest in mind and will look out for you.

Obey state laws and campus rules about alcohol and other drug use. **REMEMBER DRINKING IS ILLEGAL FOR PEOPLE UNDER AGE 21.**

The College abides by the laws of the State of Alabama while the student is in the State of Alabama. No student under 21 years of age is allowed to drink alcoholic beverages in the State of Alabama.

The manufacture, possession, consumption, use, sale, and transfer of alcoholic beverages and illicit drugs by any student in connection with or affecting any College-related activity (on campus or off campus), is strictly prohibited. Students are subject to suspension or expulsion for a violation of this regulation by themselves or by their guests.

The sale or raffle of alcohol for the purpose of raising funds for projects, etc., is strictly forbidden. Ordering any alcoholic beverage for delivery to a College...
residence is forbidden. Discordant behavior that results from excessive drinking and that infringes upon the rights of others shall not be tolerated.

Possession of alcohol in violation of campus regulations and/or state law regardless of the offender’s age will be dealt with as a serious violation of College policy. Additionally, alcohol-related behavior that causes physical harm to persons or damage to property or is unreasonably disruptive will be subject to major disciplinary sanctions. Violations of College alcohol regulations will constitute cause for disciplinary action including the possible dismissal from College-operated housing or other disciplinary action considered appropriate by College officials.

Students in violation of Huntingdon College Alcohol and Drug Policy may be referred for prosecution to the State of Alabama. Enforcement of this policy will be the responsibility of the Dean of Students, the Director of Residence Life, Residence Hall Directors, Campus Security, and all other members of the College.

Additionally, the following supplemental conditions may be included as part of the student’s judicial sanctions:

- Mandatory counseling referrals;
- Attendance at alcohol education programs;
- Community service work;
- Immediate eviction from campus housing;
- Monetary fines including restitution; and,
- Expulsion

To achieve its educational aims, and to create an environment conducive to the full physical, intellectual and personal development of students, the College discourages the misuse or abuse of potentially harmful materials or substances. Huntingdon College does not allow the possession of alcoholic beverages and illegal and unauthorized drugs within the bounds of the campus. Additionally, it echoes the warning of the Surgeon General on the dangers of tobacco usage.

Any student who is found in possession of or using alcoholic beverages on the campus, or who damages property or disturbs others on or off campus due to the effects of alcohol may be subject to immediate suspension and Judicial Board action. Student organizations that violate city, state or federal laws or regulations promulgated by the Dean of Students, the SGA, IFC, or Panhellenic – whether on or off campus – are subject to disciplinary action and a review of their charter and/or campus authorization.

Possession of narcotic or hallucinogenic drugs and other agents having potential for abuse, except on a physician’s prescription, is strictly prohibited. Any student found to be in possession of, using, distributing, manufacturing, or dispensing such drugs may be suspended from the campus immediately and face possible
expulsion from the College. Huntingdon College is in full compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Alcohol and Other Drugs and Their Specific Effects

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), this section provides certain information for the use of members of the College community. Included in this section are three subsections:

- Alcohol and Other Drugs: Their Specific Effects;
- Alcohol and Other Drugs: Legal Ramifications of Illegal Use;
- Alcohol and Other Drugs: Additional Resources.

Alcohol

Alcohol is the major active ingredient in wine, beer, and distilled spirits. Alcohol is a "psychoactive" or mind-altering drug, as are heroin and tranquilizers. It can alter moods, cause changes in the body, and become habit-forming. Alcohol is called a “downer” because it depresses the central nervous system. That’s why drinking too much causes slowed reactions, slurred speech, and sometimes even unconsciousness (passing out). Alcohol works first on the part of the brain that controls inhibitions. As people lose their inhibitions, they may talk more, get rowdy, and do foolish things. After several drinks they may feel “high,” but their nervous systems actually are slowing down. A person does not have to be an alcoholic to have problems with alcohol. Every year, for example, many young people lose their lives in alcohol-related automobile accidents, drownings, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use. In some studies more than 25 percent of hospital admissions were alcohol-related. Some of the serious diseases associated with chronic alcohol use include alcoholism and cancers of the liver, stomach, colon, larynx, esophagus, and breast.

Marijuana

Contrary to the beliefs of many young people, marijuana is a harmful drug, especially since the potency of the marijuana now available has increased more than 275 percent over the last decade. For those who smoke marijuana now, the dangers are much more serious than they were in the 1960s. Preliminary studies have shown chronic lung disease in some marijuana users. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

Even a small dose of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause
Cocaine

Cocaine is one of the most powerfully addictive of the drugs of abuse—and it is a drug that can kill. No individual can predict whether he or she will become addicted or whether the next dose of cocaine will prove fatal. Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine—or injecting any drug—carries the added risk of contracting AIDS if the user shares a needle with a person already infected with HIV, the AIDS virus. Cocaine is a very strong stimulant to the central nervous system, including the brain. This drug produces an accelerated heart rate while at the same time constricting the blood vessels, which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rise. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke. Nasal problems, including congestion and a runny nose, occur with cocaine use, and with prolonged use the mucus membrane of the nose may disintegrate. Users often report feelings of restlessness, irritability, and anxiety, and cocaine can trigger paranoia. Users also report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need increasingly more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction. “Crack” is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term “crack” refers to the crackling sound made when the mixture is smoked (heated). Crack has become a major problem in many American cities because it is cheap—selling for between $5 and $10 for one or two doses—and easily transportable—being sold in small vials, folding paper, or tinfoil.

PCP

PCP is a hallucinogenic drug; that is, a drug that alters sensation, mood, and consciousness and that may distort hearing, touch, smell, or taste as well as visual sensation. It is legitimately used as an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP-induced effects may lead to serious injuries or death to the user while under the influence of the drug. PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration and judgment are often disturbed. Used chronically, PCP may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.
Heroin

Heroin is an illegal opiate drug. Its addictive properties are manifested by persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug lead to significant and painful physical withdrawal symptoms. Heroin use causes physical and psychological problems, such as shallow breathing, nausea, panic, insomnia, and a need for increasingly higher doses of the drug to get the same effect. Heroin exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of “reward” and physical dependence. Together, these actions account for the user’s loss of control and the drug’s habit-forming action. The signs and symptoms of heroin use include euphoria, drowsiness, respiratory depression (which can progress until breathing stops), constricted pupils, and nausea. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, tremors, panic, chills, sweating, nausea, muscle cramps, and insomnia. Elevations in blood pressure, pulse, respiratory rate, and temperature occur as withdrawal progresses. Symptoms of a heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma.

“Designer Drugs”

By modifying the chemical structure of certain drugs, underground chemists have been able to create what are called “designer drugs” – a label that incorrectly glamorizes them. They are, in fact, analogs of illegal substances. Frequently, these drugs can be much more potent than the original substances, and can therefore produce much more toxic effects. Health officials are increasingly concerned about “ecstasy,” a drug in the amphetamine family that, according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. We now know, however, that it also kills certain kinds of brain cells. These “designer drugs” are extremely dangerous. Taken from Drug-Free Communities: Turning Awareness Into Action (DHHS Publication No. ADM 89-1562) a 1989 pamphlet distributed by the National Clearinghouse for Alcohol and Drug Information.

Alcohol and Other Drugs: Legal Ramifications of Illegal Use

The Criminal Code of the State of Alabama includes a description of behavior that would be considered unlawful. The Criminal Code also outlines sanctions that would apply to those guilty of unlawful possession, use or distribution of illicit drugs and alcohol. A summary of sanctions is provided here for reference purposes.

A. Class A felony – Imprisonment for life or not more than 99 years or less than 10 years, a fine of not more than $20,000.
B. Class B felony – Imprisonment for not more than 20 years or less than 2 years; a fine of not more than $10,000. **
C. Class C felony – Imprisonment for not more than 10 years or less than 1 year; a fine of not more than $5,000. **
D. Class A misdemeanor – Imprisonment for not more than one year; a fine of not more than $2,000. **
E. Class B misdemeanor – Imprisonment for not more than six months; a fine of not more than $1,000. **
F. Class C misdemeanor – Imprisonment for not more than three months; a fine of not more than $500.**
G. Violations – Imprisonment for not more than thirty days; a fine of not more than $200. **

**Note: The fine may not exceed this amount or twice the financial gain derived from commission of the crime, whichever is greater.

Drug and alcohol offenses are outlined in Article 1 of Chapter 11 and Article 5 of Chapter 12 of Title 13A of the Criminal Code and a copy of the Criminal Code is retained in the Security Office. The following is a brief summary of illegal behavior related to illicit drugs and alcohol as well as applicable sanctions.

A. Unlawful distribution of controlled substances. Generally, anyone who sells, furnishes, gives away, manufactures, delivers or distributes a controlled substance is guilty of a Class B felony.

B. Unlawful possession or receipt of controlled substances. Generally, anyone who possesses a controlled substance, or obtains such by fraud, deceit, misrepresentation or subterfuge or by providing false information, is guilty of Class C felony.

C. Unlawful possession of marijuana in the first degree. Generally, anyone who possesses marijuana for other than personal use on a first offense is guilty of a Class C felony.

D. Unlawful possession of marijuana in the second degree. Generally, anyone who possesses marijuana for personal use only, on a first offense, is guilty of a Class A misdemeanor.

