# Lyon College Student Handbook
## 2019-2020

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I. Student Government Association

The Student Government Association is made up of elected representatives from appropriate constituencies. The Student Government Association (SGA) is the central policy-making student organization at Lyon College.

The four executive officers of the SGA are: President, Vice-president, Secretary, and Treasurer. Class representatives, non-traditional student representatives, residence hall representatives, two faculty representatives, and the Dean of Students complete the Assembly.

The SGA works through five standing committees charged with carrying out the Association’s business. They are: Student Policy, Budget, Campus Life, Elections, and Diversity. Refer to the SGA constitution and bylaws for a description of committee duties.

Through this body and its committees, students make known their ideas, opinions, and grievances. Students who are not members of SGA may do so by writing a letter to the SGA and giving it to the President or an appropriate member, arranging with the President to come before the SGA, or simply telling ideas, opinions, and/or grievances to their representatives.

The SGA officers for 2019-2020 are:

President  Hayley Cormican
Vice-President  Melanie Beehler
Secretary  Taylor Fitterling
Treasurer  Kristen Towery

The Constitution of the Student Government Association of Lyon College

PREAMBLE

We, the students of Lyon College, in order to create a representative government, to develop responsibility in relation to the College and the community, and to better the general welfare of this institution, do hereby ordain and establish this constitution.

Article I. General Organization

A. Name

The name of this organization shall be the Student Government Association of Lyon College.

B. Purpose

The Purpose of the Student Government Association is:

- To promote active student participation in the governance of the Lyon College community.
- To establish fair and equitable representation for the students of Lyon College.
- To provide a means for democratic action in student affairs.
- To coordinate student activities in the best interest of the students and the College.

C. Representation

Representatives shall be composed of the students paying the activity fee.
D. Governing Body
The four executive officers of the SGA are: President, Vice-president, Secretary, Treasurer. Class representatives, non-traditional student representatives, residence hall representatives, one international student representative, two faculty representatives, the Dean of Students, and the Associate Dean of Students, complete the Assembly. The Dean of Students and the Associate Dean of Students are non-voting members.

E. Jurisdiction
The Student Government Association shall have legislative responsibility for the student affairs of the College. SGA will establish and review policies and programs in all areas affecting student life, including but not limited to:

- Student organizations and publications
- Residence Life
- Campus parking and traffic as they relate to students
- Student recreation and intramurals
- Student rights and responsibilities
- Discipline of student organizations
- Concerns and issues relating to minority students, non-resident students, and other students with special interests or needs
- Campus security as it relates to students
- Any other matter regarding student life called by the Assembly or referred to it.

Article II. Executive Officers
The Executive Officers will include the President, Vice-President, Secretary, and Treasurer. The duties, powers and election procedures of each are outlined in the By-Laws of the Student Government Association and will receive monthly stipends through their terms.

Article III. Amendments
A. Upon the request of two-thirds of the Student Government Association, an amendment to this constitution may be proposed to the student body for approval with an election held no later than 15 days after the request. The amendment must carry two-thirds of the votes cast in the special election in order to be accepted.

B. Students may present, to the SGA President, a petition signed by 25 percent of the student body proposing an amendment to this constitution. The SGA President is responsible for presenting the amendment to the SGA no later than 30 days after receiving it. The SGA must then follow the procedure outlined in Paragraph A of this section.

Article IV. Bylaws of the Student Government Association
The Bylaws of the Student Government Association provide the procedures and responsibilities of the SGA and each member. General Assembly meetings will be conducted using a modified version of Robert’s Rules of Order that is designed by the Vice-President in consultation with the Executive Officers.

A. Membership
1. The membership will include the four Executive Officers, two representatives from each class, one representative from each residential unit, two at large positions without regard to class year or residential unit, and two commuter positions open to all off
campus and non-traditional students, including those in off campus, College-owned housing.

a. The Young House residence hall shall be represented as two separate residential units: Hoke Hall and McCain Hall.
b. Wilson and Whiteside Halls shall have two representatives each.
c. Residents on the north side of Young House shall be considered residents of Hoke Hall, while residents of the south side of the building shall be considered residents of McCain Hall. If there is any dispute about which side of Young House one lives in, the matter will be referred to the Executive Officers.
d. Sturbridge apartments have one representative that is separate from commuter representatives.
e. Because the at-large representative position does not represent a particular class year or residence hall, it is also open to commuter and non-traditional students.
f. All representatives in Spragins House (Love, Bryan, Spragins, and Blandford halls) shall be freshmen. Any upperclassman living in Spragins House (including members of the Residence Life Staff) who wish to run for a representative position must run for either a class position or an at-large position.
g. Members of the Residence Life Staff living in the Barton and Brown Apartments and in Young House are eligible to represent their residential unit as a hall representative.
h. The Senior Class Representative candidate receiving the most votes will be the Senior Class President.
i. One International Student Representative candidate shall be selected by the Executive Officers, in consultation with the International Students Advisor, to represent international students.
j. If no students sign up to run for SGA to represent their residence hall or apartment, then students living in the nearby halls or apartments may run in their place. For example, if there is no interest from students living in Blandford Hall to run for Blandford Hall representative, then students living in Spragins Hall, Bryan Hall, and Love Hall are eligible to run for the position (this also applies to Young House and the Apartment Row). Residents living on the Quad are not eligible to run for vacant positions in the Apartment Row or Young House, and vice versa for students living in the Apartment Row or Young House. The overall number of representatives from these areas does not increase.

2. In the event that a new residential unit is built, a special election shall be held, no later than two weeks after residents begin living there, to elect the number of representatives needed. The new representatives will assume office during the next regularly scheduled meeting after their election. Any new residential unit built in a like-connected manner will be treated similarly to Young House in terms of SGA representation.

3. The number of representatives per residential unit can be increased or decreased by two-thirds vote of the SGA, providing that each residential unit is equally represented in number.
B. Term
All student members shall serve a term of one year, to begin July 1 of the year in which elected and to end June 30 of the next year. This term coincides with the fiscal year of the College.

C. SGA Vacancies and Appointments
The power to fill vacancies within the Student Government Association, the Honor Council, and the Social Council is shared between the Elections and Nominations Committee and the SGA President.

Vacancies
Vacancies due to resignation or removal shall be filled by a special election as directed by the President and the Secretary. If no candidate files to run for a position, the seat shall be filled by appointment (see below).

Method of Appointment
1. Upon notification by the SGA Secretary that a vacant seat requires appointment, the Elections and Nominations Committee shall nominate an eligible candidate. The SGA Secretary shall communicate the committee’s nomination to the SGA President immediately after the committee has agreed upon a nominee.

2. Within 48 hours, the SGA President must approve or veto the committee’s nomination and inform the SGA Secretary of his or her decision.
   a. If the SGA President approves the committee’s nomination, the nominee is officially appointed
   b. If the SGA President vetoes the Elections and Nominations Committee’s nomination, then the SGA Secretary shall bring the nomination to a vote at the next regular SGA meeting. A two-thirds vote of SGA members is required to overturn the SGA President’s veto.
   c. If the SGA President’s veto is not overturned, the Elections and Nominations Committee must nominate another student to fill the vacant seat and follow the same method outlined in this section.

3. In the event that the position of Senior Class President becomes vacant, the other Senior Class Representative will be named Senior Class President. An election will be held to fill the vacant position of Senior Class Representative.

4. Committee vacancies will be filled by the person elected or appointed to fill the vacated SGA position.

5. The SGA President, in consultation with the other Executive Officers, shall nominate and appoint students to the College committees and the Judicial Panel.

D. Attendance
1. Student Government Association members will be allowed no more than three unexcused absences from SGA meetings during their term. Should any member exceed the allowed number of unexcused absences, SGA may remove that member from office by a two-thirds
vote of members present in a secret ballot (see Section C). Should any member reach a total of five unexcused absences, they will immediately be removed from SGA without requirement of voting. The Student Government president will announce the vacancy at a following meeting. Absences will be excused if they are the result of College business or academic travel, or if the member provides a proxy as described below. Any SGA member whose academic-related travel will cause more than three consecutive absences may be removed from the SGA by a two-thirds vote of members present. The office will be filled according to Section C.

2. A member who is unable to attend a meeting may appoint a proxy from his or her constituency to attend that meeting, provided the member communicates the name of the proxy to the Secretary prior to the meeting. The proxy shall have the same powers of speech and shall vote for the duration of that meeting as an elected member. There is no limit on the number of times a member may use a proxy, however, each member is responsible for attending every meeting within their power. Members should not abuse proxy privileges (e.g. sending a proxy for more than half of committee and General Assembly meetings).

3. A quorum will be constituted by one half of the SGA’s voting members plus one.

E. Powers and Responsibilities
1. The powers of the Student Government Association are listed in the SGA Constitution (refer to Article 1, Section E). In addition are the following:
   a. approve all SGA financial transactions
   b. approve the appointment of the student members and the Judicial Panel.
   c. act as the student voice for preserving student rights
   d. remove any member of the SGA by a two-thirds majority for neglecting his or her duties
   e. and others, as a majority of the SGA shall, from time to time, determine
2. Representatives are responsible for voting in their constituent’s best interests.

F. Executive Officers
   a. President
      ▪ Preside over all Student Government Association Meetings
      ▪ Be the liaison between the administration and the students by meeting regularly with the President of the College and the Dean of Students
      ▪ Serve as advocate for the student needs
      ▪ Carry out legislation enacted by SGA
      ▪ Participate in most formal ceremonies at the College as a student representative
      ▪ Form ad-hoc committees and appoint chairs of these committees as needed, and make other appointments as necessary
      ▪ Attend meetings of the Board of Trustees as the official student representative
      ▪ Serve as student member of the Faculty and Staff Assemblies, the Strategic Planning and Budget Committee and the Executive Committee
      ▪ Oversee and coordinate all SGA activities
      ▪ Oversee the SGA budget and its related expenditures along with the Treasurer
      ▪ Approve all student appointments to College committees
b. Vice President
   - Act in the capacity of the President in his or her absences
   - Succeed the President if he or she permanently or temporarily vacates the office
   - Serve as Parliamentarian for the SGA meetings
   - Serve on the Institutional Assessment Committee and Executive Committee
   - Serve as the chair of the Student Policy committee
   - Serve as student member of the Staff Assembly

c. Treasurer
   - Approve all SGA expenditures and maintain a current itemized account book
   - Report, on a regular basis, the financial condition of the SGA at meetings
   - Serve as chair of the Budget Committee
   - Submit a semester budget proposal, through the budget committee, the SGA executive committee, and the SGA within five weeks of the start of each semester
   - Update budget request forms annually
   - Inform all campus organizations of the procedure to request funds
   - Present the faculty with updated request procedures during a fall and spring Faculty Assembly meeting
   - Coordinate all SGA budget activity with Lyon College accounting administrators
   - Inform Lyon College accounting administrators of SGA executive members that should be receiving monthly stipends within two weeks of the start of the academic calendar
   - Inform a representative of all SGA accounts of their semester-yearly budget allocation (e.g. inform the Honor council president in writing of their yearly budget)

d. Secretary
   - Publish an agenda of all matters to be considered 24 hours prior to each SGA meeting
   - Record all minutes of the SGA meetings and report them by the next meeting
   - Serve as chair of the Elections Committee
   - Be responsible for planning, coordinating and publicizing all SGA-sponsored elections
   - Serve as student member to the Staff Assembly

G. Standing Committees and Membership
1. Jurisdiction and Responsibilities
   a. Student Policy Committee
      - Periodically review and evaluate student life policies
      - Initiate changes in policies
      - Handle concerns referred by other committees involving student life policies
      - Oversee the Student Handbook

b. Budget Committee
   - Prepare and review Student Government Association budget
   - Regularly review appropriations requests
   - Carry out long-range planning

c. Elections Committee
- Periodically review and evaluate election code
- Coordinate all elections
- Serve as the nominating body for filling vacancies within SGA
- Serve as the nominating body for *Who’s Who* and other campus awards sponsored by SGA

d. Diversity Committee
- Assessing the College campus environment for any instances of hostility that may arise from a lack of commitment to diversity by communicating with peers
- Promote understanding and appreciation throughout the College for all aspects of diversity
- Sponsor activities and events at the College that celebrate diversity and bring about staff and student awareness.
- Recognize outstanding efforts at the College in support of Diversity and Inclusiveness.

2. Membership
   a. The chairs of the standing committees shall be as follows:
      - Policy Committee—SGA Vice President
      - Budget Committee—SGA Treasurer
      - Elections Committee—SGA Secretary
      - Diversity Committee—Yearly appointment
   
   b. Once all positions on the SGA are filled, and before the first assembly meeting, the Executive Officers will meet and appoint each representative to one standing committee.

   c. The Dean of Students, or his/her designee, and one faculty member will serve as an ex officio member of the Policy Committee. The Dean of Students, or his/her designee, will also serve as a non-voting member of the Budget Committee.

H. Ad hoc Committees
Ad hoc committees may be formed to address specific needs. The SGA President, in consultation with the Executive Officers, may form ad hoc committees on his/her own initiative. In addition, any SGA member may request an ad hoc committee, which the SGA will form if the Executive Officers agree to do so. In either case, the SGA President will appoint the chair and members of the committee.

1. Current Ad Hoc committees
   a. Jurisdiction and Responsibilities
      - Handbook Committee
        i. Evaluate the current Lyon College Student Handbook
        ii. Specify and redefine confusing language
        iii. Restructure the Student Handbook when needed
        iv. The Committee Head shall be selected by the Executive Officers
        v. The Vice-President must approve all proposed changes before they are presented and voted upon in General Assembly.
I. Committee Attendance
   1. Once all positions on the SGA are filled, and before the first assembly meeting, the Executive Officers will meet and appoint each representative to one standing committee and to appoint representatives to any ad hoc committees.
   2. When all committees are filled, the Executive Officers will meet with each committee chair and determine how many meetings a member may miss based on the amount of work that particular committee expects. Committee chairs will inform the SGA Secretary when a committee member exceeds the number of allotted absences.
   3. Should any member miss more than the number of absences allotted, the SGA may remove the member from the position by a two-thirds vote of members present. A vacant office shall be filled according to Section C.
   4. A quorum shall be one-half of the committee membership plus one.

J. College Committees
The Student Government Association President, in consultation with the Executive Officers, is responsible for appointing student representatives to College committees. Any student who is a member of a College committee is expected to represent the best interest of the student body by attending all called committee meetings and voting in the students’ behalf, and to report to the Student Assembly regarding all committee work. Committee representatives who fail to fulfill these duties are subject to replacement.

K. SGA Budget Bylaws

1. General Funding
   a. All Student Activity Fee funds are allocated by the SGA Budget Committee.
   b. Initial allocations are made to the following entities by the SGA Budget Committee at the end of the spring semester: Student Activities Council, Spragins House, Young House, The Highlander, The Wheelbarrow, senior party, SGA Executive Officer stipends, SGA fall retreat, Honor Council and Social Council expenses, and an SGA Executive Discretionary Fund (must be approved by SGA Executive Officers). The SGA Budget Committee will take precedent into account when scheduling allocations.
   c. No request can be made after money is spent. All budget requests may be reimbursed up to $400 if they were considered no more than four weeks prior to their original submission date. A simple majority vote in General Assembly is required for reimbursement.
   d. No money will be allocated for the sole purpose of raising funds.
   e. Budget requests cannot be increased following their submission to the SGA Budget Committee.
   f. Fundraising will be taken into account with all budget requests.
   g. SGA may disburse the remaining funds only to recognized campus organizations.
   h. Student Activity Fee funds may not be directly donated to charities or to not-for-profit or public entities.