E. Sale, furnishing, etc., of controlled substances by persons over age 18 to persons under age 18. Generally, anyone over the age of 18 who sells, furnishes, or gives a controlled substance to a person under the age 18 years is guilty of a Class A felony. Furthermore, imposition or execution of the sentence shall not be suspended and probation shall not be granted.

F. Trafficking in cannabis, cocaine, etc.; mandatory minimum terms of imprisonment; trafficking in illegal drugs; habitual felony offender act. Generally, anyone who knowingly sells, manufactures, delivers, or brings into this state large quantities of controlled substances (more than 2.2 pounds of marijuana; 28 grams or more of a mixture containing cocaine; 4 grams or more of a mixture containing morphine, opium, or heroin; 1,000 or more pills or capsules of methaqualone; 500 or more pills or capsules of hydromorphone; 28 grams or more of a mixture containing, 4-methylenedioxy amphetamine; 28 grams or more of a mixture containing
5-methoxy-3,4-methylenedioxy amphetamine; 4 grams or more of a mixture containing phencyclidine; 4 grams or more of a mixture containing lysergic acid diethylamide) is guilty of a Class A felony. In the case of trafficking offenses, penalties are specified ranging from a minimum mandatory prison term of 3 calendar years and a $25,000 fine to a mandatory term of imprisonment of life without parole.

G. Additional penalty if unlawful sale on or near school campus. An additional penalty of 5 years incarceration in a state corrections facility with no provision for probation will be imposed if the location of an unlawful sale was on the campus or within a three-mile radius of the campus boundaries of any public or private educational institution in the State of Alabama.

H. Drug paraphernalia; use or possession. Generally, anyone who uses or possesses with the intent to use, any item or piece of equipment in illegal drug-related activity is guilty of a Class A misdemeanor.

I. Drug paraphernalia; delivery or sale. Generally, anyone who delivers or sells, or possesses with the intent to deliver or sell, any item or piece of equipment for use in illegal drug-related activity is guilty of a Class A misdemeanor on the first offense and a Class C felony on subsequent violations. Generally, anyone over the age of 18 who violates this regulation by delivering drug paraphernalia to a person less than 18 years of age is guilty of a Class B felony.

J. Public intoxication. Generally, anyone who appears in a public place under the influence of alcohol, narcotics, or other drugs to the degree that he or she endangers self or other person or property, or by boisterous and offensive conduct annoys another person is guilty of the crime of public intoxication, a violation. Ordinances for the City of Montgomery outline certain other behaviors that would be considered unlawful possession, use, or distribution of alcohol. Anyone participating in these activities is guilty of a misdemeanor that is punishable by a fine of $0–500 and/or a period of 1 day to 11 months in jail. Following is a brief summary of behavior related to alcohol that city ordinances identify as illegal:

1. Generally, it is unlawful for anyone without the appropriate license to sell or dispense alcoholic beverages of any type.

2. Generally, it is unlawful for anyone to drink, sell, dispense, give away, or attempt to do so upon any street, in any public building, or in any public place in the city. As used in this section, the term “public place” includes any place or gathering which the public generally attends or is admitted to, either by invitation, common consent or right, or by payment of an admission or other charge; except in those cases in which such location is duly licensed by the city.

3. Generally, it is unlawful for anyone to serve a person under the legal drinking age (21), or allow such a person to be served, any alcoholic beverage in any place where such beverages are sold.
No adult having control of any residence, who has authorized an open house party at the residence and is in attendance at the party, shall allow the open house party to continue if all of the following occur:

1. Alcoholic beverages or controlled substances are illegally possessed or illegally consumed at the residence by a person under the age of 21.

2. The adult knows that an alcoholic beverage or controlled substance is in the illegal possession of or is being illegally consumed by a person under the age of 21 at the residence.

3. The adult fails to take reasonable action to prevent illegal possession or illegal consumption of the alcoholic beverage or controlled substance. (Alabama defines “reasonable action” as “ejecting a person from a residence or requesting law enforcement officials to eject a person from a residence.” Ironically, the law requires that potentially intoxicated persons be ejected, thereby promoting intoxicated driving or riding with intoxicated drivers.)

Additional Resources beyond Huntingdon College

If you think you or someone you know has a substance abuse problem, or if you just want more information, here are some places you can go:

**Chemical Addictions Program, Inc.**
1153 Air Base Boulevard
Montgomery, Alabama 36108
334-269-2150

**Lighthouse Counseling Center, Inc.**
1415 E. South Boulevard
Montgomery, Alabama 36117
334-213-1227

**National Institute on Drug Abuse**
1-800-662-HELP

**Council on Substance Abuse**
828 Forest Avenue
1-80-SOBER-90
Non-Academic Disciplinary Procedures

Hearing Procedures

The judicial and grievance proceedings are not adversarial, nor are they intended to duplicate the formal proceedings of a legal court of law. Students are subject to the current constitutions of the College Judicial Board as well as the directives of those administrators responsible for the particular departments.

Incident Report Validity

Upon notification of an incident, the Dean of Students will initiate an investigation. Following an investigation and upon determination by the Dean of Students that a violation has occurred, the student will be charged. The accused student will be notified of charges. In cases which the Judicial Board will be utilized, reports will be forwarded accordingly.

Administrative Disciplinary Action

The President, the Provost and Dean of the College, Dean of Students, Senior Vice President for Planning and Administration, or an assigned representative thereof, has the authority and “sole discretion” to carry out immediate disciplinary or administrative action on behalf of the College. In some cases, prompt and decisive action may be required before there is an opportunity to conduct a hearing, as in cases in which a student’s continued presence on campus constitutes an immediate threat to the well-being or property of members of the College community, or to the orderly functioning of the College.

If an individual is unable to function within the college community, demonstrates behavior that is deemed to be physically or emotionally harmful to others or oneself, violates standards of conduct, interferes with the academic progress of other students, and/or is otherwise disruptive to the college community, the College reserves the right to respond accordingly, which may include, but is not limited to any of the following: counseling or psychiatric referral off-campus, disciplinary action, and suspension or separation from the College.

The Huntingdon College Judicial Board

The Huntingdon College Judicial Board may have jurisdiction over all cases arising under the College’s Honor Code, other than those cases that have been processed administratively by the College. The Huntingdon College Judicial Board is comprised of a Chief Justice, eight justices (6 students and 2 faculty members) and overseen and advised by the Dean of Students.
Although the Judicial Board constitution allows for varied sanctions, the following provides a general history of Judicial Board and administrative sanctions:

**CATEGORY A**

A. **Reprimand/Disciplinary Warning**: A written notice that a continuation or repetition of prohibited conduct, within a specified period of time, will be grounds for more serious disciplinary action. Disciplinary warning, if given, extends through graduation.

B. **Conduct/Disciplinary Probation**: Action permitting a student to remain at the College on probationary status. During the period of probation, if the student is found guilty of a further violation of a College regulation, the student may be subject to suspension, separation or expulsion from the College.

C. **Suspension**: Exclusion of a student from the College for a definite period of time, not to exceed one calendar year, as set forth in the written notice of suspension subject to other College regulations. Suspension or expulsion may occur mid-semester with no reimbursement of fees, residence life, or College charges to date.

D. **Separation**: Termination of a student’s status with the College for a definite period of time, exceeding one calendar year. Upon expiration of the designated period of separation, the student seeking to re-enter the College shall be required to reapply.

E. **Expulsion**: Permanent separation of a student from the College.

**CATEGORY B** In addition or in place of the penalties listed in Category A, the following penalties may be employed:

A. **Community Service**: An assignment to perform a task or service for the College or a College-sponsored organization.

B. **Restitution**: Reimbursement for damage to, or destruction or misappropriation of property.

C. **Revocation of Privilege**: Loss of the privilege of living in College residence halls, using College dining facilities, and/or having an automobile on campus. Loss of general status or recognition.

D. **Special sanction appropriate to the violation** (i.e. require course, counseling, service project, etc.)
CATEGORY C*

A. All other penalties as authorized by the Dean of Students.

*These penalties are subject to change or alteration as directed by the Dean of Students.

Criminal or Civil Proceedings

The College neither substitutes nor interferes with the regular legal process. An action involving the student in a legal proceeding in a civil or criminal court does not free the student from being charged for his or her conduct in a College judicial proceeding.

Student Grievance Policy

Scope and Purpose

The purpose of this procedure is to provide currently enrolled Huntingdon College students with an opportunity to resolve complaints alleging sexual harassment, discrimination, and other forms of harassment. This procedure is also available for the resolution of complaints alleging inappropriate application to a student of any other rules or policies of the Huntingdon College campus, except as noted below.

This policy does not apply to academic grade appeals, except those appeals arising from claims of sexual harassment, harassment, or discrimination, in which case the claims of harassment and/or discrimination will be vetted through the provisions of this policy prior to implementation of the Student Grade Appeal process.

Student Grievance Committee

The Student Grievance Committee consists of the Dean of Students, who shall also serve as the Complaint Resolution Officer unless as otherwise noted, the Provost and Dean of the College, two faculty members appointed by the Provost and Dean of the College, and two students appointed by the Student Government Association President.
Informal Mediation

Informal mediation is an option for the complainant to pursue before deciding whether or not to file a formal complaint under the Student Grievance Policy.