2. Specific Funding for Student-Led Organizations
   a. For any activity open to all students, SGA may allocate funds not exceeding $1200 as it sees fit.
b. For off-campus conventions, meetings, or gatherings involving a small number of select Lyon students, SGA may allocate money for food with the stipulation that funds are not being raised by the organization. SGA may pay for a portion or all of the registration, lodging, and transportation fees depending on the total number of students attending and the cost of each. In any case, the funds may not exceed $800 per group request.

c. After funds allocated from SGA are spent, an Expense Report with accompanying receipts must be submitted to the SGA Treasurer. The receipts must show (a) what the money paid for, and (b) the amount of money spent. If there is any discrepancy such that the money was not used for the projects that it was allocated for, the entire allocation will be returned to the SGA Appropriations Budget by the organization that made the initial request. If the entire allocation was not used, the remaining amount will be returned to the SGA Appropriations Budget by the organization that made the initial request. Any organization found to be in violation of this section will be ineligible to receive any further funding until previously allocated monies are accounted for in full to the satisfaction of the SGA Budget Committee.

d. Organizations requesting money from SGA will be asked to send a representative to the budget committee meeting where the request is discussed and to the SGA meeting when the budget request is considered. Failure to provide a representative will result in the request being tabled until a representative is present. The representative will be able to explain the request and answer questions. After the questions have been answered, the representative will be asked to leave the meeting during discussion of the request. The representatives may be asked to return to the meeting and answer further questions.

e. Any members of SGA will recuse themselves from the vote if they have a bias in relation to a request.

3. Special Provisions for the Students Activities Council
   a. The prohibition of retroactive funding in section 1c does not apply to SAC.
   b. The $1200 limit stated in section 2a does not apply to SAC.

L. Eligibility, Filing, Funding, Scheduling, and Campaigning for SGA-sponsored Elections
   1. Each candidate running for an executive office must maintain a 2.85 GPA from the time of election, and each candidate running for any other position in the SGA must maintain a 2.5 GPA from the time of election.
   2. The President and Vice-President must have earned at least 60 credit hours while serving SGA prior to assuming office, and the Secretary and Treasurer must have earned at least 30 credit hours while serving SGA prior to assuming office. Anyone who has been removed from office by SGA is ineligible for Executive office.
   3. Candidates running for a representative position must be included in the constituency of that position. Candidates will run for class representative positions based on year of enrollment. Transfer students may run for class representative positions based on academic classification as determined by total credit hours as recorded with the Registrar. Elections committee will rule on questions of candidate eligibility.
   4. Each candidate must submit a letter of intent to the SGA Secretary by the date and time specified. By submitting a letter of intent, the candidates permit SGA to confirm their eligibility. If no one from a constituency submits a letter of intent by the specified deadline, the position must remain vacant until after the election is finished at which point the vacancy shall be filled as outlined in Section C.
5. To remain eligible, each candidate for an executive position must attend an all-candidates meeting and participate in an SGA-sanctioned, moderated forum.
6. Each candidate is allowed to be on only one SGA constituency slate per election.
7. The election for the executive officers will be held by the end of March. Only current freshmen, sophomores, juniors, and non-graduating seniors may vote for Student Government Association executive officers. After the election of executive officers is complete, but no later than the last Wednesday of March, the sophomore, junior, and senior class representative elections shall be held.
8. The executive officers may not receive from any source, including their own personal funds, or spend for any campaign purpose, an amount in excess of $50.00. Similarly, candidates for the remaining positions may not receive or spend an amount in excess of $30.00. Any candidate who exceeds these limits or who refuses to fully disclose his or her expenditures upon request of the Elections and Nominations Committee shall be disqualified from the election for which he/she has filed.
9. The elections of the freshman representatives will be held no later than the second full week of classes of the fall semester. The elections of the house representatives and remaining positions will be held no later than the third full week of the fall semester.
10. Candidates cannot place campaign material or loiter within 30 feet of the ballot box, nor cause damage of any sort to the College campus with campaign materials. Candidates must abide by all College posting policies.
11. Candidates may not send campus-wide emails to announce or promote their candidacy or authorize or permit such emails to be sent by another student on their behalf.
12. All elections will be by secret ballot at the designated polling place. Voting shall take place on two consecutive weekdays within hours that coordinate with the opening and closing of the cafeteria. In periods during Election Day when the cafeteria is closed, the ballot boxes shall be placed in a locked, secure location.
13. As directed by the SGA Secretary, and in collaboration with the College’s Director of Institutional Research, SGA voting may be conducted by e-mail. The ballots will be counted electronically, yet still may be contested by following the procedure on page 14, subsection 5 of the Lyon College Student Handbook. When appropriate, paper voting procedures outlined in Sections L & M of the Lyon College Student handbook will be followed with e-mail voting (e.g. Section M and Subsections 2h, 2f, 3d, 5a, 5b, etc.).

M. Procedures for SGA-sponsored Elections
1. Establishing a Voter Information List
   a. Prior to each SGA-sponsored election, the SGA Elections and Nominations Committee will compile a fully-documented list (this shall be called the “voter information list”) of the students eligible to vote in each race by constituency with the following information:
      ▪ Full Name
      ▪ Class Status (Freshman, Sophomore, Junior, Senior)
      ▪ Place of Residency (residence hall, room number, or commuter)
      ▪ Space for signature or initials of voter to be signed before being issued ballot(s)
2. Election Procedures
   a. On Election Day, the ballot box may not be opened for any reason until the polling location is closed and the ballots are ready to be taken out for counting.
b. Election officials shall only be representatives and Executive Officers of the SGA.

c. Each representative shall be responsible for serving as an election official at least once during spring elections and once during fall elections as well as once during any mid-term elections that may be required. Should any member fail to fulfill this responsibility, the SGA may remove the member from office by a two-thirds vote of members present.

d. Only election officials are allowed to stay at the polling locations longer than it is necessary to vote.

e. No other organizations who are fundraising or selling merchandise may sit at the polling location.

f. Students may vote for fewer candidates than allowed in races allowing students to vote for multiple candidates (i.e. if the ballot instructions say “Select three candidates,” a student may opt to select only one or two).

g. If the voter makes a mistake on his or her ballot, the election official shall destroy the voter’s original ballot with the error and issue a new ballot to the voter.

h. Any effort to tamper with an election or its results will be subjected to review by the Social Council.

3. Counting the Ballots

a. The counting of the ballots is to take place by a special committee immediately after the closing of the polling location. This special committee shall be known as the Counting Committee. Any Counting Committee member who is also a candidate in an election for which ballots are being counted must recuse him/herself from the committee’s work.

b. The Counting Committee shall consist of:
   - SGA Secretary
   - Two non-executive members of SGA
   - One member of the faculty or staff
   - One upperclassman non-SGA member

c. The Counting Committee shall void any votes in the following cases:
   - The committee cannot discern the intent of the voter
   - A voter has selected more than the allotted number of candidates (over votes)
   - A voter has submitted a blank ballot

d. The SGA Secretary must announce the election results within twenty-four (24) hours after the ballot counting completes.

4. Ballot Integrity

a. All ballots (voided and not-voided) shall be kept and held under the care of the SGA Secretary.

b. Ballots shall be kept for a period of forty-eight hours following their respective election, unless extraordinary circumstances (as determined by the SGA Secretary) require a longer period, and their results recorded electronically and physically. These records shall be filed in the SGA office.

c. Records must be clearly labeled with the following information:
   - Date of election
   - Position(s) voted upon
Name of the SGA Secretary

d. The Counting Committee will also place on the record a list of the committee’s names and signatures to attest to the integrity of the counting process.
e. The Counting Committee will also attach the signed voter information list to the record.

5. Contesting an Election

a. Any candidate wishing to contest the results of an election must notify the SGA Secretary within 48 hours of the results being made public.
b. The SGA Secretary must reconvene the original Counting Committee to recount the ballots within one week of the contest request.

N. Attendance/Impeachment and Removal from Office

Members of SGA may be impeached and removed from office for the following reasons:
1. Unethical behavior
2. Failure to adhere to the regulations of the Student Government Association
3. Inability to fulfill the responsibilities of the office
4. Absence from three or more General Assembly meetings during one semester without a legitimate excuse. The absence policy for committee meetings will be decided by Committee heads. Committee heads will communicate their absence policy to the Executive Officers.

To initiate the impeachment procedure, a member must distribute a written memo or email to all Student Government members, stating the reason(s) for impeachment. The memo can be distributed by that Member, or anonymously through the Dean of Students. All of the Members shall be notified at least one week prior to impeachment proceedings. On the first meeting following that week, a decision to begin impeachment procedures will be made by two-thirds (2/3) vote of the Student government members. The Member who is being impeached cannot participate in the vote and may not be present in the meeting room during the vote. That Member (and only that Member) has a right to speak for his/her defense during that meeting before the voting. If the vote for impeachment does not pass, the Member who is being impeached cannot be impeached during the next two weeks. Moreover, that Member cannot be impeached for the same reasons again until after the current semester. If the reasons for which that Member was being impeached persist (Ex: that Member continues to miss Student Government meetings without a legitimate excuse), this persistence qualifies as a new reason for impeachment.

If the Student Government Members vote to impeach that Member, a notice of impeachment will be sent to all Student Government Members. If the charge for impeachment is anything except strictly attendance related, the Dean of Students will choose one non-SGA member from both Honor Council and Social Council to conduct an investigation. At the next General Assembly Meeting, these investigative members will present their evidence to the members of Student Government. (If the investigators request more time to conduct their investigation, no more than one extra meeting time (2 weeks) will be allocated.)

During this meeting, the impeached Member may be removed from office. That Member (and only that Member) has the right to speak for his/her defense. The Member who is being removed from office cannot participate in the vote and may not be present in the meeting room during the vote. A vote of two-thirds (2/3) of the Student Government is required for removal from office. If
the required number of votes is achieved, the impeached Member must leave his/her office immediately. This office becomes vacant and must be filled in accordance with the Constitution and the Bylaws of the Student Government.

**O. Social Council**

1. Each candidate must be a student in good standing (not on social or academic probation or suspension) with the College and have at least a 2.5 cumulative GPA, and maintain it through his/her term.
2. Candidates may be nominated by faculty or staff, or the candidate may submit a Statement of Intent, obtained from the SGA Secretary, by the deadline set by the Student Government Association.
3. Each candidate must have completed at least one semester at Lyon College.
4. All candidates will then go through a brief, informal interview with at least three (3) members of SGA’s Executive Officers and/or Social Council’s Executive Officers. The Interview Committee shall score each candidate, and all candidates will then go to the full-time student body for election.
5. The election for the following year will be held in mid-March of the current year except the freshman member, who shall be elected and installed within four (4) weeks after the beginning of the fall term. Selection of a candidate for office will be based upon a combination of votes received and score from interview, weighted 70% and 30% respectively.
6. Resident Directors may not sit as a member of the Social Council.

**P. Honor Council**

1. Each candidate must submit a petition, obtained from the Secretary, with 25 signatures by the deadline set by the Student Government Association to be considered for the position. Each signature of the petition must be a member of the student body.
2. Each candidate must have a 2.5 cumulative GPA and maintain it through his or her term.
3. The election for the following year will be held in mid-April of the current year. Current members may run for re-election if they so choose.
4. The Honor System outlines the terms of each office and the impeachment and replacement of the individual members.

**Q. Cross-Membership**

1. Students cannot serve on both the Social Council and the Honor Council. A Social Council member may run for Honor Council, but if elected would have to decide on which council to sit, and vice versa.
2. The President and Vice-President of the SGA may not sit on either council. Any other member of the Student Government Association may serve on either council.
3. Should the current President or Vice-President be elected to the Social or Honor Council for the coming term, he/she will be allowed to serve in both positions between reading day, the beginning of the Social or Honor council term, and July 1, the end of the SGA officer term.

**R. Amendments**
An amendment to these Bylaws may be proposed by any member of the student body to the Student Government Association. An amendment must be submitted in writing at least two weeks before voting on the amendment. The amendment must carry two-thirds of the membership of the SGA to be accepted. Amendments passed by SGA are referred as proposals for consideration by the Dean of Students, then the Cabinet, then the President of the College, and, in some cases (as determined by the President of the College), to the Board of Trustees.

II. The Honor System
Honor is an ideal and obligation evident in the lives of admirable individuals and in the customs and practices of distinguished communities. It is also an indispensable part of an academic community such as Lyon College.

"An academic community is a community of scholars. The members in such a community range from the seasoned, highly reputed senior faculty members who hold membership in and the respect of the wider community of scholars in their disciplines; to the aspiring junior faculty who are just beginning to make their contributions to their larger disciplinary communities; to the upperclassmen who are distinguishing themselves among their undergraduate classmates and perhaps even among other neophyte scholars on other campuses; to underclassmen who are just learning the where-with-all of the academic enterprise. Every bit as much a part of this academic community as any of the above groups are the administration and staff who devote their time and energy to the maintenance of the kind of institution that can support and nourish a healthy, active academic community. All embrace a common set of values that govern scholarly pursuits.

At the heart of all learning is research. Faculty does research, primary and secondary, both for work culminating in publication and for their classroom lectures; students do research, mainly secondary but sometimes primary, for their course papers and presentations and occasionally for publication. The centrality of research is inescapable: the academic enterprise builds on what has been thought or discovered. Thus there is an academic community larger than any single campus, one that transcends time and space and encompasses all of the great minds of human history. The thoughts of some of these minds have been preserved posthumously by history; others, through generous sharing in lectures or publications by thinkers during their lifetimes.

The very process of intellectual discourse depends upon the continued sharing of thoughts and discoveries. Law itself, whether copyright or patent law, is inevitably insufficient to protect ideas from theft. What is sufficient is the communal ethic that we all accept concomitantly with membership in an academic community. When we do research, we literally search again, even if we--faculty and freshmen alike--have not searched the particular topic before. We are searching among the thoughts and theories, ancient or new, that other members of the broader community have made available to us, thus putting ourselves at the end of a line of scholars who have searched before us. When we reach our conclusions--whether in a class report or paper, or a published essay--we add our names to the line of scholars who have made their best thought available to us. Just as we want the integrity of our work preserved and seek acknowledgment for our
efforts, our communal ethic demands we grant the same to all whom have preceded us. Statutory law cannot adequately police us, nor would we want it to. We govern our own actions by the very principles on which an academic community is founded. We cannot do otherwise, for the serious scholar knows that to disobey the unenforceable ethic is to weaken and ultimately destroy the community that nourishes and supports him. Without that community we could never arrive at the consensus necessary to determine the sanctioned theories, interpretations, and perhaps even truths of our disciplines.

A specific academic community is best when its life is seamless. Members--faculty, students, and administration and staff alike--extend to one another in their communal life the same trust and respect they extend to the myriad of members of the larger academic community separated from them by time and space. By the same token, they demand of themselves adherence to the communal ethic that makes possible their common serious enterprise. Thus, individual responsibility to self and to the whole facilitates trust, and trust becomes the cornerstone of the community.” (Faculty Statement on Academic Honesty)

Honor is a way of life at Lyon College and can be traced to the establishment of an Honor System nearly one hundred years ago. The Honor System consists of the Honor Code, the Pledge and resulting policies, practices and procedures.

I. The Honor Code

Honor is evident in the relations among individuals. At Lyon College, we understand honor to include, but not to be limited to a commitment to:

• telling the truth.
• respecting others’ property.
• abstaining from all forms of cheating and plagiarism.
• upholding the integrity and confidentiality of official College documents, including administrative computer records.
• reporting any cheating or plagiarism violations in order to uphold the integrity of the degrees granted by Lyon College.

II. The Pledge

Upon matriculation every student and anyone teaching graded classes commits to abide by the Honor System. Students and anyone teaching graded classes signify this commitment to uphold the Honor Code in all matters related to academic work by signing the Roll of Honor. Students sign each examination, quiz, paper, or other graded assignment with the written word “pledged” and their signature. The instructor in the course will provide instructions for pledging graded work which cannot be signed in this manner (such as a piece of art or an assignment submitted electronically).

I will abstain from all fraud in academic work. I will neither give nor receive aid on any form of test or assigned work where such aid is prohibited, nor tolerate this conduct in any member of the
community. I will deal responsibly with such acts when I observe them. By my conduct and influence I will endeavor to build a high standard of honesty and truthfulness in all academic work. (Signature)

III. The Honor Council

The students maintain and administer the Honor System through the Honor Council with input from the Dean of Students who advises the Honor Council on procedural matters, provides administrative support, and maintains the Honor Council’s records. The Honor Council strives to foster a spirit of honor on campus and hears and acts upon all reported violations of the Honor Code.