In the event that informal mediation is desired, the complainant must contact the Student Grievance Committee Complaint Resolution Officer to act as mediator between both parties. In the event that the Student Grievance Committee Complaint Resolution Officer is the focus of the student complaint, then the complainant may contact the Senior Vice President for Planning and Administration to act as mediator between both parties.

Attempts to resolve complaints through the Informal Mediation process should be completed within thirty (30) days from the time at which the student knew or could reasonably be expected to have known of the action being grieved.

Formal Student Grievance Process

If a student is not satisfied with the outcome of the Informal Mediation process, the student may file a formal student grievance within twenty (20) days from the time at which the student knew or could reasonably be expected to have known of the action being grieved, regardless of the progress of the Informal Mediation process.

Student Grievances must be in writing and signed by the student. Grievances must contain the student’s address and phone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, the specific law, policy, or rule alleged to have been violated (if known), a description of the evidence supporting the grievance, whether Informal Mediation was available and completed, and the remedy or relief requested. It is the responsibility of the complainant to update the Complaint Resolution Officer (CRO) as to the appropriate address to use throughout the grievance process.

The student complainant may be assisted by a parent, legal guardian, or attorney during the grievance process. If the student is to be assisted by an adviser, the student must submit the name of the designated adviser, and indicate whether the adviser is a parent, legal guardian, or attorney. The student also must submit a signed statement authorizing the adviser to receive copies of relevant student records and correspondence regarding the grievance and to accompany the student to any meetings.

Upon receipt of a formal student grievance, the Complaint Resolution Officer shall review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance
Procedure, and alleges facts which, if true, would constitute a violation of law or College policy. The CRO shall complete initial review of the grievance and notify the complainant of the determination in writing within twenty (20) days of the receipt of the complaint.

If the CRO determines that the grievance is incomplete, the student will have ten (10) days from the date of the written notice to make the grievance complete. If the student fails to make the grievance complete, the grievance will be dismissed. If the CRO determines that the grievance is untimely, outside the jurisdiction, or factually insufficient, the grievance will be dismissed. If the grievance raises multiple issues, the CRO will make a determination described above with regard to each issue. The CRO may investigate some issues and dismiss others pursuant to this review process.

If a complaint is dismissed, the CRO will provide the student with a written explanation of the basis for the dismissal. The student will have ten (10) days from the date of the written notice of dismissal to request an appeal of the dismissal from the Senior Vice President for Planning and Administration. The request for appeal must be a signed, written document articulating why the decision by the CRO to dismiss the case was in error. The Senior Vice President for Planning and Administration will respond in writing within twenty (20) days of receipt of the appeal. If the decision to dismiss is upheld, that decision is final. If the decision to dismiss is overturned on appeal, the case shall be sent back to the CRO for investigation in accordance with the procedures outlined below.

If the CRO determines that a complaint is complete, timely, and has potential merit, copies of the complaint, along with any relevant documentation, will be provided to the members of the Student Grievance Committee, and will arrange for the date and time for a hearing. Hearings will be scheduled no later than twenty (20) days following the submission of the complaint. The refusal of any party to attend the scheduled hearing date shall not result in a delay of the hearing.

The Student Grievance Committee shall interview all parties together so that there is an opportunity to discuss all allegations. The hearing will be recorded. The Student Grievance Committee shall decide, call for, and study what further evidence or witnesses may be necessary before reaching a final determination. All parties shall have an opportunity to hear all witnesses and review all further evidence received and considered by the Committee.

Subsequent to the hearing process, the Student Grievance Committee shall retire to an executive session (unrecorded) to reach its determination as to the responsibility of the person, persons, or entity against whom the complaint is lodged. For a finding of defendant(s) responsibility, four of the six voting members of the Student Grievance must agree.

The Grievance Committee will present its findings in writing within ten (10) days of the conclusion of the hearing process to each of the parties involved, and to the Senior Vice President for Planning and Administration, along with a recommended remedy, sanction, or range of remedies and/or sanctions. The
Senior Vice President for Planning and Administration will determine the appropriate remedy(s) and/or sanction(s), and inform the complainant, and the accused in writing.

Decisions, remedies and/or sanctions may be appealed by the complainant or the accused to the President of the College within ten (10) days of written notification of final grievance procedure outcome from the Senior Vice President for Planning and Administration. The request for appeal must be a signed, written document articulating why the decision of the Committee was in error, or why the remedies and/or sanctions levied by the Senior Vice President for Planning and Administration were not appropriate. The President will respond in writing within twenty (20) days of receipt of the written appeal. All decisions of the President are final.
Academic Policies

Students should refer to the current College Catalog for Academic Policies.

Academic Regulations Regarding Honor Code

Anyone who violates the Honor Code by cheating, plagiarizing, copying and or receiving credit for another student’s work, or anyone who knowingly participates in the defrauding or deceiving of any faculty member for the purpose of meeting scholastic requirements, is subject to discipline by the College Judicial Board. It is the duty and privilege of a student to request that another student report him or herself for infractions of the Honor Code.
Procedures for Dealing with Suspected Honor Code Violations

The following procedure is adopted for dealing with cases of violations of academic integrity such as cheating, plagiarism, or lying to a professor about an assignment.

• If the professor suspects a student of academic dishonesty, he/she should attempt to contact or confront the student about the incident.
• If there are witnesses (e.g., other students knowledgeable of the infraction), they may also be contacted.
• If the student admits guilt and/or accepts a sanction, the faculty member and student need not involve the Judicial Board. In such cases, the faculty member shall submit a “Violation of Honor Code Form” to the Office of Academic Affairs (which shall forward it to the Office of Student Life). This form outlines the offense and agreed-upon sanction. The agreement must be approved by the Provost and Dean of the College.
• If approved, the Violation of Honor Code Form is kept on file in the Office of Academic Affairs. In those cases in which the agreement is not approved by the Provost and Dean of the College, the case shall be returned to the faculty member for reconsideration.
• In those cases in which the faculty member and student cannot agree about the case and the sanctions, the matter shall be referred to the Judicial Board.
• If the Judicial Board finds that a student has violated the Honor Code, the Provost and Dean of the College, in conjunction with the professor is free to sanction the student as he or she feels is appropriate. The Judicial Board may recommend additional punishment, including but not limited to: community service, service to the College, probation, suspension, or expulsion.
• In cases of a guilty finding, the presiding officer of the Judicial Board, in consultation with the faculty representative, shall submit a Violation of Honor Code Form to the Office of Academic Affairs and the Office of Student Life. This form outlines the offense and sanctions and shall be kept on file in the Office of Academic Affairs.
• In those cases in which the Judicial Board finds the student not guilty, the faculty member shall not sanction the student and no Violation of Honor Code Form shall be submitted for the incident.

Huntingdon College considers any disciplinary proceedings and determinations to be private to the student, except to the extent that the College determines, in its sole discretion, other people or entities should be informed.
The Huntingdon College Security Office serves the College community 24 hours a day. They are here to protect life and property, prevent and detect crime, maintain a successful parking and traffic system and be of general service to the College community. The Campus Security Office is located in the Wilson Center, Room 112. Security officers may be reached by any campus telephone by dialing ext. 4463. Campus Security has the authority to detain suspects and make arrests within certain guidelines under the provisions of state law. Should any criminal activity occur at an off-campus event recognized by the College, Campus Security will be notified.

**Security Phones**

For additional security, security phone boxes are located behind Flowers Hall (west entrance), the Narrow Lane Parking Lot, the Searcy Parking Lot, in front of Blount Hall, in front of Searcy Hall, in front of Ligon Hall, at the main entrance of the Wilson Gym, and at the Weil Center (north west entrance). Local emergency responders and campus security can be contacted from these phones.

**Campus Entry Gates**

The College has three (3) campus entry gates. These gates are located at the following: main entrance of the College at Fairview Avenue, and the entrances located at Woodley and Southview Avenue, and Woodley and Thomas Avenue. The gates are locked each night no earlier than 11:00 p.m. (or other times deemed appropriate). To exit the campus when the gates are locked, use the Narrow Lane Road exit located on the east side of campus or the Bankhead Avenue exit located on the west side of campus. Bypassing locked gates is strictly prohibited and considered a campus security violation.

**Escort System**

Campus Security provides an escort service for those who are traveling across campus at night and for those who have mobility challenges, etc. You may call 334.833.4463 to request a Security Officer escort.
Reporting Crime

Students and employees of the College are strongly encouraged to report any crime to Campus Security. If anyone has questions concerning the process or procedure of reporting crime on campus, please contact Campus Security or the Dean of Students. College employees and students are authorized to contact the local law enforcement agency at any time. However, it is recommended that Campus Security be called immediately. Prompt and accurate reporting of incidents and crimes is vital to a successful campus security and safety program.

Traffic and Parking Policies

To insure the safety of pedestrians, drivers, and property and to provide adequate parking facilities for the use of the College community, it is necessary to establish and enforce the traffic and parking regulations on campus. The entire College community is expected to abide by the regulations set forth in the following statements.

Registration of Vehicles

Students are permitted to keep automobiles on campus provided they are properly registered with Campus Security and display a current parking permit. Upon registering your vehicle at the security office located in room 112 of the Wilson Center, each person shall sign a statement to abide by the traffic and parking regulations as set forth by Huntingdon College. Students are required to have a valid driver’s license and vehicle insurance.

Students will receive parking permits when they register their vehicles. Parking permits are issued for a one-year duration and must be displayed in a manner on vehicles as authorized by the Chief of Security. Failure to display your parking permit is a violation and subject to citation.

Habitual violation of parking regulations will result in the loss of the student’s privilege to bring a vehicle on campus.

Registration of vehicles brought on campus by students is an individual responsibility of each student and should be accomplished within twenty-four (24) hours after arriving on campus. Students may register at the beginning of each semester in the event of a change in class standing. Registration of a vehicle by any other person is not allowed. Violation of this policy is considered a serious offense and violators will be referred to the College Judicial Board.
Guest and handicapped permits may be issued, at no cost, to students upon request at the Security Office in Wilson. These permits will authorize parking of an unregistered vehicle on campus in specific areas and will be issued for a period not to exceed two weeks. Guests will be advised to park in areas designated for guest parking. A guest and handicapped permit issued by Security should be displayed only on the authorized vehicle.

Permits issued to students are on a one-time basis and are renewable only under specific circumstances approved in advance by the Chief of Security or his designee. Permits must be located for display as instructed at all times during the period of use.

Applicants must furnish the following information to Security when registering a vehicle:

A. Full name and address of registrant.
B. Description of vehicle including current license number.
C. Designation (resident, commuter, faculty, staff, etc.)
D. Class standing (freshman, sophomore, junior, senior)
E. Contact Number (cell phone or home number)

Parking Area Reminder

At the intersection of Bankhead Avenue and Fairview Avenue there is a crosswalk for students traveling to and from the Cloverdale Campus. There are two solar-powered yellow flashing caution lights and on each light pole you will find red buttons affixed to the side of the pole. The flashing lights (which are facing east and west on Fairview Avenue) are activated by pushing this button. The lights are not red lights and are not intended to stop a vehicle while you are crossing the street, but to serve only as a caution to drivers that this is a school crossing. Always make sure before you cross Fairview Avenue that all vehicles traveling east and west come to a complete stop before your attempt to cross this intersection. Do not assume a vehicle will stop just because the lights are flashing and you have the right of way. Use caution and pay close attention to oncoming traffic.

And please don’t forget...

You should NEVER walk alone after dark!

Call Campus Security at 334.833.4463 for security escort – they will be happy to assist you!
1. Cleverdale Campus - Huntington College students may park their vehicles in the parking spaces along Fairview Avenue, Brother Street and Nunnery Street. Parking inside the gate will not be allowed and will be monitored by the Montgomery Police Department if you park illegally along any of the abovementioned city streets.

2. Hineaut Parking Lot - This lot is reserved for Resident Seniors, twenty-four (24) hour, staff, and handicapped parking. Freshman, commuter students, and others are not authorized to park in this lot which will be in violation and may be ticketed or towed. The parking spaces in this lot which are painted red (on vehicles there may also be a few in the Seniors lot) are reserved for resident seniors only on weekdays from 5:00 a.m. to 3:00 p.m. Sunday to 3:00 p.m. Friday. Upperclassmen may park in the red spaces on weekends from 3:00 p.m. Friday to 3:00 p.m. Sunday. There are reserved parking spots for full-time Residence Life staff members. Handicapped parking is also available with proper permits.

3. Seniors Parking Lot
   (a) Marked yellow spaces located north of the dining Hall and south of the Port Hall entrance are reserved for faculty and staff only. The marked yellow spaces located at the rear of the Dining Hall and in front of the Physical Plant Building are reserved for dining hall employees, and maintenance employees. Handicapped parking is also available with proper permits.
   (b) All other white unreserved spaces are available for upper-classmen resident students only on weekdays from 3:00 p.m. Sunday to 3:00 p.m. Friday. All resident students are permitted to park in these white spaces or in the green lot, located between the Physical Plant and Billiards Avenue, on weekends from 3:00 p.m. Friday to 3:00 p.m. Sunday. Freshman are not allowed to park in Seniors lot (including green lot) at any other time. Commuter students are not authorized to park in the upper or lower Seniors lot, this includes the green lot. There may be red spaces located just outside the south side of Seniors which are reserved for Resident Seniors only.

4. Pratt Hall - The spaces in front of Pratt Hall are designated for staff parking only. Please be advised that parking is unauthorized in unauthorized spaces and unauthorized vehicles are subject to be towed at the owner’s expense.

5. Wilson Lot - restricted to commuter students, twenty-four (24) hour faculty, staff, administration, executive reserved, and handicapped parking. Two spaces are reserved for ten (10) minute parking only for anyone conducting official business at Wilson.

6. Flowers Hall - The various parking spaces located in front of Belingrath Hall and Flowers Hall are designated for visitors and guests of the College. Students, faculty, and staff vehicles parked in these spaces will be in violation of the parking rules and regulations policy and are subject to be towed or ticketed.

7. Smith Lot - This lot is reserved to commuter students and faculty and are available on a first-come, first-served basis. The remaining spaces are reserved for commuter students, with the exception of two spaces: one is reserved for the Alabama-West Florida Archives staff, one is reserved for the President of the College. There are also free spaces reserved for handicapped. Note: Signs are posted on the fence of the baseball field which read “Park Here At Own Risk” due to the possibility of a baseball being hit over the fence which may cause damage to your vehicle. The College will not be responsible for any damage that may occur to your vehicle.

8. Narrow Lane Lot - This lot is open for unreserved use by freshmen and residents of Lupine Hall, other resident or commuter students and others authorized to park on campus. This lot also serves as the primary parking for athletic events and other functions held on campus. Faculty and staff reserved yellow parking spaces are located around the Catherine Bloom Robinson Student Center and the book store. Campus Security provides a shuttle service for those who are traveling across campuses at night. Please check the security office at 334-831-4403 to request an escort. (You should never walk alone after dark.) Please follow the directional arrows indicated.

9. Parking is also available to anyone at the Old Stable Studio parking lot located off Woodley Road directly across from Trumble Hall.
Parking in Prohibited Zones and Towing of Vehicle

Vehicles that are parked in fire lanes and designated parking spaces with tow-away signs shall be towed at the owner’s or driver’s expense. Once a vehicle has been towed, the owner must then contact security and any cost incurred will be paid at the Student Financial Services Office located in Wilson. (Towing charges range from $50 – $100). After the owner has paid all costs incurred at the Student Financial Services Office, they will then contact security (334.833.4463) so that the vehicle may be released to the owner. The owner must be able to show proof of ownership of said vehicle before it can be released to them. Vehicles that are towed after hours and on weekends will not be released until the above process has been completed or authorized by the Chief of Security. Handicapped parking spaces and fire lane spaces will be monitored closely and the security department reserves the right to tow vehicles(s) from these spaces at the owner’s expense. Abandoned vehicles will also be towed at the owner’s expense. Huntingdon College assumes no responsibility for damages that may occur when an improperly parked vehicle or an abandoned vehicle is towed or booted.

Regulations and Penalties

- Failure to comply with registration procedures or parking and traffic regulations will result in citations being issued and fines assessed.
- Huntingdon College assumes no responsibility for loss from fire, theft, vandalism, or accident to vehicle(s) that are parked or operated on our campus. Please see page 42.
- City and State laws and regulations, in addition to all directive signs governing the use of vehicles and flow of traffic, must be observed at all times.
- Vehicles must be in safe driving condition while being operated on our campus as provided by City and State Codes.
- Persons loaning their vehicles to others are responsible for tickets issued to that vehicle.
- The maximum speed on our campus for all vehicles is fifteen (15) miles per hour. The maximum speed for vehicles in parking lots on our campus is five (5) miles per hour.
- All fines must be paid to the Student Financial Services Office.
- Failure to pay fines by the semester’s conclusion may result in transcripts being withheld or other administrative action being taken to collect any fines owed to the college.
- If a Huntingdon student is employed by the College, the student’s vehicle will be registered as a student, not a staff.
• The Student Government Association plays a role in the process for determining the College’s parking policies.

• Fines are assessed as follows:
  • Parking violation — $20.00
  • Traffic Violation — $50.00
  • Handicapped Parking Violation — $50.00
  • No Vehicle Permit — $20.00
  • Improper Display of Permit — $20.00
  • Fire Lane Violation — $50.00
  • Other — $50.00 – $100.00

• Huntingdon College reserves the right to tow or boot any vehicle for the following violations:
  • Vehicles brought on campus after receiving three (3) or more unpaid tickets within a thirty (30) day period. A written warning will normally be issued and posted on the violator’s vehicle prior to towing or booting, however circumstances may require that action be taken without prior warning.
  • Vehicles brought on campus after receiving three (3) or more tickets for not being properly registered may be towed or booted with no prior warning.
  • Creating hazardous conditions, i.e., parking in traffic or fire lanes.
  • Parking in a manner that could impede entrance or exit of emergency vehicles.
  • Blocking loading docks, ramps, access to trash dumpsters or entrances to buildings, etc.
  • Abandoned vehicles parked on our property.