The Honor Council consists of twenty-two students: seven seniors, seven juniors, five sophomores and three freshmen elected by the students in each respective class as specified by the Student Government Association’s bylaws. A student who is on academic, honor, or social probation may not serve on the Honor Council. In order to insure continuity and consistency within the Council, the individual receiving the largest number of votes in the election for the sophomore positions and the junior positions serve two-year terms. All other positions have one-year terms. All new members, except freshmen, are elected and installed in the spring, with the new Council assuming their positions on Reading Day of the Spring Semester. Freshmen are elected and installed within six weeks after the beginning of the fall term. The option either to campaign or not to campaign is decided by the candidates with a majority vote. If a tie results, the chair of the Student Government Elections Committee acts pursuant to procedures set forth in the Student Government Association’s bylaws. The Council elects its own President, Vice-President (to act in place of the president in his or her absence), and Recording Secretary from the junior and senior Council members. Honor Council members are expected to be available to lead investigations, hear cases, and serve as Student Defense Advisors.

Upon recommendation of a majority of the Honor Council Officers, the Student Government Association may remove a member of the Honor Council, for cause, by a two-thirds majority vote of members present.

If an Honor Council member withdraws from the College or vacates a position for any reason, including removal, the Student Government Elections Committee conducts an election for a replacement.

Every other spring the Honor Council solicits nominations for an advisor from the Faculty Assembly and selects an advisor from the tenured faculty of the College to serve in a non-voting, advisory role with the Council. The Faculty Advisor assists the Council with training and preparing for any new student orientation activities, handles issues when consulted, and communicates with the Faculty Assembly.

IV. Hearing Procedures
A. Initiation of Honor Council Proceedings
Honor Council proceedings are initiated when a member of the College community reports an incident in writing to the Dean of Students asking the Council for review. Any student, faculty member, or staff member with knowledge of a suspected violation by a student is honor bound to report it to the Dean of Students without undue delay. The accuser has the prerogative to speak to the accused offering the accused the opportunity to report the suspected violation to the Dean of Students. The accuser is responsible for verifying that the suspected violation is reported.

When students are subject to review by the Honor Council, the President of the Honor Council and the Dean of Students inform them in writing either in person or via e-mail. Students under review by the Honor Council are responsible for checking their e-mail at least once each day. In cases where letters are delivered electronically, the Dean of Students provides hard copies upon the request of the students to whom the letters are addressed.

B. Sanction Hearing

An accused student who admits responsibility for the reported behavior may choose the option of a sanction hearing with the officers of the Honor Council (or their designees). The three-person panel will meet with the violator and the accuser, conduct whatever investigation they see fit, determine a sanction, or send the matter to a full hearing.

C. Determination of a Violation

Upon receipt of a report and following such investigation as he or she considers appropriate, the Honor Council President, in consultation with the Dean of Students, determines whether the report alleges a violation of the Honor Code. If it does, the Honor Council President refers the case to the Student Investigator, a member of the Council selected by a random, anonymous drawing (lot) to investigate the facts of each case and present those to the Council at the pre-hearing and, if necessary, at a hearing. The lot for Student Investigator excludes officers of the Council, material witnesses in the case, anyone with a demonstrable bias in the case, or anyone else removed at the discretion of the Honor Council President. The accused is informed in writing of the allegation. The time between the receipt of a report and the pre-hearing shall not exceed three class days unless extraordinary circumstances necessitate a longer investigation period. The President of the Honor Council, on recommendation from the Student Investigator, may extend the investigation period.

When an honor investigation begins, student grade reports and transcripts are not issued for the accused until the matter is resolved. The Dean of Students asks the Registrar to place a confidential hold on the grade reports and transcripts and requests a release after the matter is resolved.

D. The Role of the Student Investigator

Upon receiving the case referral, the Student Investigator, in consultation with the Honor Council President, selects one Lyon senior or junior to serve as the Assistant Student Investigator to assist the Student Investigator in conducting an investigation. The Student Investigator does not vote in the resulting pre-hearing or hearing proceedings and is honor bound not to discuss the case with other Honor Council members or any other persons, except as provided for in other provisions.
In conducting the investigation, the Student Investigator and the Assistant Student Investigator should be discrete so as to diminish the possibility of the name of the accused and the nature of the alleged violation being disclosed to the general student body.

However, to the extent necessary to conduct the investigation and to interview witnesses, the name of the accused and the factual statements contained in the report may be disclosed to witnesses as necessary to obtain their information. Upon completion of the investigation, the Student Investigator and the Assistant Student Investigator present all of the information concerning the possible infraction, with names omitted, to a pre-hearing as provided for in Paragraph E of this Article.

E. The Pre-Hearing

A pre-hearing committee composed of the Honor Council President, the Recording Secretary, and two Honor Council representatives chosen by the President of the Honor Council by lot, familiarize themselves with the allegation, consider the facts of the case, and then decide by a majority vote, whether or not a hearing, further investigation, or both are warranted.

The Honor Council President notifies the Dean of Students of the outcome of the pre-hearing. If a majority of the committee fails to vote in favor of a hearing, the file is closed without any record, and all persons involved are charged to hold the matter in strict confidence. Should the pre-hearing committee decide that the evidence is sufficient to warrant a hearing, the President of the Honor Council sets the time and date of the hearing and notifies the accused, in writing, of the specifics of the charges at least 24 hours and no more than 72 hours before the hearing.

F. The Defense Advisor

The President of the Honor Council selects a member of the Council, by lot, to serve as the Defense Advisor. A Council member who is a material witness to the case, who sat on the pre-hearing, or who otherwise has a possible demonstrable bias, is excluded from the lot. The Honor Council President gives the accused the appointed Defense Advisor’s name and relevant contact information in writing, and apprises the accused of his or her right to select a Defense Advisor from the student body.

Any inappropriate delaying of the proceedings of the Council constitutes a violation of the Honor System.

Accused persons may request that any member of the student body serve as the Defense Advisor instead of the appointed Defense Advisor. In such cases, it is advised that the student choose a junior or senior who has experience under the Honor System. Accused persons are responsible for familiarizing themselves with their rights as outlined in the Student Handbook sections devoted to the Honor System. The Defense Advisor, to the extent requested by the accused, advises and assists in the defense before the Honor Council. The Defense Advisor is responsible for knowing the Honor Council procedures and the rights of the accused and is honor bound not to discuss the case with any person except as outlined in these procedures.

G. Hearing
The procedures for an Honor Council hearing are as follows:

1. The President of the Honor Council presides with the Recording Secretary attending every hearing. The President selects six Council members by lot to hear each hearing and serve as the Hearing Panel. The Recording Secretary, Student Investigator, Defense Advisor, and any member excused at the discretion of the Honor Council President, as well as any member having a demonstrable bias in the case, are excluded from the lot.

2. The Recording Secretary is responsible for keeping minutes of the proceedings and recording the hearing.

3. All persons presenting testimony are examined individually, in the presence of the hearing panel, Student Investigator, Assistant Student Investigator, accused, and Defense Advisor.

4. If more than one student is involved in the same offense, separate hearings are held, with their order determined by lot.

5. All hearings are closed hearings unless the accused makes a written request to the Honor Council President for an open hearing at least 12 hours prior to the hearing.

   Members of the College community and persons invited by the accused may attend an open hearing. Persons attending an open hearing are welcome as observers but may not actively participate in the proceedings. The Honor Council President may exclude from the hearing any participants whose conduct is such as to interfere with a fair hearing. The Council publicizes the open hearing by posting notices in classroom buildings, and other locations it deems appropriate.

   Witnesses, other than the accused, are excluded from the hearing except during their testimonies. The accused has the right to remain present throughout the entire hearing.

6. At the beginning of each hearing, the Student Investigator reads the statement of the charge. The President of the Honor Council asks the accused to plead "guilty" or "not guilty" to the charge.

   a. If the accused admits to the substance of the charge, pleading guilty, he or she may then make a statement regarding imposition of a sanction. The hearing panel, Student Investigator, and Assistant Student Investigator may then question the accused. The accused may then present a reasonable number of witnesses to support his or her statement. The Student Investigator, the Assistant Student Investigator, and hearing panel may question such witnesses, then may call a reasonable number of additional witnesses, with the accused having the right to question these witnesses. The Student Investigator may then make a statement with respect to the imposition of a sanction. The Student Investigator and the accused may then make closing statements. The hearing panel then goes into executive session to determine whether to accept the plea, and if necessary, to consider and determine imposition of a sanction.

   b. If the accused pleads not guilty to the substance of the charge, the Council proceeds to hear evidence as to the matter in dispute, normally in the following order:
1. evidence in support of the charge presented under the direction of the Student Investigator
2. evidence in answer, under the direction of the accused;
3. rebuttal evidence, under the direction of the Student Investigator;
4. rebuttal evidence, under the direction of the accused;
5. closing statements by the Student Investigator, followed by closing arguments by the accused.
6. the hearing panel then goes into executive session to determine guilt or innocence, and if necessary to determine a sanction.

c. The Student Investigator and the accused may call witnesses who are sworn to give truthful testimony. After each witness testifies, the other party has the right to question the witness. The President of the Honor Council may also allow questions to be directed to witnesses by members of the Hearing Panel at appropriate times, if he or she believes this aids in the determination of the case.

d. Material evidence is allowed and the President of the Honor Council rules on questions of whether the evidence is pertinent and whether it is admissible. Basic elements of fairness govern the proceedings and not legal rules of evidence.

e. All persons involved are honor bound to hold in strict confidence all matters related to the hearing.

H. Decision by the Honor Council

The Honor Council is responsible to the accused, the community, and the Honor System. During an investigation and hearing, the Council presumes the accused innocent even to the point of considering legitimate explanations for suspicious circumstances. The Honor Council owes the community a thorough, deliberate examination of any allegation.

The Honor Council considers only information and evidence presented in the Honor Council proceedings in determining guilt or innocence and in determining a sanction. The Student Investigator’s report, the testimony of witnesses, testimony regarding past violations, and any other information or evidence used in determining guilt or innocence or in determining a sanction must be presented in the presence of the accused, the Defense Advisor, the Student Investigator, Assistant Student Investigator, and the hearing panel. If, after due process of investigation, a motion to vote on guilt or innocence is made and seconded, and a two-thirds majority of the hearing panel votes for conviction, the accused is judged guilty. Otherwise, the accused is found innocent, and the case is dismissed.

A quorum for an Honor Council hearing shall is seven voting Honor Council members consisting of the Recording Secretary and the six members of the Honor Council chosen by lot as the hearing panel, by the President of the Honor Council. The President of the Honor Council sits on the hearing and the deliberation, but does not vote.
V. Penalties

The Honor Council also has a responsibility to the community, to the offender, and to the Honor System during the penalty phase of the deliberation. The Council must determine a sanction which encourages the offender to value truth and honor more highly and to endeavor to live honorably within the community in the future, if possible. Further, the Council owes it to the Honor System to value honor in all its proceedings.

Any violation of the Honor Code is a reason for expulsion; however, the Council may impose a less severe penalty in instances in which

1. the violation is self-reported,

2. the accused’s response to the charges has been truthful, and/or

3. when the Council is convinced that the accused is able to live under the Honor System in the future.

The Council is responsible for considering evidence of the offender’s truthfulness with the Council and of his or her ability to live under the Honor System in the future. However, the Council follows a procedure under which expulsion is considered first for any violation for which a guilty verdict is determined. In those cases, when expulsion is not warranted, lesser penalties are considered in descending order of severity. The Honor Council may impose the following sanctions for those students found guilty of violations of the Honor System:

Expulsion: Dismissal from the College with no option to re-enroll. An expelled student may not attend classes, visit the campus, or participate in College activities without the written permission of the Dean of Students.

Suspension: Dismissal from the College for a specific period of time with the expectation that a suspended student will return and complete his or her education at Lyon. A suspended student may not attend classes, live on or visit the campus, or participate in College activities without the written permission of the Dean of Students until the suspension period is successfully completed. A period of suspension permits the student to assess his or her values, removes the contrary influence from the community for a specific period of time, and clearly states that honor matters.

In all cases of expulsion or suspension, the offender receives a "W" grade for all courses taken during the semester in which the violation occurs. However, the Honor Council has the option of assigning a failing grade in the course in which the violation occurred. Cases resulting in suspension may, at the option of the Honor Council, include an educational assignment to be completed prior to consideration of a re-application. After the suspension period is successfully completed and so acknowledged by the Dean of Students, the student is readmitted upon application to, and approval of, the Admissions and Financial Aid Committee. If the student re-enrolls and commits a subsequent violation of the Honor Code, he or she is immediately expelled with no provision for readmission.
Probation: A status on which an offender may be placed for a specific period of time. This sanction may include a failing grade on the assignment or the course in which the violation occurred. This sanction may also include an educational assignment in which the student works with a member of the faculty or staff on a project designed to help the student achieve a better understanding and appreciation of the Honor System. Failure to fulfill the educational assignment in the specified time, without prior approval by the President of the Honor Council, is considered a violation of the Honor Code. A subsequent violation of the Honor Code while on probation may result in a more severe penalty.

The presiding council member will attempt to communicate the outcome of the hearing to the accused following deliberations which result in a verdict. A written statement of the outcome will be sent to the accused within five working days following the hearing. The presiding council member will also communicate the outcome to the faculty member (if the violation occurs in a course), if that person has made the accusation or is a material witness during the hearing or if the student’s grade in the course is affected.

VI. Appeals

After the Council renders a guilty decision, the offender has 48 hours, excluding weekends and holidays, from receipt of the written decision to file a written appeal (stating the reason for the appeal and the name of the Defense Advisor), to the President of the College or his or her designee. If the President of the College initiated the Honor Council proceeding in question, he or she designates the Dean of the Faculty or another officer of the College to hear any appeal for that particular case. The President of the College or his or her designee may affirm, reverse, or remand the decision or the sanction of the Honor Council.

In the event of a remanded hearing, six members of the Honor Council who did not hear the first hearing hear the hearing after remand, along with the Honor Council President and Recording Secretary. If necessary, the President of the Honor Council, with the permission of the President of the College, may allow (a) member(s) who heard the first hearing to hear the hearing after remand in order to reach quorum. During the decision phase of a hearing after remand, only evidence and information presented during the hearing after remand may be used by the hearing panel to determine guilt or innocence or to determine a sanction.

Sanctions imposed by the Honor Council remain in force during the appeal process unless the President of the College, or his or her designee chooses to lift some or all of the restrictions. In all matters of appeal, the decision of the President is final.

VII. Maintenance of Records and Reports to the College Community

The Dean of Students is responsible for maintaining the records of the Honor System and for providing the council with all past case reports, as outlined below.

The Dean of Students is responsible for retaining appropriate documents for permanent record and disposing of other documents. Following each hearing, the President of the Honor Council promptly delivers to the Dean of Students records of proceedings in which guilt is rendered. The Dean of Students informs the Registrar of cases of a course grade change, suspension, or
expulsion following the proceedings and opportunities for appeal and notifies professors of sanctions when there is a change on an assignment or test grade.

A student who is found innocent may request that the file concerning his or her case be maintained. The student is informed of this during notification of the case outcome. Standard file maintenance and access rules apply. If said student does not choose this option, the Dean of Students destroys all records of allegations which are revoked or dismissed, and of those proceedings in which the accused is found innocent.

General access to records is restricted to accused students, the President of the Honor Council, the Dean of Students, the Dean of the Faculty, the President of the College, and the College’s Legal Counsel.

The Dean of Students may reveal that portion of the record which is requested by someone other than those named above only with the student’s written permission or upon the College’s receipt of legal process requiring production of the record or portion thereof.

The President of the Honor Council is responsible for making all reports to the College Community. Reports of the number and variety of cases heard will be made to the Faculty, Staff, and Student Assemblies once each year, and to the Board of Trustees at its fall meeting. A summary of complete results, exempting names, is reported at the beginning of each school year covering matters which occurred the previous year.