• Colors Related to Parking Areas:
  • Yellow lines — Faculty and Staff Parking Only or No Parking at ALL (fire lanes)
  • Red lines — parking for resident seniors.
  • White lines — parking for all students unless designated for guest parking
  • Blue lines — Handicapped Parking Only

At the beginning of fall semester, each resident senior who will graduate either in December or May shall register his/her vehicle as having senior status. A reserved parking spot will be held for each registered resident senior. At mid-year, if a student is reclassified from junior to senior status, he or she shall be permitted to register his/her vehicle as having senior status. At mid-year if a student is reclassified from freshman to upperclassman status, they shall not be permitted to register his/her vehicle as having upperclass status. This policy was amended by the Student Government Association in the fall of 2010.
Student Right-to-Know and Campus Security Act

Huntingdon College fully complies with the Campus Security Act. Each year a publication is updated and available to all prospective and current students, faculty, and staff through the College Website under Security. The publication presents information on campus safety programs, security provisions, crime statistics, and preventative measures to help everyone preserve their safety and that of others.

Your safety and security is of utmost importance to everyone in the Security Office and we will continue to work to insure your safety and security while you are on the Huntingdon College campus. You will observe security officers walking the halls of all residence halls and buildings and patrolling the College campus in golf carts, on foot patrol or in marked vehicles. You will also observe students riding security bikes around campus.

A safe campus is everyone’s responsibility. Students and employees can help by reporting all known or suspected violations to campus Security at 334.833.4463. In addition, Montgomery police officers will respond to emergency calls made to 911. The Chief of Security will also alert the campus community of crimes occurring in and around our campus and neighborhood such as robberies, assaults, vehicle thefts, burglaries, sexual assaults, etc. in a timely manner.

The campus crime log is maintained in the Office of the Chief of Security and is available upon request Monday–Friday 8:00 a.m. to 4:00 p.m.

Campus security is a shared responsibility. You may think of your college campus as a cocoon – a place that is safe from the violence of the outside world. Your institution is safer than most places, but it is not crime-free. Your school is working hard to make our campus as safe as can be, but it needs your help to reduce crime – and to keep you and others from being victims. Security measures for our campus include but are not limited to security officers, listing emergency phone numbers, outside emergency phones, escort services, well-lighted areas, secure locks on residence halls, swipe card systems, access control panels, alarms in residence halls and safety orientation and safety updates. Know the location of the Campus Security Office and use the protection that is provided to you.

Campus safety means protecting people and property. A college campus, like any other community, has its share of mishaps, crimes and injuries. The right attitudes and actions, however, can help protect you, your belongings, fellow students and your campus.

Campus Security
334.833.4463

Save this number to your cell phone!
Important Reminders /  
Campus and Community Safety Tips

From the moment you walk on campus to graduation day, you should always be smart and be safe with yourself and with your possessions. These are some safety tips that you should follow while on campus or anywhere you will be.

• Wherever you are, stay alert and tuned in to your surroundings. Don’t daydream.

• Never leave your personal property unattended even if you’re going to be gone for just a minute. While moving onto the campus, we’ve noticed that it is common practice for students to park close to the building and start moving in, leaving their cars unlocked and unattended. This is inviting your belongings, including your car, to be stolen.

• Always lock your car and your room. Students will commonly leave their doors unlocked if they are expecting visitors or if they are going to be away for just a minute. Many thefts occur when a student is away from his/her room for just a few minutes.

• Never give your keys or your student ID to anyone, even a close friend. With your room keys, someone can enter your room at any time. With your student ID, anyone can enter your residence hall anytime or use your meal plans.

• Familiarize yourself with the location of emergency telephones, both indoor and outdoor. Locations of some of the phones include emergency call box phones.

• Stick to well-lighted and busy areas. Stay on the part of the sidewalk that is farthest away from shrubs, dark doorways and alleys where people can hide.

• Although Campus Security patrols the Huntingdon College campus 24 hours a day, 365 days a year, we cannot be at every place at every time. Therefore, when traveling about the campus, travel in groups of two or more and always travel in well-lit, heavily traveled areas.

• Avoid displaying large amounts of cash or other tempting targets such as jewelry or expensive clothing.

• Follow what your instincts tell you. If you’re walking on campus and just have a strange feeling that something’s wrong, then something may be wrong. Change directions to a well-traveled, well-lit area and head toward a campus emergency phone, to Campus Security, or to your residence hall.

• Use the buddy system. If you’re out walking on campus or heading to a local establishment, take a friend with you and don’t leave his or her side. Watch out for each other and make sure that the other makes it safely back to the room. While you’re off-campus, if someone harasses you tell an employee, person of authority, or security officer.

• Remember to place valuables left in your car under your seat, in your trunk, or somewhere else out of sight. To leave CDs or a portable CD player on your seat invites someone to break a window and grab them. As you know, CDs are expensive and having just 10 stolen is more than a $150.00 loss.
Keep Your Home Away From Home Safe

Don’t make life easy for a thief—protect your property. Do not bring valuables to campus. Leave expensive jewelry, cameras, bikes, and collectibles and family heirlooms at home. Record the model and serial numbers of any items you do bring. Secure your driver’s license. Don’t leave your belongings (books, back packs, computers, purses, wallets, etc.) lying around unattended.

Stay safe in your residence hall. Lock the windows and doors when you are sleeping and anytime you leave the room unoccupied. Keep your room locked at all times, even if you are just going down the hall. Do not prop the door to your residence hall or room. Use curtains or blinds and close them at night or when you are out. Make sure emergency numbers are posted beside the phone.

Stay safe off-campus as well. Before you rent an apartment, ask local law enforcement about crime in the neighborhood and look for a safe neighborhood. The apartment needs to have well-lighted entrances and parking areas, solid building and apartment doors with deadbolt locks, windows that lock, curtains or blinds, working smoke detectors and fire extinguishers, and trees and bushes that do not obstruct lighting or provide a hiding place for criminals. Once you move in, get renter’s insurance, put only your last name on the mailbox (so no one will know if a male or female is living there), do not hide an apartment key, and NEVER allow a stranger in your apartment.

If you bring a bicycle on campus, always secure it, even if you are only going to be away for a short time. Lock it securely through both wheels and the frame. Do not lock to a tree. Engrave your bike with an ID number.

If you bring an automobile on campus, always lock it and remove the keys. Most car thieves don’t have to break into a vehicle due to the vehicle being left unlocked and the keys left in the ignition. Don’t leave keys in an unoccupied vehicle for even a second. Close all windows and secure your vehicle when you park it. Park in a well-lighted area at night. Do not leave anything of value in sight in your locked vehicle. Lock all valuables in the trunk so a thief will not be tempted to break in. If your vehicle is equipped with an alarm system, make sure it is activated. Don’t hide a key on your vehicle. Avoid leaving your keys with a garage or parking attendant.
Play It Safe Around Campus

Don’t be a target when you walk, run or ride a bike. Pay attention to what is going on around you. Stay alert for potential trouble. Do walk confidently, head high. Have keys ready as you approach your door or vehicle. Know the location of phones to contact campus security or police. Don’t carry a large amount of cash.

Protect Yourself from Attacks
When You are Walking or Jogging

Don’t get caught alone — walk or jog with someone or call Security. Avoid isolated or dark areas, such as alleys or parking lots. Stay near street lights. Hold your purse or briefcase tightly and close to your body. Don’t carry a purse or backpack hanging from your shoulder. Dress sensibly. Tight pants, clogs or heels make movement difficult. Don’t flaunt expensive jewelry. If you are being followed, cross the street, change directions, keep looking back so the person knows you cannot be surprised, go to a well-lighted area — residence hall, classroom, library, security office — anywhere there are people. Notice and remember as much as possible about the person so you can give a good description.

If you are held up — don’t resist. No amount of money is worth taking chances with your life. Don’t take risks. You can never tell if a robber is armed. Don’t be a hero — do what the robber asks. Report the incident to campus police or your local police department immediately. Try to give a description that includes approximate age, height, weight and details on hair, clothing, scars, jewelry, tattoos and anything else that is noticeable.

Stay Safe In Your Vehicle

Keep vehicle doors locked at all times. Lock all doors if you think someone in a vehicle is following you — make a series of quick turns. Try to get a description of the vehicle following you and the license plate number. Drive toward a well-lighted place or where there are lots of people.

If your vehicle breaks down, raise the hood and tie white handkerchiefs on the antennae as a distress signal. Lock yourself in and wait for the police to answer. Don’t get out if someone other than law enforcement arrives. Roll the window down a bit and ask the person, if not law enforcement, to contact someone for you.
More on Self-Protection

Don’t hitch-hike! Report suspicious activity. Take a course in self-defense. If you are attacked, go with your instincts but be realistic about your ability to protect yourself. You may decide to run, scream, kick, hit, bite, etc. Keep in mind that your goal is to escape safely. Cooperate if you think that resisting could lead to further harm or could endanger your life. Remember, every situation is different. Only you can decide which cause of action is appropriate. Never feel guilty about what you did or did not decide to do.

Help Keep Your Campus Safe

A safe campus is everyone’s responsibility. Do your part to protect yourself and others by being alert for safety hazards and campus crime, being safety conscious where you live and everywhere on campus, and being knowledgeable about alcohol, drug safety precautions and emergency procedures. Campus security helps protect you, but you are responsible for your own safety. Cooperate with security personnel, attend available safety seminars, know the campus emergency numbers, and use the information in this memo to assure a great year on campus!

For your safety and protection, the Security Office does not give out information such as room numbers, phone numbers, and the name of the residence hall where you reside. The security officers will deliver a message to you from an individual and if the nature of the call is an emergency, every attempt will be made to locate you.