VIII. Amendments to the Honor System

Members of the College community may make recommendations for amendments to the Honor System. Such recommendations are to be presented in writing to the Student Government Association for consideration. Prior to voting, the SGA discusses the proposed amendment with the Honor Council. Adoption of amendments requires a two-thirds majority of SGA members present.

Amendments adopted by the SGA are subject to review by the Faculty Assembly and the Staff Assembly. A two-thirds majority of each of these assemblies is required to veto an amendment adopted by the SGA. Amendments adopted by the SGA and the Faculty and Staff Assemblies are considered by normal reporting and approval mechanisms for policy changes and become effective only after approval by the Cabinet, President of the College, and the Trustees.

IX. Plagiarism Statement

Writers can fall into plagiarism more easily than most realize. They recognize that claiming credit for another’s writing is plagiarism; indeed, such dishonesty is the blatant form of plagiarism. But writers have a harder time recognizing the more subtle forms of plagiarism—failure to document the use of words or of data developed by others and failure to acknowledge the ideas, opinions, and conclusions of others even when paraphrased rather than quoted. Researchers expect to use the work of others in their own writing, but they hold themselves to strict professional standards in the use of quotation marks, parenthetical citations and footnotes, and other established means of identifying the sources of the ideas they are blending with their own.
X. Summer Proceedings

Matters presented to the Honor Council for review following members’ departure at the end of the spring semester are adjudicated upon their return the week prior to the beginning of the fall semester. If the accused requests an earlier review with a reduced number of council members, the President of the Honor Council, upon notification by the Dean of Students, attempts to initiate a review during the summer.

In such a case, it is unnecessary that the procedures be followed as outlined in 4.G.1. The President of the Honor Council appoints a Student Investigator and Defense Advisor.

XI. Self-scheduled Final Examinations

Instructors may use their discretion to give exams at other times that do not conflict with the final exam schedule. Instructors may allow individual students to take exams at any time mutually agreeable to the student and instructor. Individual instructors are responsible to set the terms of the discretionary exam. These exams may be up to three hours in length. No exam may exceed three hours, nor be taken by a student outside of the period covered by the final exam schedule without the permission of the Dean of Faculty.

III. The Social System

I. Student Responsibilities

Lyon College students are young adults ready to assume the personal and professional responsibilities they will carry for the rest of their lives. While here, students assume the particular responsibilities arising from their membership in our educational community.

Lyon expects students to be responsible for establishing and living by community standards and for enforcing these social standards through the Social Council. In this way, the College community recognizes its students’ mature capability of assuming these adult responsibilities.

II. Standards of Student Behavior

Lyon students have established the following expectations for the general welfare of the community. These expectations grow out of students’ desire to live in a productive and harmonious community. They apply both to individuals and to recognized College organizations [referred to as “organization(s)”].

Lyon students have also determined that failing to live up to these expectations should result in action aimed at preserving the well-being of their community and at bringing individuals back into that community. Accordingly, they have established the Social Council to take such action when necessary and to interpret these community standards in a way that best maintains a high quality of campus life.

Community standards of Lyon College include:
A. Concern for the safety of oneself and others: avoiding any conduct that endangers health, safety, or personal well-being, including physical or mental abuse or threats of abuse.

B. Civility and due regard for others’ rights: avoiding behavior which is abusive, obscene, lewd, violent, intrusively noisy, disorderly, or which interferes with normal student life and College activities. Regarding the actions of the Social Council and others’ rights, avoiding harassment or intimidation of witnesses.

C. Honesty in regard to official College business: nonacademic College documents and files, and student identification cards. (Honesty in academic matters, which is also expected is handled by the Honor System.)

D. Respect for property: refraining from misappropriation, theft, or misuse of the property of others or the College; vandalism; and tampering with safety equipment.

E. Respect for others rights of access: avoiding intentional interference with or obstruction of College activities or facilities, including unauthorized parking, unauthorized occupancy or blockage, obstruction or delay of emergency officers, or failure to comply with the proper requests of College officials performing their duties.

F. Compliance with state gambling laws and regulations.

G. Compliance with state drug and alcohol regulations: abiding by the College’s alcohol policy and refraining from all possession, use, or sale of controlled substances.

H. Compliance with College policies and procedures governing campus residences and other non-academic areas.

III. The Social Council

A. Role and Jurisdiction

The members of the Social Council are students strongly committed to upholding the Lyon College Social System, as well as upholding the rights of each student while investigating and considering complaints. The Council is responsible for interpreting the Standards of Student Behavior and other social policies found in the Student Handbook, and is responsible for taking action when it finds that standards and policies have been violated.

Regarding off campus activities, the Council acts only on incidents that occur during official College sponsored events. These activities include anything related to academic course work, varsity and club athletic events, student organizations, and College-sponsored student travel.
Cases arising after classes end shall be handled administratively rather than by the Social Council, unless the accused requests normal proceedings.

B. Membership

The Council consists of nineteen (19) students: five (5) seniors, five (5) juniors, five (5) sophomores and four (4) freshmen.

Each candidate must be a student in good standing (not on social or academic probation or suspension) with the College and have at least a 2.5 cumulative GPA, and maintain it through his/her term.

The Student Government Association (SGA) Secretary solicits nominations for qualified candidates from faculty and staff. Candidates may also nominate themselves. All nominees wishing to run for a Council position completes a Statement of Intent form provided by the SGA Secretary. Candidates have a brief, informal interview with at least three (3) members from SGA’s Executive Officers and/or Social Council’s Executive Officers before elections are held. The Interview Committee scores each candidate. After all interviews are conducted, the full-time student body will vote in an election.

The Interview Committee’s score is weighted 30% in calculating the candidate’s overall vote total. The number of votes the candidate receives in the popular election is weighted 70% in calculating the candidate’s overall total (see further description in the SGA bylaws).

To provide continuity and consistency within the Council, the individual receiving the largest number of votes in the election for the sophomore positions and the junior positions shall serve two-year (2) terms. All other positions shall have one-year (1) terms. All new members except the freshmen shall be elected in mid-March and installed at the end of the spring semester. The freshmen shall be elected and installed within four (4) weeks after the beginning of the fall semester.

The Council meets and hears cases as necessary prior to the election of the freshmen representatives. The Council elects its own President and Vice-President from the junior and senior members, and a Recording Secretary from the sophomore, junior, and senior Council members. Each year the Council selects an advisor from the faculty or staff to serve in a non-voting advisory role with the Council. The council should seek the assistance of the Dean of Students or Dean of Faculty if it is unable to find an advisor. The Director of Campus Life serves as the administrative liaison for the Council.

Should a Council member withdraw from the College or vacate a position for any reason, the SGA Elections Committee shall conduct an election for a replacement. Upon recommendation of a majority of the Social Council Executive Officers, the SGA may remove a member of the Council, for cause, by a 2/3 majority vote of members present. In either case, SGA may appoint an interim Council member until the next election.

C. The Investigator(s)
The role of the investigator is to be a neutral fact-finder seeking the truth regarding a complaint. Investigator(s) shall not vote in the resulting preliminary hearing or full hearing. Investigator(s) are responsible for contacting all witnesses requested by both the complaining party and the accused.

When the Council receives a complaint that warrants full investigation, the Council President selects one or two non-executive members of the Council on a rotating basis to investigate the facts and present them to the Preliminary Hearing Committee, and if necessary, at a full hearing in front of the Hearing Panel. The member(s) so selected will be the Investigator(s) for that case. The number of investigators assigned to the case depends on the complexity of the case. Investigator(s) choose one non-Council student to be the assistant for each case.

In conducting the investigation, Investigator(s) and their assistant [referred to as “Investigator(s)”] shall be careful not to:

- disclose the name of the accused and the nature of the complaint to anyone other than those involved with the complaint.
- disclose the name of the accuser at any point in the investigation.
- reveal investigation information.

Upon completion of the investigation, the Investigator(s) present all the information concerning the complaint, with names omitted, to a Preliminary Hearing Committee as provided for in E. 3.

D. The Student Advisor

The accused may ask a full-time student to serve as the Student Advisor or may ask the Council President to select one at least twenty-four (24) hours before the hearing. The Student Advisor may assist the accused in understanding the process and the rights provided for in the Social Code, and may advise and assist in responding to the complaint, using general guidelines provided by the Council. The Student Advisor’s role is to help the accused prepare a response to a complaint rather than to serve as a defense counsel.

E. Procedure for Conduct of Hearings

1. Initiation of Social Council Proceedings

   Council proceedings begin when the Director of Campus Life receives a written complaint related to a violation of the Standards of Student Behavior or other Student Handbook social policies.

2. Sanction Hearing

   An accused student who admits responsibility for the reported behavior may choose the option of a sanction hearing with the officers of the Social Council (or
their designees). The three-person panel will meet with the violator and the accuser, conduct whatever investigation they see fit, determine a sanction, or send the matter to a full hearing.

3. **Determination of a Violation**

Upon receipt of any written complaint, the Director of Campus Life informs the Council President of the complaint. The Social Council Executive Officers along with either their faculty or administrative adviser meet within one (1) week to determine if the complaint warrants full investigation. A quorum of four (4) is necessary for this meeting. They may dismiss complaints that do not seem to involve a violation of the Social Standards, in very minor violations they may issue warnings if acceptable to the accused and victim (in cases involving a victim), or they may refer the complaint for full investigation and action by the Council.

When a full investigation is warranted, the Council President refers the case to an Investigator(s) and ensures written notice (hand-delivered, if possible) of the complaint to the accused. Letters to a student who is subject to Social Council review will be delivered in person or via e-mail. In cases where a letter is delivered electronically, a hard copy will be provided upon request of the student to whom the letter is addressed. It is the responsibility of students under review by the Social Council to check their e-mail at least once each day. The investigation concludes with a preliminary hearing, as described in Section 3, not more than ten (10) days following the receipt of the report by the Investigator(s). The presiding Council President, on recommendation from the Investigator(s), may extend the investigation period.

4. **The Preliminary Hearing**

Upon completion of a full investigation, the Council Vice President, three (3) Council members chosen on a rotating basis by the Council President, and a Recording Secretary shall compose the Preliminary Hearing Committee. The Council Vice President and Recording Secretary will not vote in the preliminary hearing. After considering the evidence, the Committee decides, by a majority vote, whether a full hearing and/or further investigation is necessary.

If it decides not to send the case to a full hearing, then the Committee may decide, by a majority vote, to issue a warning. The record of the warning shall be maintained for one (1) calendar year and be admissible in further hearings. The Council Vice President shall have knowledge of the accused’s prior convictions if any exist. If a warning is not acceptable to the accused or victim (in cases involving a victim), the case goes to a full hearing.

If there is not sufficient evidence to justify a full hearing, the Council President verbally informs the accused, the victim (in cases involving a victim), and the Director of Campus Life of the outcome as soon as possible. The Council closes
the file without any record, and all persons involved are charged to hold the matter in strict confidence. The Council President sends a letter to the accused within a reasonable length of time detailing the outcome.

Should the Preliminary Hearing Committee decide that the evidence is sufficient to warrant a full hearing, the Council President sets the time and date of the full hearing and gives the accused written notification (hand-delivered, if possible) of the specifics of the complaint at least twenty-four (24) hours before the hearing. At the same time, the Council President apprises the accused of all rights, such as the availability of assistance from a Student Advisor. The accused signs a statement indicating an awareness of the complaint, the rights of the accused, and of the procedures to be followed.

5. The Hearing

The procedures for a Social Council hearing shall be as follows:

- A quorum for a Social Council hearing shall be six (6) voting Council members. The Council President makes a reasonable effort to achieve quorum without the voting members of the Preliminary Hearing Committee. Any member of the Hearing Panel who is a material witness to the allegation charged or whose personal involvement with the accused may constitute a bias, shall not sit with the Hearing Panel or take part in its deliberations or voting. The Council President, or in his/her absence, the Vice President, in consultation with the Director of Campus Life, consults any Hearing Panel member believed to have a bias. After consultation, the Council President may request the member in question to withdraw from the Hearing Panel.
- The Council President presides. In the absence of the President, the Vice President presides.
- The hearing is recorded and the Recording Secretary keeps minutes of the proceedings.
- The Hearing Panel, Investigator(s), and accused (and Student Advisor, if applicable) may examine individuals presenting testimony.
- If more than one (1) student is involved in the same charge, separate hearings are held.
- The hearing is closed unless the accused makes a written request to the Council President for an open hearing at least twelve (12) hours prior to the hearing. The Council President has the authority to exclude from the hearing any participants whose conduct interferes with a fair hearing. Witnesses are excluded from the hearing except when they are testifying. Those persons attending an open hearing remain throughout the hearing unless excused by the Council President. The Council publicizes the open hearing by posting notices in classroom buildings, Edwards Commons, and other locations it deems appropriate.
- At the beginning of each hearing, the Council President reads the complaint and asks for the accused’s plea.
a. If the accused admits to the substance of the charge, the accused may then make any statement regarding imposition of a sanction and may present a reasonable number of witnesses to support the statement. The Investigator(s) and Hearing Panel may question the accused and any witnesses. The Investigator(s) and the accused may also make a closing statement. The Hearing Panel then goes into executive session to determine imposition of the sanction.

b. If the accused declines to admit to the complaint, the Hearing Panel proceeds to hear evidence as to the matter in dispute, normally in the following order:
   1. information gathered in relation to a complaint under the direction of the Investigator(s);
   2. additional information in relation to a complaint under direction of the accused;
   3. closing statements by the Investigator(s), followed by closing statements by the accused.

c. The Investigator(s) and the accused may call witnesses subject to questions by all official participants.

d. Material evidence will be allowed and the Council President rules on questions of whether evidence is pertinent. No attempt is made to apply legal rules of evidence. However, basic elements of fairness govern the proceedings.

e. Council members must hold in strict confidence all matters related to the hearing. Any allegation involving breach of confidence is heard by the SGA (as outlined in Section IIIB).

6. Decision by the Council

The Hearing Panel makes a decision according to the preponderance of evidence. The Hearing Panel considers only information and evidence presented in the hearing. The Hearing Panel finds the accused in violation of policy only if a two-thirds majority votes for a finding of in violation. Otherwise, the case is dismissed. In addition to the accused, the victim (in cases involving a victim), the Director of Campus Life, and the Dean of Students are given written notification of all Council decisions.

7. Sanctions

The Hearing Panel reviews the facts of the current situation, any past sanctions, the attitude of the accused regarding the complaint, and the ability of the accused to live under the Social System in the future. Prior to the hearing, the Director of Campus Life gives the Council President a sealed envelope containing a list of past sanctions, if any, to be opened if the accused is found to be in violation. If the Hearing Panel finds that the accused has violated any of the Standards of Student Behavior or other Student Handbook policies, it may impose the following sanctions:

**Expulsion** - Dismissal from the College with no option to re-enroll. An expelled
student may not attend classes or visit the campus or be involved in College activities without the written permission of the Dean of Students.

**Suspension** – The Hearing Panel may dismiss a violator, student, or organization from the College for a specific period of time, with the expectation that a suspended student will return and complete his or her education at Lyon. During the period of suspension, suspended students may not attend classes, live on or visit the campus, or be involved in any College activities without the written permission of the Dean of Students until the suspension period is successfully completed. A suspended student organization loses its SGA recognition for a specified period of time.

**Recommended Withdrawal** - The Hearing Panel may refer a student to the Dean of Students with the recommendation that a student withdraw from campus and/or from the College for a specified period of time.

**Probation** - Restrictions, which are elements of probation, are a means to achieve reform while maintaining the safety and harmony of the College community. The Hearing Panel may place a violator on probation for a specified period of time. If a subsequent incident occurs during the probationary period, either as repetition of the first act or violation of a different College standard or policy, the Hearing Panel will then consider the recent violation, as well as the act of violating probation in determining disciplinary action. Violation of probation is severe and jeopardizes a student’s enrollment and an organization’s SGA recognition.

**Restitution** - The Hearing Panel may require a violator who has committed an offense against property to reimburse the College or other owner for damage to or misappropriation of such property, limiting any such payment in restitution to actual cost of repair, replacement or related cost.

**Reprimand** - The Hearing Panel may give a written reprimand to any violator whose conduct breaches any part of the Standards of Student Behavior or other Student Handbook policies. Such a reprimand does not restrict the violator in any way. It signifies that parties are given another chance to modify behavior and to conduct themselves within the community standards.

The Hearing Panel may impose other sanctions that include, but are not limited to, the following:
- restriction from offices open to the general student vote and/or SGA appointments;
- restriction from attending or hosting College social activities;
- restriction or loss of visitation privileges in living areas;
- restriction or loss of alcohol privileges;
- appropriate counseling arrangements (if sought by a student);
- educational discussions on specified topics;
- community service assignment that directly relates to the nature of the violation;
8. Appeals

Only the violator may appeal a decision and/or sanction. In the case that new evidence arises, this evidence may be presented to the original presiding members of the Hearing Panel. If the evidence comes up after the three (3) day period (see below), the presiding president of the case must approve reopening the case.

Sanctions imposed by the Hearing Panel and by the Dean of Students, or his/her designee, will remain in force during the appeal process unless the President of the College, or his/her designee or the Student Judicial Panel chooses to lift some (or all) of the restrictions.

IV. The Student Judicial Panel

A. Role

The Student Judicial Panel will serve as an appeals body after a decision has been rendered by the Social Council. The Panel shall not hear new evidence.

B. Membership

The Panel will consist of five (5) students appointed by the SGA Executive Officers. In case of an appeal, three (3) of the five (5) will be selected by lot to serve as the Hearing Panel, naming a chair from among themselves. The Student Life Administrative Coordinator will serve as recorder for the Panel. The Panel members will be selected for a one-year term.

C. Panel Proceedings

1. Initiation of Proceedings

Only the violator may appeal a Council decision. To do so, they must file a written appeal with the Dean of Students within three (3) business days of receipt of the decision they wish to appeal. That written appeal must contain the reasons for the appeal, the name of counsel, and witnesses who will be called. The violator may file an appeal to the Student Judicial Panel on the following grounds:

- evidence does not support the finding;
- sanction is not appropriate for the violation;
- procedural failures.

The Panel must hear the case within one (1) school week after receiving the request unless the Panel determines there are extenuating circumstances. A quorum of three is necessary to hear any case.

2. Panel Hearing

All persons notified to be present at the hearing must attend or be subject to disciplinary action. In cases that require disciplinary action, the Panel will have the authority to impose disciplinary action through the Dean of Students.

The Panel hearings are closed. The presiding Social Council President and the accused will have the right to be present. The violator, Social Council President, and Hearing Panel members have the right to question all witnesses. If either party
waives the right to be present, the Hearing Panel shall treat the case in the manner it believes is just.

3. **Decision by the Student Judicial Panel**

   Following the presentation of charges, evidence, and witnesses, the Hearing Panel, in closed deliberations, shall make a decision according to the preponderance of evidence by majority vote and, if necessary, shall assign discipline. The chair of the Hearing Panel will notify the student of the verdict verbally as soon as possible after the completion of the hearing and will send written notification within a reasonable length of time. The chair will also notify the Dean of Students and the Director of Campus Life of all Panel decisions in writing.

4. **Appeals**

   The violator may file an appeal to the President of the College or his/her designee on the following grounds:
   - evidence does not support the finding;
   - sanction awarded is not appropriate for the violation;
   - procedural failures;
   - the availability of new evidence that could reasonably be expected to alter the outcome of the case.

   If the President of the College initiated the Council proceeding in question, he/she designates the Dean of the Faculty or another officer of the College to hear any appeal for that particular case. The appeal must be presented in writing within three (3) business days after receiving written notification of the decision of the Student Judicial Panel and must include a statement of the grounds for appeal. A copy of the appeal must be provided to the violator, the Council President, Dean of Students, and the Director of Campus Life, and the chair of the Student Judicial Panel.

   The President of the College, or his/her designee, may affirm, reverse or remand the decision of the Student Judicial Panel. If a decision is remanded on appeal, the case is returned to the Council for reconsideration. The decision of the President of the College or his/her designee is final.

V. **Extraordinary Procedures**

   The Council allows the Dean of Students or his/her designee to handle extraordinary situations, such as those instances in which students are unable to take care of their needs or are judged to be a danger to themselves or others. The Dean of Students may impose, but is not limited to, the following sanctions:

   **Temporary Suspension** - The Dean of Students may deny or restrict an accused students’ access to campus for a specified period of time.

   **Summary Suspension** - The Dean of Students may summarily suspend the student and require his or her departure from the campus. The President of the College, or his/her designee, shall review each suspension within forty-eight (48) hours after the decision is made, and may reverse or affirm the decision. During the review, the terms of the summary suspension remain in effect.
VI. Maintenance of Records and Reports to the College Community

The Dean of Students or his/her designee maintains the records of the Social System. In each case considered by the Council, the Recording Secretary is responsible for recording the proceedings of a hearing, distributing, collecting, and disposing of written material used in the hearing; and delivering written material to be retained for permanent records.

Records of proceedings are delivered to the Dean of Students or his/her designee immediately following each hearing. The Dean of Students or his/her designee shall inform the Registrar of cases involving suspension and expulsion.

A student who is found not in violation has the option to request that the case file be maintained. The student is informed of this during notification of the outcome. Standard file maintenance and access rules apply. If said student does not choose this option, the case file is destroyed.

Only the student named in the file, the President of the Social Council, the Dean of the Faculty, the Dean of Students, the Director of Campus Life, Registrar, and the President of the College have access to the records of the Social Council. The Dean of Students may reveal that portion of the record which is requested by someone other than those named above only with the student’s written permission.

The Council President is responsible for making all reports to the College community. A summary of complete results, exempting names, is reported at the beginning of each school year covering matters which occurred the previous year. A report of the number and variety of cases heard and appealed is made to the Faculty and Staff Assemblies and the SGA once each year, and to the Board of Trustees at its fall meeting.

VII. Amendments to the Social System

Members of the College community may recommend amendments to the Social System presenting them in writing to the SGA for consideration. Prior to voting, the SGA discusses the proposed amendment with the Council. Adoption of amendments requires a two-thirds majority of SGA members present.

VIII. Summer Proceedings

Those matters which are presented to the Council for review following the end of the spring semester will be adjudicated upon their return the week prior to the beginning of the fall semester. If the accused requests an earlier review with a reduced number of Council members, the Council President, upon notification by the Director of Campus Life will attempt to initiate a review during the summer. In cases where a review cannot be initiated during the summer or in those that must be dealt with immediately, the Director of Campus Life will refer the case to the Dean of Students or his/her designee (see “Extraordinary Procedures,” section V).
IV. Commitment to Diversity

All members of Lyon College benefit from the talents and experiences of our peers, from the mutual respect we exercise, and from the responsibilities we take for our actions under our Honor and Social codes. Because of this, each member of the College deserves equal opportunity to learn, teach, and grow without facing intolerance and injustice. Lyon College fosters mutual respect and understanding among and for all people of different cultures, ethnicities, races, religions, sexual orientations, genders, ages, national origins, socioeconomic backgrounds, and physical abilities. It does so by promoting a definition of diversity and acceptance dynamic enough to grow in the future. To ensure such growth, the SGA has created a standing Diversity Committee with a charge that includes the following:

- Assessing the College campus environment for any instances of hostility that may arise from a lack of commitment to diversity by communicating with peers,
- Promoting understanding and appreciation throughout the College for all aspects of diversity,
- Sponsoring activities and events at the College that celebrate diversity and bring about staff and student awareness,
- Recognizing outstanding efforts at the College in support of Diversity and Inclusiveness.

The College believes that a liberal arts education necessarily encourages students to encounter differences with tolerance, respect, and, in most cases, appreciation. It sees such encounters as essential to personal growth and productive life in society, for it holds that challenges to established views both broaden and deepen understanding. Since the College recognizes that the disagreements inherent in such challenges can lead to discomfort, it particularly promotes respect for diversity in order to provide a welcoming and secure living and learning space in the face of such disagreements and ensuing discomforts.

V. College Policy

I. Academic Policy

A. Grade Appeal Policy

Students are responsible for fulfilling the course objectives, assignments, and academic standards prescribed for each course in which they are enrolled. Thus grade appeals must be based on claims of computational errors or actions that are arbitrary, capricious, and/or discriminatory in nature. Grade appeals must be initiated by the add date of the next academic term. Appeals will be conducted in accordance with the following procedures.

The student contesting a grade is to first contact the faculty member involved and seek an informal resolution of the dispute. If the student is unable to resolve the complaint through informal consultation, the student may appeal the grade awarded to the chair of the academic division to which the faculty member is assigned. This appeal will be in writing and accompanied by all relevant documentation (syllabus, graded work, etc.). If the division chair is unable to resolve the grade appeal to the satisfaction of the parties involved, or the person giving the disputed grade is the division chair, then a written appeal with all relevant documentation may be made to the Dean of the Faculty. After consulting with the faculty member and the student, the Dean of the Faculty will reach a
decision on the appeal. The decision of the Dean of the Faculty is final. Like other grade changes, these changes must be endorsed by the Dean of the Faculty. A grade change made against the desires of the faculty member will be so noted on the change of grade form. All parties to the grade appeal are to maintain strict confidentiality throughout the appeal process.

B. Grounds and Procedures for Administrative Dismissal

1. Students may be administratively dismissed from a class when they have failed to attend that class for the equivalent of four (4) weeks for any reason.
   a. Students will be warned by the Dean of the Faculty that they are in jeopardy of dismissal from a class after the equivalent of one, two, and three weeks of absences.
   b. The student must return to the class (or make satisfactory arrangements with his/her faculty member) or the dismissal will take place after the equivalent of a fourth week of absence.

2. Students may be administratively dismissed from the College when:
   a. They have been administratively withdrawn for nonattendance from a total of three courses or from two courses during a single semester; or
   b. They have failed to make scheduled payments on student accounts.

3. In the event the above occurs, the Dean of the Faculty will notify the student that dismissal action will be taken. Students will be notified at least one (1) week in advance of the possibility that dismissal may occur, and will be given at least one (1) week to reply. Proper arrangements must be made by the date indicated, or dismissal will take place.

C. Academic and Classroom Misconduct

The instructor has the primary responsibility for control over classroom behavior and academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive behavior. Extended or permanent exclusion from the classroom or further disciplinary action can be imposed only with the approval of the Dean of Faculty.

D. Administrative Withdrawal

Students may be withdrawn administratively if they show persistent patterns of academic or social irresponsibility or if they are seriously disruptive of the College Community. Academic irresponsibility would involve a pattern of poor academic work, frequent absence from class, and failure to respond to offers of help from faculty advisers, instructors, and administrators. Social irresponsibility would involve one dramatic event or a series of lesser events which clearly demonstrate a lack of respect for oneself, one’s peers, or the standards of behavior found in the Student Handbook. The dismissal must be authorized by the Dean of Students, in the case of social irresponsibility, or the Dean of the Faculty, in the case of academic irresponsibility, and will, where appropriate, be preceded by a written warning. Such students will be subject to the normal refund policy; their transcripts will bear the designation AW. Students may appeal such the administrative withdrawal to the President of the College.

E. Student Leave of Absence

Students who complete the withdrawal process, or students who wish to leave the
College after the successful completion of any term, have the option of requesting a leave of absence. To be granted a leave of absence, a student must be in academic good standing and receive the permission of the Dean of the Faculty and the Dean of Students. The leave of absence will include a specified date of return and, where appropriate, any conditions for return, both to be negotiated when the leave is granted. Students who have been granted a leave of absence may be readmitted without re-application and without coming before the Admissions and Financial Aid Committee.

F. Cancellation of Classes, Delay of Opening of School, or Closure of College Offices
Circumstances such as a flood or monumental winter storm which require the cancellation of classes, a delay in the opening of school, or the closure of College offices occur very rarely. In the event of such an occurrence, any decision to cancel classes, delay the opening of school, or close College offices will be communicated by cell phone texts, app, and emails. Students without access to cell phones or computers should tune to:

**Television**
KAIT-TV, Jonesboro (Channel 2)

**AM Radio**
KAAB-AM, Batesville (1130 AM)
KBTA-AM, Batesville (1340 AM)

**FM Radio**
KZLE-FM, Batesville (93.1 FM)
KIYS-FM, Jonesboro (101.9 FM)
KWOZ-FM, Batesville (103.3 FM)

If the College remains open but adverse weather conditions seriously disrupt area roads, non-residential students who feel they cannot get to school safely should inform their advisors if they are unable to attend classes.

II. Lyon College Policy on Confidentiality of Records for Compliance with the Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within forty-five days of the day Lyon receives a request for access.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the report, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise him or her of his or her right to a
hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a review.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is an employee of the College in an administrative, supervisory, academic or research, or support staff position (including campus security and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lyon College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

Lyon College has designated, in accordance with FERPA, the following categories of releasable information about students as "directory information." Directory information can be released by the College without the consent of the student. If a student does not wish directory information released, the student must submit to the registrar at the beginning of each fall semester a written request stating which categories are to be kept confidential. The directory information categories are:

a. Name  
b. Address  
c. telephone number  
d. date of birth  
e. major  
f. classification  
g. parental name and address  
h. number of credit hours currently enrolled  
i. marital status  
j. rank in class  
k. participation in officially registered activities and sports  
l. weight and height of members of athletic teams  
m. dates of attendance, including matriculation and withdrawal dates
III. Business Policy

A. Validation/Clearing Process

For tuition and fees information consult the current Lyon College Catalog.

Student tuition and fees are due at the beginning of each semester before completion of registration and admission to classes. A detail bill is mailed approximately one to two months before the beginning of each semester. Students may pay semester charges in one of two ways discussed below.

All students must clear the business office. This means that your student account must be paid in full, or set up on a payment plan via Nelnet, prior to moving on campus for residential students, or before the first day of class for non-residential students. If students are not cleared by the deadline, a $25 late registration fee will be added to the bill. Students may clear their accounts with the Business Office any time after they have received their billings for the following semester.

If the student’s account is not cleared by 4:30 pm on the second day of classes, the student will be removed from the meal plan and will not be allowed to eat in the College dining hall.

If the student’s account is not cleared by 4:30 pm on the fourth day of classes, the student will be removed from the class lists and will no longer be enrolled in any classes at Lyon College.

B. Payment Options

There are two payment options offered at Lyon College:

1. Lyon College partners with Nelnet Business Solutions (NBS) to offer payment plans to students for tuition and fees. These payment plans make paying for your education more affordable as they offer you the opportunity to spread payments over time. These plans are interest free; however, there is a $30.00 per semester administrative fee payable to Nelnet. Several plans are available so you can choose the one that best fits your needs.

Payment Plan Enrollment Deadlines

**Fall 2019**

Full payments may be made on e-Cashier through August 20, 2019

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**Spring 2020**

*e-Cashier available on November 15, 2019*

Full payments may be made on e-Cashier through January 14, 2020

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<td>25%</td>
<td>3</td>
<td>Feb - Apr</td>
</tr>
</tbody>
</table>
NOTE: All down and full payments are processed immediately!

2. Term bills may always be paid in a lump sum at semester’s beginning. These payments can be made through the Lyon College cashier at (870) 307.7322 or via Nelnet. There are no additional fees with this option.

As a payment reminder, the Business Office will mail monthly statements to all students who have chosen payment plans.

C. Delinquent Accounts
If a student’s account is not paid in full by the due date, the account will be regarded as delinquent. A student with a delinquent account will not be permitted to enroll in classes, drop or add courses, or receive diplomas or transcripts until the account is paid. In addition, the student may also be dropped from classes, asked to leave College housing, and will not be allowed to dine in the cafeteria. This action will not free the student from his/her financial obligation for costs already incurred.

D. Additional Policies and Information
- The student, who receives financial assistance from Lyon College and/or outside sources, and his parents carry the responsibility of completing the proper documentation with the Lyon College Financial Aid Office by the respective due dates. No funds from grants and/or Lyon College scholarships can be credited to the student’s account until the Financial Aid Office receives all required information. The Business Office will credit the student’s account with outside funds only when payments are received. Questions pertaining to financial aid should be directed to the Financial Aid Office.