Campus Vandalism and Theft Ends Up Costing

Destruction of property can interrupt your learning and social life. Report any instances of vandalism to security or school authorities immediately. Remember that destroying property is illegal and costly.

Anyone who steals equipment, furniture or books from campus is actually stealing from you! Everyone deserves the right to use school facilities at their best. Remember: keeping quiet about theft doesn’t pay…it costs.
Most students who are raped or sexually assaulted do not report it. They fear publicity, blame, disbelief, or reprisals — especially if they know their attackers. Most college sexual assaults are committed by dates and acquaintances. Protect yourself: be especially cautious during your first few weeks of school. This is when students are most vulnerable. Don’t use drugs or alcohol on dates. Say “no” forcefully if pressured to have unwanted sex. If “no” doesn’t work, try to get away by running or screaming for help. A person has the right at any time to say “no” to any sexual act. Everyone also has the right to turn down a partner with whom he or she has previously consented to have sex.

Know what to do if you are sexually assaulted; then report the crime to campus security, local law enforcement, or College officials.

Most rape victims are raped by friends or acquaintances. This often happens on dates. Here are some tips to help you stay safe:

- Know the person you are going out with
- Meet in public places, not isolated areas
- Arrange your own transportation
- Tell someone where you are going and whom you are meeting

If possible, go with a group of people first until you get to know your date better.

- Make your limits clear before you get into a sexual situation.
- Avoid alcohol and other drugs — they make it harder to stay in control
- Don’t leave your drink alone. Also, don’t drink something you didn’t get or open your self. Date rape drugs slipped in drinks can leave you vulnerable.

If you are raped:

- Get to a safe place — call the local law enforcement authorities or a rape crisis center. (see page 95 for phone numbers)
- Request to be examined by a member of the Sexual Assault Response Team (SART). The Sexual Assault Response Team of Montgomery and the Tri-County Area was created in June of 1996. It is comprised of representatives from Law Enforcement, District Attorney’s Office, Family Advocacy, Council Against Rape, Child Protect, Department of Forensic Sciences, Alabama Crime Victims Compensation, a sexual assault victim/survivor and a media representative.

The team brings a multi-disciplinary approach to the issue of sexual assault. The team produces collaborative efforts to improve the prosecution rate of sexual assault victims and prosecution of their cases. SART of Montgomery seeks to improve the prosecution rate of criminals who commit sexual assaults while providing immediate support for the victims.

There is a corps of volunteer nurses who are specifically trained to perform the forensics...
medical examination on victims of sexual assault. A nurse examiner collects forensic evidence following chain of custody procedures and administers a medical protocol to treat and prevent sexually transmitted diseases. This system enables the victim to receive immediate attention which is critical for timely evidence collection. SART has a dedicated exam room and this exam room is away from the hospital emergency room.

When a victim presents for an exam, the emergency room is bypassed and the dedicated exam room is used. This prevents long waits for victims as the forensics medical exam does not meet emergent criteria and is not a priority in the emergency room. The specialized nurses reduce the amount of time involved in forensics medical teams, provide a better environment for the victim and insures quality thorough evidence gathering. The victim can expect a thorough and timely collecting of evidence by a trained nurse examiner; investigation by law enforcement; support services by the Council Against Rape, inclusive of accompaniment to medical and legal proceedings, individual, group and family counseling.

**Suicidal Communication**

In the unfortunate event a Huntingdon College student communicates any message of potential suicide, using any communication means possible, the College will require that student be evaluated by a licensed psychiatrist, at the family’s expense, before he/she can potentially return to campus. The licensed psychiatrist must clearly report to the student’s ability to function in the College community and be of no threat to him/herself or others on the campus. Documentation of such an evaluation must be provided to the Dean of Students. A minimum of a three (3) day waiting period from the day the incident is reported is required by the College before documentation can be considered on behalf of the student.

**Safety Programs**

Contact the Chief of Security in reference to safety programs:
- Self Defense Classes
- Alcohol and Drug Awareness Programs
- Violence and Assault Programs
- Crime Prevention Programs
Medical Emergencies

Life Threatening Emergencies
1. Call Security at 833-4463 or 911 immediately
2. Provide the following:
   - age and gender of victim
   - location of victim
   - nature of the emergency and whether the victim is conscious or breathing
   - any additional information as directed
3. Keep the victim still until help arrives. Do not attempt to move the victim.
4. Only trained personnel should provide first aid or CPR.
5. Upon arrival of the emergency medical unit, provide any information about the victim that you are aware of.

Minor Injuries/Non-Emergencies
1. In case of a minor injury or illness, contact the school nurse at 833-4577
2. Employees should notify their supervisor of a work-related injury or illness and complete a Report of injury with the security department.

Active Shooter/Campus Violence

If an active shooter is outside your building:
1. Move to an inner area of the building if safe to do so.
2. Turn off all the lights and close and lock all windows and doors.
3. Close all windows, blinds and curtains.
4. Contact Security at 833-4463 or 911 with your location.

If an active shooter is inside your building:
1. If it is possible to flee the area safely and avoid danger, do so.
2. Lock all doors and secure yourself in your space.
3. Silence mobile phones, pagers and other audio devices.
4. Contact Security at 833-4463 or call 911.
5. Get down on the floor or underneath a desk and remain silent.
6. Wait for the “all-clear” instruction to be issued by campus security.
If an active shooter enters your office or classroom:

1. Remain calm.

2. Put distance between yourself and the offender. Make use of shielding.

3. If possible, keep an escape route behind you.

4. Make a personal choice to negotiate with or overpower the suspect.

Personal Security

Once an emergency takes place, the time to prepare is gone and it is time to respond and cope with the aftermath. Take time to examine what you can do to prepare by visiting www.ready.gov and www.redcross.org. Make sure that you have asked yourself and done the following:

- I have submitted my cell phone number to Technology Services and the Residence Life Office.
- I have programmed the campus security number 334-833-4463 into my cell phone.
- I know more than one way to get out of every building where I live or have classes.
- I know the location of fire alarms, pull stations and fire extinguishers and know how to use an extinguisher.
- I know where to find shelter in case of severe weather and/or a tornado.
- I know the housing staff for my residence hall, including my Resident Assistant and other staff in case there is an emergency or other problems.
- My roommates and/or close friends know how to contact my parents or other emergency contacts.
- My parents know how to contact my roommates and/or close friends in case of emergencies.
- I have an emergency kit that includes a flashlight, a radio (and fresh batteries), non-perishable food, a first aid kit, and other items.
ESSENTIAL NUMBERS

Emergency Numbers
Police/Fire/Ambulance/Emergency..........................911
Montgomery Police Department..........................334.241.2831
Montgomery Sherriff’s Department.........................334.832.4982

On Campus Emergency Numbers
Campus Security, 24-Hour Emergency.....................334.833.4463
or 334.324.6565
Campus Security Extension.................................4463
Counseling..................................................334.833.4479
Huntingdon Automated Phone Line.........................334.833.4222
Chief of Security, Home Phone............................334.277.4471
  Cellular Phone........................................334.833.4261
  Additonal Cellular Phone...............................334.300.8917

Community Numbers
Council Against Rape, 24-Hour.............................334.286.5982
Help-A-Crisis, 24-Hour Help...............................334.279.7837
Poison Control Center.................................800.462.0800
A fire on campus not only interrupts your education, it also destroys property and can injure or kill people. Always follow campus fire rules. Check with Campus Security if you have any questions. If you smoke, make sure ashes are cold before dumping them. Never leave a burning cigarette, cigar or pipe unattended. Smoke only in designated areas. Follow campus rules about candles, incense, bottled gas appliances, etc. Too many cords plugged into one outlet can result in a dangerously overloaded circuit. Irons, space heaters, hot plated, etc. should never be left unattended. Wait for them to cool before storing. Flammable liquids are banned from our college residential buildings. If allowed, they should be used and stored according to campus rules. Store and dispose of rubbish properly so there’s not chance of fire. Take time to know what to do in case of fire now because there’s not time in an emergency. Know the location of fire extinguishers and how to use them. An alarm sounded immediately can protect property and save lives. Know where the fire exits are and be sure they open easily and are free of trash and clutter. If you discover a fire, sound the alarm or call the fire department (911) and security (334.833.4463) immediately. If there is not alarm, pound on the doors and shout on your way out. Leave the building immediately and direct the fire department and security to the fire. NEVER ENTER A BURNING BUILDING. If you are inside a burning building, use the fire exits. Never use the elevator. Crawl to stay beneath smoke if necessary. Touch the door and doorknob with the back of your hand. Don’t open the door if they are hot. If you can’t leave a room, open windows at the top and bottom and hang something out the window to attract attention. Build a fire barrier against a door (use mattress or other available furniture). Shout for help. Weigh your risks of injury before jumping from a building. False fire alarms endanger everyone and increase the cost of fire protection. A false alarm is not a joke — it is a crime.