- Work-study wages are not credited to students’ accounts. Wages are paid monthly to the student as earned. The student may apply all or part of the wages toward tuition and fees; however, this has no effect on the due dates for payments.

- Additional charges, fines and penalties may be billed separately to students or may be included within the normal billing process.

- For first-time Lyon students, an enrollment charge of $250 is required for the fall semester only. For all returning students, a $100 registration fee is required by April 1st. This $100 prepayment is required before a returning student can register for classes or be assigned to campus housing for the following year.

- The cost of books varies depending on the courses taken; however, an approximate average is $500 per year.

- Students withdrawing or taking a leave of absence at any time during the year must go through the proper withdrawal or leave process. The student must begin this process with the Dean of Students in the Student Life Office.
• Please refer to the Lyon College Catalog for the refund policy on tuition, room and board.

• The cashier will cash a student’s personal check, a Lyon issued check, or a check from a family member, with proper ID, up to $50 per day when cash is available.

• A student’s campus check writing privileges will be revoked if three or more checks are returned. Lyon reserves the right to request payments by money order, cashier’s check, or certified check on revoked accounts. The cost of a returned check is $20.00, which is billed to the student’s account.

• If there are any questions related to a student’s account, the Cashier may be reached directly between the hours of 8:30 am - 4:30 pm by telephone at (870) 307.7322. Any questions related to a student’s account may be mailed to the Cashier in the Business Office at P. O. Box 2317, Batesville, AR 72501.

IV. Alcohol Policy

Philosophy

Lyon College strives to achieve its mission, in part, by designing and nurturing a campus community that requires responsible behavior based on trust and respect for self and others.

Accordingly, the alcohol policy of the College, aims to further students’ reaching the developmental goals set by the College by respecting their rights and expecting them to assume the concomitant responsibilities associated with self-governance. Concurrently, the policy respects the alcoholic beverage laws of the State of Arkansas and Independence County and grants students of legal age the privileges of possessing and drinking alcohol on campus. In exchange for these privileges, the policy charges students with two tasks. First, students are to engage themselves and new members of the student body in a serious discussion of alcohol that promotes abstinence from alcohol or responsible use and that disseminates and explains to the student body the state, local, and campus regulations governing the consumption of alcohol. Secondly, the policy charges students with the administration and enforcement of its provisions, including oversight and design of guidelines and procedures to deal with infractions.

Alcohol Education Program

The Alcohol Education Program is designed to assist students in making well-informed decisions in developing healthy life-styles and responsible community membership. Abstinence from alcohol use and, for students of legal drinking age who choose to drink, moderate and responsible use will be promoted through alcohol education.

The Alcohol Education Program session is presented for freshman and transfer students during new student orientation (Weeks of Welcome – W.O.W.) in August. It must be completed during the first semester of enrollment at Lyon. Successful completion of the Alcohol Education Program is necessary before a student of legal drinking age may possess alcohol on-campus. The Alcohol Education Program is successfully completed by any of the following:

• Attending the alcohol education session during orientation in August
• Demonstrating completion of the Alcohol EDU computer program
• Submitting to the Dean of Students or his/her designee a 1500-word essay demonstrating the student’s knowledge of the alcohol policy.
Students that misrepresent their age or their completion of the Alcohol Education Program are in violation of the Social Code.

**General Guidelines**

1. Only students of legal drinking age who have completed the Alcohol Education Program and their non-student guests of legal drinking age may possess and consume alcoholic beverages:
   a. on-campus at approved locations (see “Locations”)
   b. at off-campus events sponsored by the College or recognized student organizations [referred to as “organization(s)”]. Sponsorship need not involve formal publication of an event; any event in which members of an organization have been involved in making arrangements, inviting others to attend, and/or supplying food and drink shall be considered an event sponsored by that organization.

2. Possession of alcohol on campus is limited by state statutes (one case of beer and one gallon of wine or distilled beverages per person).
3. Alcohol may be stored only in student rooms where at least one resident is of legal drinking age.
4. A student may provide alcohol only for individuals who meet the requirements stated in General Guideline 1 above.
5. Student organizations and members who provide alcohol to individuals who meet the requirements of General Guideline 1 shall be responsible for taking reasonable steps to assure that they and their guests follow the alcohol policy and the law in the campus space assigned to that organization (i.e. assigned living areas, spaces reserved for social function, etc.).
6. Containers exceeding one (1) gallon, such as kegs and punch bowls, are prohibited.
7. Drinking in excess is not permitted. Drinking in excess is defined as drunkenness, as manifested by such signs as loss of physical self-control or threatening, disruptive, or violent behavior.
8. Drinking games and possession of drinking game paraphernalia that are designed to promote and encourage excessive use of alcohol are prohibited.
9. The Director of Campus Life will refer any allegation of a violation of the alcohol policy to the Social Council except in cases where there may be concern for students’ health and well-being, which will be referred to the Dean of Students.

**Locations where Students of Legal Drinking Age May Consume Alcohol:**

1. Lounges in upper class residence halls and common areas within suites in Hoke/McCain Hall.
2. Living rooms in campus apartments and the brick walkway between the Brown and Barton apartments.
3. Student rooms other than substance free housing.
4. Student rooms other than designated freshman housing.
5. At establishments licensed to serve alcoholic beverages.
6. At the home of a faculty or staff member who assumes full responsibility for the event.
7. Other on-campus and off-campus locations if the event has been designated as 21-Approved (see below).
Residents and sponsors of events at campus locations where alcohol is permitted shall take reasonable steps to assure that the locations remain private and accessible only to members of the Lyon College community and their guests.

Residents have the option of excluding alcohol from their common area by a majority vote.

**Alcohol Policy Enforcement**
The enforcement of this policy is the responsibility of the entire College community. Allegations of violations of this policy will be referred to the Social Council.

Penalties for individual violations will depend upon the nature of the violation, any previous violations in which the student has been involved, and the student’s attitude during and after the incident. Any violation of the alcohol policy can result either (1) in expulsion from the College, or (2) in suspension from the College and/or campus residence for the current and/or following semesters. The Council may impose a less severe penalty when it is convinced that the student can live under the alcohol policy in the future. The Council will first consider a penalty of expulsion or suspension for any violation in which a guilty verdict is determined. If neither of these two penalties is warranted, then the Council will impose a less severe penalty. This may include probation for a stated period of time, customarily at least one semester in length. Probation is clearly defined in the section of the Student Handbook which describes the Lyon College Social System. Subsequent violations will result in more severe penalties.

Besides expulsion and suspension, the penalties imposed by the Social Council may include, but are not limited to, the following list:

- suspension of any alcohol privileges
- examination by a recognized alcohol therapist
- community service work assignment
- participation in an alcohol awareness/education seminar
- social restrictions

The penalty may be a combination of any of the above listed sanctions or other suggestions brought before the Council.

Each probation and community service work assignment case may include specific sanctions and will include an educational experience for the individual. The student will work with a faculty or staff member to fulfill the requirements of the sanctions. The Council will appoint one of its members to serve as a liaison to solicit the faculty or staff member to work with the student, monitor progress, report the outcome to the Council, and provide recommendations to the Council if it appears that it needs to review the matter.

Penalties for organization violations will depend upon the nature of the violation, any previous violations in which the organization has been involved, and the attitudes of the members of the organization during and after the incident.

If the organization has a national affiliation, the governing body may be contacted in the event of any violation and will be contacted if more than one violation occurs.
Any violation of the alcohol policy can result in the suspension of the recognition of the organization. The Council may impose a less severe penalty when it is convinced that the organization will abide by the alcohol policy in the future. The Council will first consider a penalty of suspension of recognition for any violation in which a guilty verdict is determined. If suspension of recognition is not warranted, the Council may choose to place the organization on probation for a stated period of time, customarily at least one semester in length. Probation is clearly defined in the section of the Student Handbook which describes the Lyon College Social System.

Other actions may be included as part of the probationary status. These may include, but are not limited to, the following list:

- suspension of recognition for a period of time
- suspension of housing privileges for current and/or following semesters
- suspension of any alcohol privileges
- community service work assignment
- participation in an alcohol awareness/education seminar
- social restrictions
- stricter guidelines for future social events

The penalty may be a combination of any of the above listed sanctions or other suggestions brought before the Social Council.

Each probation and community service work assignment case may include specific sanctions and will include an educational experience. If community service work is assigned, the organization cannot receive any recognition or use the assignment for applying for any recognition. The organization will work with a faculty or staff member not associated with the organization to fulfill the requirements of the sanctions. The Council will appoint one of its members to solicit the faculty or staff member to work with the organization, monitor progress, report the outcome to the Council, and provide recommendations to the Council if it appears that it needs to review the matter. The appeals process for Social Council decisions is found in the Social Council section of this handbook.

21-Approved Events

**Philosophy**

A 21-Approved event promotes awareness of responsible decision-making related to alcohol use. Such an event allows those of legal drinking age, who choose to drink, the opportunity to model responsible drinking behavior. Choosing not to drink alcoholic beverages is equally acceptable as choosing to drink. This right is to be respected. The event sponsor(s) and the individuals who attend the event share mutual responsibility for ensuring all standards and guidelines governing 21-Approved events are followed and enforced.

**Standards of Student Behavior**

- Students and organizations sponsoring 21-Approved events are responsible for using reasonable means to enforce the alcohol policy and the law.
- Persons of legal drinking age may bring their own alcoholic beverages to the event.
- The amount of alcohol a student consumes shall not exceed one drink per hour of the event’s duration. One drink is defined as 12 ounces of beer, 5 ounces of wine, or 1 ounce
of liquor. Event sponsor(s) shall deny alcohol to those who appear to be flouting this standard or who appear to be intoxicated.

- The event sponsor(s) shall specify a designated location for alcohol storage at the event site. Those who choose to bring alcohol shall check it in at the designated location upon arrival at the event.
- Persons who bring alcohol may come to the designated location and serve themselves one drink per hour throughout the event. One of the sponsors of the event shall serve as a monitor at the designated location.
- Alcohol may be consumed only from individual serving-sized containers. Event sponsor(s) shall provide such containers.
- Adequate amounts of food and non-alcoholic beverages shall be made available by the event sponsor(s).
- Alcohol shall not be the focus of 21-Approved events.

Operating Guidelines

- Each year, new presidents of organizations that may want to sponsor a 21-Approved event that year shall attend a session, conducted by Student Life Staff members, discussing their responsibilities at such events. An individual meeting with Student Life Staff members will also serve as completion of this requirement. Event sponsor(s) must demonstrate completion of this session before an application for 21-Approved events will be considered.
- An application, available in the Student Life Office, must be completed and submitted at least one (1) week prior to the event for consideration. Final approval will come from the President or his/her designee, on recommendation from the Dean of Students.
- A clear system to avoid alcohol consumption by minors and to avoid excessive consumption by others shall be in place before the event is considered for approval. Members of the Student Life Staff are available to assist event sponsor(s) in planning their events.
- A 21-Approved logo, available in the Student Life Office, shall be used on posted advertising for approved events. No other reference to the presence of alcohol shall be made on advertisements. Publicity shall not be posted until approval of the event is received.
- When a campus organization hosts an event, the president of the organization and his/her designee are responsible for oversight of the event, and shall be available to be contacted during an event to resolve any problems which arise.
- Persons misusing alcohol will be asked to leave and will be escorted to their lodging. It is the responsibility of the event sponsor(s) to refer any persons violating the alcohol policy to the Social Council.
- Organizations hosting an off campus event must provide shuttles to and from the event.
- All clean-up following an event is the responsibility of the event sponsor(s).

V. Sexual Harassment Policy

Professional Behavior Policy
Including Prohibition of Harassment and Sexual Harassment And Reporting Procedure
(These policies and procedures apply to faculty, staff, employees, contract employees, students, and visitors to the campus.)

(As amended 5/31 to address OCR points)
(As amended 8/2015 to address RA points)
(As amended 6/24/16 to address points in OCR’s 4/26/16 correspondence to Lyon)

1. Code of Conduct

All members of the College community (faculty, staff, students, and employees [hereinafter “Community Members”], contractors, employees of contractors, and visitors to the Lyon College campus are expected and required to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment. Community Members are expected to be principled in their business interactions and to act in good faith with individuals both inside and outside the campus community. They should act with due recognition of their position of trust and loyalty with respect to the College and its students, research sponsors and donors.

Community Members, contractors, contractor employees, and visitors to the campus are expected and required to comply with all college policies and procedures; laws and regulations; contractual, grant and other obligations, public or private; and to safeguard College property and funds.

Community Members are encouraged to report violations or concerns about violations of law, this Code of Conduct, or college policies that come to their attention. Inappropriate activity can range from clearly illegal activity (such as falsifying data or misusing College funds) to activity that is lawful but unethical (such as purporting to speak on behalf of the College without proper authority).

Any suspected violations of this Policy including improper offers or suggestions from a supplier, vendor, or anyone seeking to do business with the College, and any activity that could be perceived as presenting a serious conflict of interest should be reported to a Cabinet member or to the President or anonymously to the Campus Conduct Hotline at 866-943-5787. Appropriate cases will be referred to the Board of Trustees.

Disciplinary actions for proven violations of this Policy, or for improper retaliation against anyone who reports possible violations, will be determined on a case-by-case basis and may include termination of employment, suspension of privileges to enter the campus, or expulsion from school, as Lyon College, in its sole discretion, deems appropriate. Those who violate this Code may also be subject to civil and criminal charges in some circumstances.

The College will take steps to help ensure that Community Members who come forward in good faith to report suspected violations of law, this Policy or other college policies will be protected from retaliation. Intimidation, retaliation, or discrimination against anyone for complaining about harassment, providing statements, or otherwise cooperating in any investigation of an alleged violation of this policy is prohibited.

2. Conflicts of Interest
A conflict of interest exists when an employee engages in a personal activity or has a direct or indirect business interest in a transaction involving Lyon College. Examples include decisions to purchase goods, hire a vendor, hire a candidate, or make an investment decision. A conflict of interest may also exist if an employee makes personal use of information acquired through his/her employment at Lyon College.

All employees of the College are expected to report, on their own initiative, any conflict of interest that may significantly affect the College. Examples of conflicts that should be reported include business relationships between the employee (or the employee’s immediate family) and the College, its suppliers, research sponsors or donors; outside board memberships of the employee (or the employee’s immediate family) that might affect the College’s business dealings or reputation; any outside employment or consulting relationships of the employee that might be of interest to the College; and holding by the employee (or his/her immediate family) of any local political office.

It should be understood that conflicts of interest are not, in and of themselves, wrongful or even disadvantageous. The College maintains relationships and derives support from many people and organizations. This web of relationships inevitably leads to different parties having different interests. It is important, however, that the College be in a position to identify conflicts of interest so that management and the Board can take appropriate steps to assure fair treatment of the College in its business dealings, and to preserve and strengthen those relationships that will advance the College’s mission in the future.

It is not possible to list every possible conflict. Ultimately it is the responsibility of each employee to exercise good judgment and avoid (or appropriately disclose) any situation that could appear to be a conflict of interest or raise the appearance of impropriety.

Employees of the College may not solicit, obtain, accept or retain any personal benefit from any supplier, vendor, donor, customer, client, public official, or any individual or organization doing or seeking to do business with the College. For the purposes of this policy, personal benefit includes, but is not limited to, gifts, gratuities, favors, certain travel, services, compensation, use of vacation residences, discounts, special treatment, or anything of monetary value exceeding $100.00. Reasonable exceptions may include purchase of a business meal, or consumable gifts offered to an entire workgroup during a holiday season, where rejection would damage the spirit in which the gift was offered.

This policy does not prohibit members of the faculty and other employees from receiving honoraria or reimbursement for travel and other expenses from grant agencies, foundations, or other colleges or universities. This policy does not prohibit employees from receiving compensation or per diem payments for service on outside boards of directors. Reasonable exceptions to this acceptance of gift policy may also be granted for activities that further development opportunities and donor relations. Any such exceptions must, before the Community Member engages in the activity, be reviewed and approved by the Cabinet of the College.