For the safety of all residents, no students may possess any type of open heating elements, open flames, flammable materials or explosives in the residence halls. This includes, but is not limited to: hot plates, candles, potpourri burners, incense, grills, charcoal lighter fluid, gasoline, George Foreman grills and fire works. A student will be asked to remove any item that constitutes a fire hazard. Students may not possess highly flammable materials or explosives of any type in the residence halls. Violations will be addressed immediately, without prior notification, and at the student’s expense. Both Huntingdon College and Alabama State Law strictly prohibit the misuse of fire-fighting equipment, and fire alarm systems. Any student apprehended for violations involving misuse of fire-fighting equipment or fire alarms may be referred to the Fire Department for criminal prosecution. Tampering with any fire safety equipment including fire extinguishers, smoke alarms, fire alarms, tampering with door locks, and blocking doorways is a violation of local codes and may result in, but is not limited to, a
Inclement Weather Warning

When severe weather threatens the Montgomery area, the Civil Defense alarms will sound. When this occurs, proceed immediately to the basement or other designated safe area and stay there until the “all clear” signal is given by campus security or your Resident Director if in a Residence Hall. Failure to comply with the direction of a College official during an inclement weather warning will result in disciplinary action.

Circuits can be easily overloaded by simultaneous operation of numerous electrical appliances (hair dryers, stereos, televisions, computers, refrigerators). Overloaded outlets, extension cords, and circuits are a fire hazard. Students must not alter or tamper with light switches, light fixtures, or electrical outlets. Normal care and precautions are necessary to ensure the personal safety of resident students. It is recommended that you use a “power strip” (small extension cord that contains several plug-ins and a circuit breaker) if you plan to use several appliances in your room.

Emergency Drills

Participation in emergency drills is essential to prepare for the orderly response to a fire, tornado, etc. Residence Hall fire drills are held once a month.

Inclement Weather Warning

When severe weather threatens the Montgomery area, the Civil Defense alarms will sound. When this occurs, proceed immediately to the basement or other designated safe area and stay there until the “all clear” signal is given by campus security or your Resident Director if in a Residence Hall. Failure to comply with the direction of a College official during an inclement weather warning will result in disciplinary action.


Locations to go during a tornado warning

When the tornado siren is activated, everyone should seek shelter immediately to ensure your safety and the safety of others. Refer to maps of main campus and the Cloverdale campus. Listed below, you will find the locations of safe places to go or be during a tornado warning.

- If you are inside Pratt Hall, you should remain in the building and proceed to the Pratt basement and stay away from windows.
- If you are inside Jackson Home, you should remain in the building and proceed to the basement at this location and stay away from windows.
- If you are inside Searcy Hall, you should remain in the building and proceed to the Searcy basement and stay away from windows.
- If you are inside Blount Hall, you should remain in the building and proceed to the first floor, sit against the walls of the building (east and west wings), and stay away from windows.
- If you are in Bellingrath Hall, you should remain in the building and proceed to the basement at this location and stay away from windows.
- If you are inside Wilson Building, you should remain in the building and proceed immediately to the first floor, sit against the walls of the building, and stay away from windows.
- If you are inside the Julia Walker Russell Dining Hall, you should proceed immediately to the Pratt basement and stay away from windows.
- If you are inside the Maintenance Shop, you should proceed immediately to the Pratt basement and stay away from windows.
- If you are inside Flowers Hall, you should remain in the building and proceed to the basement of this building (east and west ends), or sit along the first floor hallway and stay away from windows.
- If you are inside Smith building, you should remain in the building and proceed to the Recital Hall or go to the first floor and sit along the hallway and stay away from windows.
- If you are inside the Houghton Library, you should remain in the building and proceed to the basement of this location and stay away from windows.
- If you are inside The Hut, you should remain inside the building and proceed to the basement of this location and stay away from windows.
- If you are inside Catherine Dixon Roland Student Center, you should remain in the building and proceed to the basement of this location and stay away from windows.
- If you are inside Ligon Hall, you should remain in the building and proceed to the first floor and sit along the wall in the hallway and stay away from windows.
- If you are on the baseball field, you should proceed to the Catherine Dixon Roland Student Center basement and stay away from windows.
- If you are on the tennis courts, you should proceed to the Catherine Dixon Roland Student Center basement or the first floor of Ligon Hall and stay away from windows.
- If you are on the soccer field, you should proceed to Ligon Hall and sit along the walls of the first floor hallway and stay away from windows.
• If you are at the **Delchamps Residence**, you should remain in the building and proceed to the first floor and sit along the walls and stay away from windows.

• If you are at the **Wilson Gym**, you could proceed to the basement and stay away from windows.

• If you are on the **football field**, you should proceed to the Wilson Gym basement or the Football Field House and stay away from windows.

• If you are at the **Football Field House**, you should remain at this location and sit along the walls and stay away from windows.

• If you are at the **Cloverdale Administrative Building**, you should remain in the building and you should go to the first floor hallway and sit along the walls and stay away from windows.

• If you are at the **Weil Center**, you should remain in the building and proceed to the hallways and sit along the walls and stay away from windows.

• If you are at the **Old Cloverdale lunchroom**, you should proceed to the Cloverdale Administrative Building and sit along the hallways and stay away from windows.

• If you are **walking around the main campus or the Cloverdale Campus**, you should proceed immediately to any one of these locations listed above.

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**You should remain at your location until the “all-clear” is given by Security or the designee.** Let’s all do our part to make sure that everyone is safe since security cannot be everywhere at once. Your cooperation in this matter will be fully appreciated.
Emergency Lockdown Policy

The following procedures are submitted as the official plan of action by Huntington College administration, faculty, staff, and students to follow in the event of an emergency lockdown situation of our main campus and the Cloverdale campus.

Each person who is named as a building coordinator will be responsible for the lockdown of his/her assigned building as per the authority of the Chief of Security or his designee until the all-clear is given by the same. The College gates will be secured either by Security personnel or Maintenance personnel. Each building coordinator will be notified by Security in the event that an emergency lockdown is occurring via phone or radio.

Once the lockdown has been ordered and your respective building has been secured, all building coordinators will make a preliminary check of all rooms and will advise all persons that they are currently under mandatory lockdown, and that no one will be allowed to exit said building, and that no one except law enforcement personnel will be allowed to enter said building until further notice. Everyone will be informed to stay clear of all windows and doors and everyone will be informed to remain in their respective offices or classrooms until further notice.

If a problem occurs, the building coordinator should contact security immediately at 334.833.4463 or 334.324.6565.

Each building coordinator shall be responsible for naming an alternate person to be in charge of his/her building in case he/she is absent or unable to perform his/her duties in case of an emergency lockdown.

Each building coordinator will be issued a key to all entrance and exit doors pertaining to their assigned building, and these keys will be kept in a safe and secure location. Building coordinators will make sure that their alternates are made aware of the location where these keys are kept.

Once the all-clear has been given to each building coordinator by the Chief of Security or his designee, the coordinator will make sure that all entrances and exits are unlocked, and will notify everyone in the assigned building that the lockdown order has been cancelled and that everyone is free to leave.

Once everything has returned to “normal” order, the building coordinator or his/her alternate will report any problems, etc. to the Chief of Security or his designee.

If a building has to be evacuated it will be done in an orderly manner, and the Chief of Security or his designee will be the last person to leave the building being evacuated. Priority shall be given to clear everyone from the building being evacuated as safely and quickly as possible.
**Bomb Threat Procedure**

When a bomb threat is received via phone, e-mail, etc., contact security immediately at 334.833.4463. Security will then notify the Montgomery Police Department and the Montgomery Fire Department. The following procedures will then be followed.

1. Within a block of arrival at the scene of a bomb threat, officers will turn their radios and cellular phones off. This will also apply to Resident Directors, Resident Assistants, maintenance personnel, etc.

**Lock Down within the Residence Halls:**

The following procedures are submitted as the official plan of action for Residence Life Staff for all our campus residence halls in the event of an emergency lockdown.

1. Each RA will get his/her master key, secure his/her room and make a preliminary check of his/her wing. The RD or RAs will have contact with security via phone or radio.
2. The respective residence hall staff will proceed to the first floor of each residence hall and meet in front of the RD apartment.
3. The RD or any available staff member will determine the number of staff present. In the absence of the RD, one of the RAs will act as the building coordinator and he/she will direct all others to make sure that the respective residence hall is secure, and will ensure that no one attempts to exit or enter said building.
4. All residence hall staff members will work as a team, going door to door to make sure that everyone is made aware that they are under a mandatory lockdown, and that no one will be allowed to exit said building, and only law enforcement personnel will be allowed to enter said building until further notice. Everyone will be informed to remain inside his/her secured Residence Hall room and to stay away from all windows until further notice.
5. Once the above has been completed, all residence life staff will convene back to the first floor until the all-clear has been given by the Chief of Security or his designee.
6. Once this has been done, the residence life staff will once again go to each residence hall room and will inform everyone that the mandatory lockdown has been cancelled, and they are free to go.

*Under present conditions the need to evacuate the entire campus will probably be based upon a pending threat, rather than an immediate unforeseen danger, i.e.; toxic fumes, inclement weather situations, etc.*
2. Security will immediately arrive at the scene and order the evacuation of the premises. Montgomery police officers will immediately seek out the person(s) in charge of the premises (security personnel) who will be responsible for ordering evacuation, if such action becomes necessary. Sometimes small changes in operation can be made on the spot and if a situation dictates, the senior ranking officer may order evacuation.

3. The Montgomery Police Department, along with Huntingdon College security personnel, will take the primary role and responsibility for securing the building, making any search that might be necessary and any evacuations that might follow. The Montgomery Fire Department will be dispatched to the area and will function as a support unit in case there is a need for their services.

4. The search of the entire premises must be conducted by Huntingdon College security personnel with assistance from Montgomery police officers and Montgomery Fire Department personnel if necessary, in order to note anything alien to the surroundings.

5. If a suspicious object is located, **DO NOT TOUCH IT!** And **DO NOT MOVE IT!** Security personnel and/or Montgomery police officers should be stationed at a safe distance to cordon off the danger zone, and the E.O.D. Unit will be contacted by a member of the Montgomery Police Department to respond to the scene if necessary.

6. After the search has been completed, the Montgomery Police Department will complete an incident report of the bomb threat. Remember that a bomb can be almost anything, ranging from the most overt bundle of explosives to cleverly concealed, ordinary objects. A briefcase, toolbox, and pieces of pipe could be used. You will be looking for something that doesn’t belong. If anything appearing to be a bomb is to be found, **DO NOT TOUCH IT!** And **DO NOT MOVE IT!** The police will take charge and decide the course of action.

7. In the event of an actual explosion, then the primary command concerning fire control and injuries would be shifted to the Montgomery Fire Department. The Montgomery Police Department would then be primarily responsible for maintaining the scene, traffic control and any investigation that might follow. The Huntingdon College Emergency Plan would immediately go into effect.
IN ACCORDANCE WITH THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008,
HUNTINGDON COLLEGE IS PLEASED TO PROVIDE THE FOLLOWING INFORMATION.

Huntingdon College’s Consumer Information below will be updated as information is available and in the appropriate reporting timeframe. All information below is discussed in more detail on the HC Consumer Information Web site (http://hawk.huntingdon.edu/oiac/consumerinformation.html).

If you have questions, need assistance or would like a paper copy of any of this information, please contact the Assistant to the Provost for Institutional Assessment and Compliance (FL 107 or oir@huntingdon.edu).

Academic Programs — Huntingdon College provides degree programs in both the traditional day and Adult Degree Completion Program. More information is available on the HC Consumer Information Web site (given above) regarding specific degrees, a list of faculty and other instructional personnel; instructional, laboratory, other facilities for use by the academic programs; and satisfactory progress standards, specifically what is expected to maintain satisfactory academic standing and progress toward the baccalaureate degree.

Accreditation — Huntingdon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Bachelor of Arts, Bachelor of Science and the Associate of Arts degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Huntingdon College. More information regarding Huntingdon College’s regional accreditation information, regional accrediting agency contact information for questions and comments about Huntingdon College’s accreditation, and other accreditations and memberships is available on the HC Consumer Information website (given above).

Articulation Agreements — Huntingdon College currently has articulation agreements with Enterprise State Community College, James H. Faulkner State Community College, Jefferson Davis Community College and Jefferson State Community College. These agreements are applicable only through the Adult Degree Completion Program. Huntingdon College also has a dual-degree arrangement with Auburn University which allows a student to earn a Bachelor of Arts degree from Huntingdon College and a Bachelor’s degree in engineering from Auburn. Upon completion of the appropriate requirements at each institution, the student is awarded both degrees.
Campus Safety and Security Reporting — In compliance with the Cleary Act, Huntingdon College annually provides information on the safety and security of the College. The link above contains information regarding the law enforcement authority of Campus Security and its working relationship with State and Local agencies; how to report crimes to Campus Security and/or appropriate law enforcement agencies and the procedures following a reported crime; Huntingdon College’s annual Campus Crime Report, which provides statistics for occurrences on or near campus for various crimes, including criminal offenses, crimes of prejudice (hate crimes), and liquor, drugs and illegal weapons violations for the previous three years are available in this report; emergency response and evacuation procedures, missing student notification procedures, Huntingdon College’s annual Fire Safety Report, which contains information about campus fire safety practices and standards, as well as, statistics for fire related incidents in the most recent calendar year.

Screenings and Vaccinations — In the interest of the health and safety of the entire Huntingdon community, Huntingdon College requires that students have their immunization records up-to-date, be screened for tuberculosis (according to recommendations from the Alabama Department of Public Health), and undergo other recommended immunizations and screenings. The Huntingdon College Health Form, required of all students upon entrance to the College, is included in the Enrollment Information Packet. Specific policies regarding vaccinations are available online at http://www.huntingdon.edu/studentLife.aspx?id=2272.

Copyright Infringement/Peer-to-Peer File Sharing — Huntingdon College’s policies and sanctions related to copyright infringement; a summary of penalties for violation of federal copyright laws, both institutionally and federally are available on the HC Consumer Information website (given above) and in this Huntingdon College Student Handbook on page 29.

Drug and Alcohol Abuse Prevention — Under the provisions of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Huntingdon College must certify that it has adopted and implemented a program to prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as any part of its activities. This information is available from the Office of Institutional Assessment and Compliance and in this Huntingdon College Student Handbook on page 60-67.

Information includes but is not limited to:

Drug and Alcohol Policies — Information regarding Drug Violation Penalties with regard to Financial Aid eligibility

Equity in Athletics - In compliance with the Equity in Athletics Disclosure Act, Huntingdon College provides information on men’s and women’s athletic programs including the number of participants by gender for each varsity team, operating expenses, recruiting expenditures, athletically related student aid, and revenues.
FERPA — The Family Educational Rights and Privacy Act (FERPA) is a federal policy setting forth requirements regarding the privacy of student records. Huntingdon College complies with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. This federal law provides that an institution will maintain the confidentiality of student records, and it provides students and parents of dependent students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

At its discretion, in response to individual inquiry or by publication, the College will provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, classification, study load, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and participation in officially recognized activities. Students may withhold Directory Information by notifying the Registrar in writing.

A detailed statement of policies and procedures is available online at http://hawk.huntingdon.edu/FERPA/studframeset.html

Facilities & Services available to handicapped students — The goal of Huntingdon College is to foster an environment free of discrimination and bias in which all qualified students have access to educational opportunities.

Dr. Lisa Olenik Dorman is the official Section 504/ADA compliance officer for the College. The Senior Vice President for Planning and Administration is the contact for all matters concerning the physical plant facilities for Huntingdon and for matters relating to staff personnel at the College. Dr. Lisa Olenik Dorman is the contact person for faculty for matters relating to specific academic requests. The Dean of Students is the contact person for students with specific non-academic requests. The persons in these positions are responsible for assisting with the coordination of efforts to comply with federal regulations which require equal access to all programs and services of the College to individuals with disabilities with respect to his or her assigned area(s). Any student, faculty or staff member may contact any one of the persons in the named positions for clarification, appeal or resolution of a disability-related issue.

The Director of Health Services is the Intake Coordinator for students with disabilities who request services and/or accommodations to minimize the effects of their disabilities. Students must voluntarily identify themselves and provide current, official documentation of disability in order to become eligible for reasonable accommodations. If documentation is inadequate, the student may be asked to provide additional information/evaluation.

Contact information: (http://www.huntingdon.edu/studentLife.aspx?id=1660)
Financial Assistance Information — In compliance with the Higher Education Opportunity Act of 2008, Huntingdon College annually provides a wide range of information regarding financial assistance for its students and prospective students. The link above contains specifics regarding student financial aid assistance programs, both need and non-need based; how to apply for financial assistance; methods of aid distribution; Rights and Responsibilities of students receiving financial aid; cost of attendance for both full-time and part-time attendance, specifically tuition, fees, room board, books and supplies, transportation, and additional costs; statements of the refund policy, requirements for the return of grant or loan assistance, requirements for officially withdrawing from Huntingdon College; how failing to meet satisfactory academic progress may affect financial aid eligibility; loan deferment terms and conditions; financial aid contact information; and terms of loans students receive.

Net Price Calculator — Based on the information entered by the student, an average net price of attendance is generated based on what similar students paid in the previous year. The estimates generated by the template do not represent a final determination, or actual award, of financial assistance or a final net price. [http://hawk.huntingdon.edu/oiac/netpricecalculator/npcalc.htm]

Study Abroad — Enrollment in a study abroad program approved for credit by Huntingdon College may be considered enrollment at Huntingdon College for purposes of applying for Federal student financial assistance. Contact the Office of Financial Services for further information. (334-833-4519 or finaid@huntingdon.edu)

Student Characteristics (Student Body Diversity) — This report provides the diversity of Huntingdon College’s student body, including information about the percentage of full-time students broken down by gender, race/ethnicity, and whether or not they are Pell Grant recipients.

Student Attainment — The link above provides information on student retention; student completion, based on students attempting/completing a bachelor’s degree and are calculated by tracking a cohort of new, first-time, full-time, degree-seeking students for six years (150% of normal time to completion of a 4-year degree); and post graduate placement in employment and/or graduate/professional education.
Alma Mater
To Huntingdon we raise our song,
Fair college on the plain,
The name that sets our hearts on fire,
And makes our spirits flame.
To Huntingdon, our Huntingdon,
In praise our voices swell;
The scene of happy college days,
The home we love so well.

And when the shadows softly fall
O'er hills and valleys dear,
Across the college campus rings
The melody so clear.
The circling hills throw back again
The glad inspiring song;
And to our Huntingdon College home
Our praises we prolong.

Fight Song
We are the fighting Hawks of the scarlet and grey.
We will prove to all that we are here to stay.
With our heart and our might,
'til the battle is right,
We will bring home a win today, GO HAWKS!

Strong and brave in our victory,
Here's to the school that we love.
Give me an H-A-W-K-S.

We are the Hawks, the Huntingdon Hawks!