Nepotism contributes to an unhealthy working environment because members of the same immediate family working together in a supervisor/employee relationship may lead to bad morale and suspicion among other employees. For this reason, the College prohibits the hiring of members of the same immediate family in a direct supervisor/employee capacity. For purposes of the
College’s nepotism policy, "immediate family" means the employee’s spouse, brother, sister, parent, child, step-child, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee’s household. This policy does not prohibit the hiring of family members in indirect employment relationships.

3. Discrimination and Harassment, General and Sexual

The educational mission of Lyon College is to foster an open working and learning environment. As such, Lyon College strives to create an atmosphere where Community Members are free from illegal harassment while on the Lyon campus and while attending school-sponsored functions.

Lyon College does not discriminate and prohibits discrimination against Community Members on the basis of sex, race, color, age, national origin, religion, disability, sexual preference, or other characteristics protected by applicable law in the educational programs and activities it operates. Harassment based upon any one or more of these characteristics likewise is prohibited. Lyon College is required by Title IX of the United States Code not to discriminate based on sex. Inquiries concerning the application of Title IX may be referred to Lyon College’s Title IX Coordinator, Nichols Administration Building, phone (870) 307-7310 (donald.taylor@lyon.edu) or to the United States Department of Education Office of Civil Rights, Dallas Office, 1999 Bryan Street, Suite 1620, Dallas, Texas 72501, phone (214) 661-9600.

Prohibited harassment includes, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the Community Member’s normal work, study, conduct, or movement. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the College’s premises or circulated on the campus that denigrates, or shows hostility or aversion towards an individual or group because of the characteristics identified above.

Whether or not the person means to give offense or believed his or her comments or conduct was welcome is not significant. Rather, the College’s policy may be violated when other Community Members, whether recipients or mere observers, are, in fact, offended by comments or conduct based on race, religion, gender, age, sexual orientation, national origin, the presence of any sensory, mental, or physical disability, or any other characteristic protected by applicable law.

While all forms of harassment are prohibited, Lyon College emphasizes that sexual harassment is a form of prohibited harassment requiring special mention. Each Community Member has the responsibility, and must do his or her part, to keep the workplace and academic environment, and campus free of sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic performance;

2. Submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment is not limited to conduct motivated by sexual attraction. It may occur between members of the opposite sex or members of the same sex, regardless of their sexual orientation. It also may include offensive non-sexual conduct directed at a Community Member because of his or her gender.

Sexually harassing conduct in or at the work place or in academic settings may also be done by one who does not exercise power over the victim of the harassment. Whether committed by faculty, staff members, employees, students, or third parties the following conduct is also prohibited:

1. flirtations, touching, advances, or propositions of a sexual nature;
2. verbal or written abuse of a sexual nature;
3. graphic or suggestive comments about the dress or body of any Community Member; and
4. sexually degrading words to describe any Community Member at the College.

Lyon Community Members who have questions about whether certain conduct is inappropriate under this policy should direct those questions to the Human Resources Office/Title IX Coordinator.

Lyon College expressly forbids sexual harassment as defined above. It is the responsibility of all Lyon Community Members to refrain from harassing other members and to report harassment when experiencing, observing, or suspecting it.

**Complaint Procedure:**
Community Members who believe they are the victim of illegal discrimination or harassment, have witnessed illegal discrimination or harassment, or suspect illegal discrimination or harassment, should immediately report the alleged act(s). Community Members may report confidentially and anonymously, by calling the Campus Conduct Hotline at 866-943-5787, or by filing an anonymous written complaint to the Dean of Students or Title IX coordinator, or any other official listed as a Reporting Point in this Policy and whose contact information is contained further in this policy. An anonymous Complainant may report the alleged perpetrator’s identity and the identity of other potential witnesses, and identify any potentially relevant documentary or other evidence.

In the event of an anonymous complaint, Lyon may be limited in its ability to respond fully to the incident, including its ability to pursue disciplinary action against the alleged perpetrator. Lyon College will respond promptly and effectively to complaints of harassment, including harassment on the basis of sex. Lyon will promptly investigate all incidents of alleged illegal harassment and will take the appropriate action to respond to such complaints. Such action may include disciplinary action against students or staff found to have violated this policy and barring visitors from Lyon premises. The College will also take prompt action designed to end the harassment, prevent its recurrence, and, as appropriate, remedy the effects of the hostile environment on the affected Community Member. An anonymous complaint may, in some instances, impair the College’s ability to investigate.
Alternatively, the alleged discriminatory or harassing act(s) may be reported to the appropriate official as indicated below. All complaints will be investigated. Depending upon the classification of the aggrieved individual, the following lists the preferred reporting officials:

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<th>Aggrieved Person</th>
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<td>Faculty Member</td>
<td>Dr. Melissa Taverner</td>
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<td>Provost</td>
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<td><a href="mailto:provost@lyon.edu">provost@lyon.edu</a></td>
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<td>(870) 307-7202</td>
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<td>P.O. Box 2317</td>
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<td>Batesville, AR 72503</td>
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<tr>
<td>Staff Member and Student Employees</td>
<td>Mr. Richard Gaumer</td>
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<tr>
<td></td>
<td>Interim Vice President for Business &amp; Finance</td>
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<tr>
<td></td>
<td><a href="mailto:richard.gaumer@lyon.edu">richard.gaumer@lyon.edu</a></td>
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<td>(870) 307-7326</td>
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<td>Student</td>
<td>Dr. Lai-Monte Hunter</td>
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<td>Associate Dean of Student Life and</td>
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<td></td>
<td>Director of Diversity</td>
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<td><a href="mailto:laimonte.hunter@lyon.edu">laimonte.hunter@lyon.edu</a></td>
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<td>(870) 307-7313</td>
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<td>or</td>
<td>Mr. Donald Taylor, Director of Human Resources /Title IX Coordinator</td>
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<tr>
<td></td>
<td><a href="mailto:donald.taylor@lyon.edu">donald.taylor@lyon.edu</a></td>
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<td>(870) 307-7310</td>
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If the aggrieved person feels uncomfortable or for any reason feels that he or she cannot report the alleged acts of harassment to the designated administrator, the aggrieved person may report the matter directly to the President of the College.

The administrator receiving the complaint will ask the aggrieved person to outline specifically the nature of the complaint. A written complaint is preferable, but not required. The person to whom the complaint is made will then notify the appropriate officials of the complaint. Sufficient information should be provided in order to allow the College to investigate and attempt resolution of the complaint.

Barring extenuating circumstances, in all cases other than those involving an anonymous complaint, the College will confirm in writing its receipt of a complaint of illegal harassment within three (3) days of its receipt. At this time the College will also assign an Investigator to investigate the matter. Investigators are assigned on a rotating basis and are selected from a panel of no fewer than two (2) Investigators. Lyon College Investigators are trained in and are knowledgeable concerning investigative procedures, Lyon’s investigative process and the appropriate legal standards under Title IX and relevant Lyon policies. An assigned Investigator shall recuse from a matter in the event the matter presents a conflict of interest for the Investigator.

Barring extenuating circumstances, within four (4) days of the College’s receipt of a complaint, the Investigator assigned to the matter will contact the alleged perpetrator and inform him or her of the allegation. The Investigator will review with the alleged perpetrator college policy and, at the appropriate time, indicate in writing the details of the sexual harassment allegation. As deemed appropriate, the College may separate the complaining party and the alleged perpetrator so that contact between the two is eliminated or kept to a minimum. The College may take such other action as it deems appropriate to prevent further harassment of the Complainant and to avoid retaliation. The alleged perpetrator will then be required to respond to the allegation in writing or its equivalent. Barring extenuating circumstances, the alleged perpetrator shall have two (2) business days from the date of his/her initial meeting with the Investigator to submit a written response to the complaint.

Both the alleged victim and the alleged perpetrator shall be invited to provide the Investigator with the identity of witnesses and/or documents that are relevant to the complaint or defense thereto. The Investigator will in a timely manner attempt to locate
all persons so identified and will interview so many of them as are agreeable to being interviewed after reasonable request. The Investigator will review so many of the documents identified as relevant as the Investigator can locate with the exercise of reasonable diligence. These interviews and reviews shall be conducted without unnecessary delay and it will in all cases be incumbent upon the Investigator to weigh the value of obtaining the additional evidence against any delay associated therewith. It is expected that, absent extenuating circumstances (e.g. witness unavailability), witnesses will be interviewed and documents and other physical evidence will be reviewed within five (5) days of their being identified.

The College’s investigation may include (1) one or more interviews with the Complainant, the alleged perpetrator, and any witnesses identified by either the Complainant or the alleged perpetrator or who may be deemed, in the good faith exercise of the Investigator’s discretion, possibly to have been in a position to have witnessed or otherwise to have knowledge of the alleged harassment, (2) review of any documentary or otherwise recorded evidence identified by the Complainant or the alleged perpetrator or otherwise deemed by the Investigator to be of potential relevance to the investigation, (3) in the event the Complainant is unable to identify the alleged perpetrator, investigative steps aimed at ascertaining that person’s identity, such as, without limitation, interviews with persons who possibly were present during the alleged harassment, and (4) such other acts as the Investigator may deem of potential assistance in his or her investigation.

It is expected that, barring extenuating circumstances, the College’s investigative portion of this procedure will be concluded, and the Investigator will have reached a decision concerning the complaint within thirty (30) days of the filing of the complaint. The Investigator may, however, extend this time if, in the good faith exercise of the Investigator’s judgment, the ill effects of such an extension are outweighed by the benefit of the additional evidence that could be gathered during the extended time period.

No later than three (3) days following the conclusion of the investigation, the Investigator will attempt to contact the Complainant to arrange a meeting with him/her, the purpose of which will be to advise the Complainant generally of the results of the investigation. Such meeting shall be conducted as soon as practicable following the contact as the Complainant’s schedule will allow. The College will maintain ongoing contact with the Complainant and will, as appropriate, provide the Complainant with updates throughout the investigation.

Simultaneously with contacting the Complainant, the Investigator will also contact the alleged perpetrator for that same purpose. It is at this meeting that Lyon will inform the alleged perpetrator of any restrictions on his or her activity on account of a confirmed complaint and, if such already has been determined by the College, the applicable punishment.

Ordinarily, the Investigator will meet with the Complainant prior to meeting with the alleged perpetrator such that the Complainant is advised of the results of the investigation before the alleged perpetrator is advised of the results of the investigation.
As soon as practicable following this meeting but, absent extenuating circumstances, in no event more than five (5) days following the meeting, the Investigator will issue to the Complainant and the alleged perpetrator written notification of the investigation and the results of the investigation. Such written notification will include, at a minimum:

- An explanation of the investigative process;
- The factual findings of the Investigator, including the factual findings on all necessary issues including whether the harassment occurred;
- The reasons for the findings and conclusions, including the application of the “preponderance of the evidence” standard to the facts of the matter; and
- An explanation of the appeal process.

In the notice Lyon will further apprise the Complainant of any individual remedies offered or provided to the Complainant, sanctions upon the alleged perpetrator that directly relate to the Complainant (e.g. requiring the perpetrator to stay away from the Complainant or the perpetrator’s transfer to another dormitory or class), other steps Lyon has taken or will take to eliminate the hostile environment (e.g. counseling services for the Complainant and other affected students) and other steps Lyon has taken or will take to prevent recurrence (e.g. sexual violence training for staff, campus climate surveys, etc.)

Lyon will create and retain a written report of the investigation, stating clearly whether sexual harassment occurred and explaining the basis for Lyon’s conclusions, including application of the “preponderance of the evidence” standard to the evidence.

Lyon will retain documentation of all investigative steps, including statements, other evidence, remedial actions, and a copy of the written report and written notification referenced above.

Lyon will contact the Complainant within two (2) weeks of its post-investigative meeting with the Complainant in order to determine whether there has been ongoing harassment or retaliation and to determine whether additional action by Lyon is appropriate.

Absent extenuating circumstances (such as the temporary unavailability of witnesses or other evidence, an extraordinarily large number of witnesses to be interviewed, etc.), it is expected that Lyon College will conclude the investigative, determinative and, if appropriate, remedial portions of the procedure within forty (40) days of its receipt of the complaint.

In reaching a conclusion regarding alleged harassment, at both the investigative and the appeal levels, a “preponderance of the evidence” standard will apply.

The College will implement such remedial measures as may be necessary appropriately to address and resolve an incident of harassment. Such measures may apply to any Community Member, contractor, contractor employee or visitor who, after appropriate
investigation and procedures, is found to have engaged in sexual harassment. These may include, without limitation, the provision of resources, including counseling, to the alleged perpetrator as a means to prevent recurrence of the harassment, discipline of the alleged perpetrator (which may include, depending upon the status of the alleged perpetrator, termination, suspension, or expulsion, or being barred from entering the Lyon College premises), the protection of the Complainant and witnesses from retaliation, counseling for the Complainant and, where appropriate, the broader student body, and any other steps reasonably calculated to prevent future occurrences of harassment.

In each instance, the College will make a determination as to whether remedial measures toward persons other than the Complainant who were negatively impacted by the harassment (e.g. other students, witnesses) are warranted. The College will provide such remedial measures when and to the degree appropriate.

Confidentiality:
Lyon College will endeavor to hold the information disclosed in the investigation and determination procedure in confidence, to the extent practical and appropriate under the circumstances. The College will, however, make disclosure on a need-to-know basis. Employees and supervisors have a duty to cooperate in the College’s investigation of alleged harassment.

Acting Responsibly:
Given the impact that allegations of illegal harassment can have on those involved, the College expects all persons involved in any procedure under this policy—whether as a Complainant, a respondent, or a potential witness—to act responsibly and in good faith.

Employee/Employee Social Relationships:
All employees are expected to maintain relationships with their colleagues that in no way foster questions or allegations of favoritism or conflicts of interest, adversely affect the morale of others, create an appearance of impropriety, or otherwise adversely affect the College’s standards, overall character, public image, or other legitimate interests. Mature, mutually respectful, and non-coercive social or amorous relationships between consenting adult employees are not considered to be sexual harassment. However, given the risk of potential sexual harassment claims, dating or amorous relationships between any faculty or staff member and his/her direct supervisor are prohibited.

Employee/Student Social Relationships:
The respectful attitude of students toward faculty and staff is an important element of the educational process, and the greatest care must be taken that it is not in any way abused. Many students are at a time and stage in their development when they are particularly vulnerable to the inappropriate behavior of faculty and staff members whom they often view in an aura of exaggerated respect and on whom they depend for guidance, wisdom, and support. Moreover, whether they choose to exercise it or not, faculty and staff members are in a position to exercise power, directly or indirectly, over virtually all students, whether or not the students are enrolled in their classes or are otherwise subject to their direct supervision. Even if a student of non-traditional age consents to an amorous relationship with a faculty or staff member, the existence of such a relationship could have
unintended effects on other students and on the educational atmosphere of the College. Therefore, the College prohibits dating or amorous relationships between faculty or staff members and students. Exceptions may be granted in the case of relationships between students and College employees who are not in a direct supervisory or other authoritative relationship with such students. Faculty should request exceptions in such cases from the Dean of the Faculty, and staff members from the Director of Human Resources.

**Sanctions:**
Anyone who is found, after appropriate investigation and procedure, to have violated this Policy will be subject to immediate, appropriate disciplinary action, up to and including discharge from employment or dismissal from school or being barred from campus. Failing to cooperate or providing false information during an investigation will also subject the individual to disciplinary action, including termination.

Faculty members being disciplined under this policy are subject to the terms of dismissal and procedure provided in Chapter 8 of this Policy Handbook.

A person has a right to file a criminal complaint as well as a complaint with Lyon. If a criminal investigation occurs, Lyon will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its own title IX investigation. If Lyon determines that a temporary delay (generally no more than ten calendar days) in the fact-finding portion of a Title IX investigation is necessary while the police are gathering evidence, Lyon will take interim measures to protect the complainant and will continue to update the parties on the status of the investigation, including informing the parties when Lyon resumes its Title IX investigation.

**Appeals:**
To appeal a sanction due to a sexual harassment charge, staff employees are to follow the appeals procedure as outlined in the Lyon College Policy Handbook, Personnel Policies. Likewise, faculty members are to follow the grievance procedure as outlined in the Lyon College Policy Handbook, Faculty Personnel Policies. Students are to follow the procedure outlined in the Lyon College Student Handbook. Both the complaining party and the accused have the right to appeal a sanction issued pursuant to this Policy. The College will handle appeals of a decision under this Policy with the same degree of confidentiality as the initial investigation. The College will, however, make disclosure on a need to know basis.

In the event that an appeal from the College’s findings pursuant to any procedure covered by Title IX under this policy, Lyon’s Personnel Policy, or Lyon’s Faculty Personnel Policy includes a hearing, cross-examination of the accuser by the accused or vice-versa during the hearing is forbidden. Rather, each party shall be allowed to submit questions or present evidence to the person or persons conducting the hearing. In no proceeding under this policy shall the complainant be required to attend the hearing. However, either the complainant or the accused may attend the hearing if either so desires. Upon request by either the complainant or the accused, the hearing shall be conducted such that at no time are both in the same room at the same time.
4. Sexual Misconduct Policy

Sexual misconduct is unacceptable in any form and will not be tolerated. While sexual harassment is a form of sexual misconduct, many other forms exist.

Sexual misconduct is defined as the threat or commission of behavior used to obtain sexual gratification against another’s will or at the expense of another, such as inducing fear, shame or mental suffering. Sexual misconduct includes sexual assault and other, less grievous but unwelcomed sexual acts or actions, whether by an acquaintance, a person in authority, or a stranger. Sexual misconduct can occur either forcibly and/or otherwise against a person’s will, or when a person is incapable of giving consent. Consent must be clear, knowing, voluntary, and active, not passive. Silence, in and of itself, may not be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission and willingness to engage in sexual activity. In order to give effective consent, one must be of legal age and must not be incapacitated mentally or physically either by virtue of disability, drugs, and/or alcohol. The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled and vulnerable individuals regardless of age.

In addition to Sexual Harassment, sexual misconduct may include, but is not limited to (1) non-consensual contact (any intentional touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force) and includes intentional contact with the breast, buttock, groin or genitals, or touching another with any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice; (2) non-consensual sexual intercourse (any sexual intercourse, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force) and includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact; or (3) sexual exploitation (taking non-consensual or abusive sexual advantage of another), even if the behavior does not otherwise constitute one of the other sexual misconduct offenses). Sexual misconduct includes, without limitation, invasion of sexual privacy, prostituting another, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting friends hide in the closet to watch consensual sex), engaging in voyeurism, knowingly transmitting an STD or HIV to another, exposing one’s genitals in non-consensual circumstances, inducing another to expose their genitals, and sexually-based stalking and/or bullying. This list is not exhaustive and is for illustrative purposes only.

All Community Members and other persons entering onto the Lyon College campus, including but not limited to, faculty, staff members, students, volunteers, visitors, and independent contractors are subject to this policy. Violators will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancelation of contract, other appropriate institutional sanctions. Prosecution by civil authorities may also occur.

Options Following an Act of Sexual Misconduct:
Community Members who believe they are the victim of sexual misconduct or believe in good faith that they know of a member of a Community Member who is a victim of sexual misconduct are urged to make a formal report pursuant to this Policy and/or to the police.

Whether or not the individual makes a formal report, all victims of sexual misconduct are urged to seek appropriate help, which may include a medical evaluation and obtaining information, support, and counseling, either on or off campus. In addition to resources available to them personally, victims of sexual misconduct may use the resources listed in this Policy to assist them in accessing the full range of services available.

**Medical Treatment**
A person who is the victim of sexual misconduct is urged to seek appropriate medical evaluation as promptly as possible. For life-threatening conditions, call 911 immediately. Otherwise, White River Medical Center is located at 1710 Harrison Street.

**Medical-Legal Evidence Collection**
A person who is the victim of sexual misconduct (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence may be essential should a person later decide to pursue criminal prosecution and/or a civil action. White River Medical Center at 1710 Harrison Street can collect medical-legal evidence.

**Obtaining Information, Support, and Counseling**
Whether or not one makes a formal report, a person who is the victim of sexual misconduct is encouraged to obtain information, counseling, and support. Counselors at a variety of agencies, both on and off campus, can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, or filing a report with the College or local authorities.

Information, support and advice are available for anyone who wishes to discuss issues related to sexual misconduct, whether or not an act of sexual misconduct has actually occurred, and whether or not the person seeking information has been assaulted, accused of an act of sexual misconduct, or is a third-party.

The degree to which confidentiality can be protected depends upon whether Lyon College has a legal duty to respond to the allegations and the professional role of the person consulted. The scope of confidentiality should be addressed by that professional person before specific facts are disclosed. The following Lyon College personnel are available to assist victims in this process:

- Director of Human Resources
- Vice President for Student Life and Dean of Students
- Director of Campus Life

**Formally Reporting An Act of Sexual Misconduct**
Victims of sexual misconduct or anyone who believes in good faith that he/she knows of a member of Lyon College’s community who is a victim of sexual misconduct, are encouraged to make formal report to the designated campus administrator, local law enforcement, or (anonymously and confidentially) via the Campus Conduct Hotline at 866-943-5787.

Confidentiality of Information
Lyon College will make reasonable effort to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported. The degree to which confidentiality can be protected, however, depends upon the College’s legal duty to respond to the information reported and the professional role of the person being consulted. The professional being consulted should make these limits clear before the disclosure of any facts.

As required by the Clery Act, all disclosures to any Lyon College employee of an on-campus act of sexual misconduct are tabulated for statistical purposes without personal identifying information.

Policy Enforcement

Disciplinary Action
All reported alleged incidents of sexual misconduct will be reviewed and investigated. If the evidence supports the allegation, the appropriate Lyon College judicial procedures will be initiated. For proven violations, possible sanctions may include, but are not limited to, expulsion, suspension, removal from campus, and/or termination. Other members of Lyon College’s community who are not subject to an explicit judicial procedure, upon a finding of a violation, shall be subject to adverse actions such as removal from campus, cancellation of contract or any other means necessary to address, remediate, and eradicate the behavior.

Non-Retaliation
The College will take steps to help ensure that Community Members who, in good faith, report suspected violations of sexual misconduct or violations of other college policies will be protected from retaliation in employment and/or academic practices at Lyon College. Intimidation, retaliation, or discrimination against anyone for complaining about harassment, providing statements, or otherwise cooperating in any investigation of an alleged violation of this policy is prohibited.

Improper Conduct During an Investigation
Any individual who knowingly provides false information or who refuses to cooperate in an investigation related to this policy will be subject to disciplinary action, up to and including expulsion, suspension, termination, removal from campus, cancellation of contract or any other means necessary to address the behavior.
Institutional Responses

Public Information
All requests from the media, the campus community at large or the general public for information concerning an alleged incident of sexual misconduct should be directed to the Director of Marketing and Communication, Nichols Administration Building, 870-307-7242.

Public Notification of Incidents
As required by law, Lyon College collects and annually reports statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, Lyon College also alerts the campus community to incidents of immediate concern as required by the Clery Act.

Complaint Procedure
Lyon College prohibits retaliation against any individual who reports an incident of sexual misconduct or cooperates with an investigation regarding such.

Improper Conduct During an Investigation
Any individual who knowingly provides false information or who refuses to cooperate in an investigation related to this policy will be subject to disciplinary action, up to and including expulsion, suspension, termination, removal from campus, or cancellation of contract.

Education and Training

Sexual misconduct often is accompanied by a power imbalance. A sound sexual misconduct prevention training program prioritizes awareness directly tied to prevention.

Sexual misconduct prevention training is required for members of the Lyon College campus community according to the following schedule:

- All faculty and staff, within six months of hire and biennially thereafter;
- Key students, camp counselors and program leaders prior to performing their duties or participating in the qualifying activity.

VI. Drug-Free Campus

As mandated by the Drug-Free Workplace Act of 1988, this is to state Lyon College’s policy regarding the effects of drug use and the unlawful possession of controlled substances on campus. The policy is as follows:

It is the College’s intent and obligation to provide a drug-free, healthful, safe, and secure environment.
The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on College premises or while conducting College business off campus is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including expulsion, and may have legal consequences.

The College recognizes drug and alcohol dependency as an illness and a major health problem. The College also recognizes drug and alcohol abuse as a potential health, safety, and security problem. Drug abuse or use on campus can result in injuries to the students and others and property damage. Students needing help in dealing with such problems are to seek help and counseling from external agencies or from the College nurse, counselor, or from the Office of Human Resources. Conscientious voluntary efforts to seek such help will not jeopardize a student’s enrollment.

Students will be provided a copy of this policy and must, as a condition of enrollment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off campus.

Lyon College shall routinely inform students of the dangers of drug abuse, its drug-free workplace policy, including penalties for violations, and any available counseling and rehabilitation through, but not limited to, the following means:

- Inclusion of this policy in this and future editions of the Student Handbook;
- Dissemination of information concerning the dangers of drug abuse, concerning this policy, and concerning any available counseling or rehabilitation services;
- Dissemination of information concerning the danger of drug abuse; and

**Drug Awareness Program**

In response to the Drug-Free Workplace Act of 1988, this document will serve as Lyon College’s attempt to keep students informed about the dangers of drug abuse and any available counseling and rehabilitation services. In addition, this document will outline the penalties that may be imposed on students for drug abuse violations. (See also Lyon College’s Drug-Free Workplace Policy Statement above.)

- **Education Awareness:** The Director of Health and Wellness will regularly disseminate information regarding the health implications of drug use/abuse. In addition, open forums will be held to provide general information (e.g., recognizing signs of drug abuse in fellow students.)
- **Counseling and Rehabilitation Services:** The Director of Health and Wellness and the Director of Counseling are available for confidential consultation and referral. The College cannot provide rehabilitative services. Thus, assistance from outside agencies will be the focus of this service.
- **Penalties:** Students are provided a copy of this policy and must, as a condition of enrollment, abide by its terms, remain free of illegal drugs, and report any knowledge of acts of substance abuse or its sale under the criminal statute (see Appendix 7.C) occurring on or off campus while conducting College business.
Failing to so report will result in disciplinary action up to and including expulsion, and it may also have legal implications.

- Such acts are to be reported to the immediate supervisor, component head, or directly to the Dean of Students or Director of Campus Life.
- Any user caught or reported will be counseled in the strictest of confidence and every effort will be made by the College to encourage that person to seek professional help and/or rehabilitation as is stated above.
- Any such person refusing help will be disciplined up to and including expulsion.
- Any student found illegally manufacturing, distributing, dispensing, or selling a controlled substance on College premises or while conducting College business off campus will be disciplined up to and including expulsion.
- In all cases where substance abuse is reported and verified and immediate rehabilitation or counseling is not properly sought can and will have legal consequences.
- In all cases where substance abuse is reported, drugs are dispensed, sold or used and the College takes disciplinary action, the student involved or implicated will have a route of appeal. Such appeals may be made through the normal disciplinary procedures found elsewhere in this Handbook.
- Amendment: In response to the Drug-Free Schools and Communities Act of 1989, this program is amended to include alcohol as a controlled substance. In addition, the legal sanctions under State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol are included as Appendix 7.C.

**Tobacco Use:**

In order to provide a safe and healthful environment for Lyon College students and visitors, the following areas have been designated as “Non-Smoking” zones.

- The interior space of all buildings and athletic facilities.
- The exterior space within 20 feet of entrances, gates, fresh air intakes, any areas where tobacco smoke could be drawn into buildings and athletic facilities, *except for those areas officially designated as smoking areas*.
- Within College vehicles.
- Within the Morrow Quadrangle of Spragins House

This policy includes all electronic cigarettes.

In order to provide a safe and healthful environment for Lyon College students and visitors, smokeless tobacco such as snuff, chewing tobacco, and similar products have been prohibited in the following areas:

- The interior space of all academic building and athletic facilities
- Within College vehicles

This policy applies equally to all students, employees, and visitors.
Appendix 7.A: Drug Use/ Abuse Health Risks—the following list of drugs and their associated health risks are provided in compliance with Federal Government regulations mandating their inclusion in this Handbook.

A. Stimulant
   1. Amphetamines
      a. User can go beyond physical limits and suffer exhaustion.
      b. Tolerance and physical and psychological dependence can develop; withdrawal from the drug can result in suicidal depression.
      c. Continued high doses can cause heart problems, infection, malnutrition and death.

   2. Cocaine
      a. Chronic use can destroy nasal tissues.
      b. Smoking can cause lesions in lungs.
      c. Tolerance and physical and psychological dependence can develop.
      d. Effects are unpredictable.
         i. Convulsions.
         ii. Respiratory paralysis.
         iii. Death.

B. Depressants

Hazards of abuse:
   a. Tolerance and physical and psychological dependence can develop with long term use.
   b. Slowed reaction, confusion.
   c. Overdoses can cause coma, respiratory arrest, convulsions, even death. Accidental overdoses are common because the abuser becomes unaware of how much the drug has been taken.
   d. Withdrawal can be dangerous and may require medical attention.
   e. Depressants taken in combination can cause coma and death.

1. Barbiturates
   a. Slowed heart rate and breathing; lowered blood pressure.
   b. Slowed reactions.
   c. Confusion.
   d. Weakened emotional control.
   e. Distortion of reality.
   f. Reduced awareness.
   g. Intoxication.

2. Tranquilizers
   a. Slowed heart rate and breathing; lowered blood pressure.
   b. Relaxation.
   c. Drowsiness.
   d. Confusion.
3. Methaqualone
   a. Slowed heart rate and breathing.
   b. Lowered blood pressure.
   c. Sleepiness.
   d. Feeling of well-being.
   e. Loss of coordination.
   f. Dizziness.
   g. Impaired perception.
   h. Confusion.
   i. Hangovers

4. Alcohol
   a. Tolerance, physical and psychological dependence can develop.
   b. Long-term heavy drinking is a factor in liver and heart damage, malnutrition, cancer and other illness.
   c. Slowed reactions, disorientation.

C. Hallucinogens
   1. Tolerance develops quickly.
   2. Increased risk of birth defects in users’ children
   3. Effects may recur days or weeks later without further use of the drug ("flashbacks")
   4. Overdose causes psychosis, convulsions, coma, death
   5. Abuse has resulted in murder, suicide, accidents

D. Narcotics
   1. Tolerance, physical and psychological dependence can develop.
   2. Withdrawal is very painful.
   3. Overdose can cause coma, convulsions, respiratory arrest, death
   4. Risks from long-term use include malnutrition, infection, hepatitis

E. Cannabis (Marijuana)
   1. Long term use may cause moderate tolerance, psychological dependence.
   2. Overdose may cause paranoia, psychosis-like state
   3. Effects of long-term use are still being studied. Long-term use is associated with chronic lung disease and possibly lung cancer.

Appendix 7.C: Possession and Distribution of Illicit Substances: Legal Sanctions
Applicable legal sanctions under local, State, and Federal law, for the unlawful possession or distribution of illicit drugs and alcohol are as follows:

**A. Federal Legal Sanctions.** Federal legal sanctions based on the Controlled Substance Act of 1971 are:

1. Unlawful possession
   a. 1st offense up to 1-year imprisonment and/or fines up to $5,000. Persons under 21 on first offense record of arrest, trial and conviction erased after satisfactory completion of probation.
   b. 2nd offense twice the imprisonment and fines of first offense.

2. Unlawful distribution and/or possession with intent to distribute:
   a. 1st offense up to 15 years’ imprisonment and/or fines up to $25,000 plus 3 years required special parole.
   b. 2nd offense up to twice of that of first offense.

For a person over 18 unlawfully distributing to a person under 21 up to twice the fine and imprisonment otherwise authorized.

**B. State Laws**

A copy of the state statutes concerning the drug laws in Arkansas may be obtained by contacting the Human Resources Office.

**VII. Computer and Lab Policies**

**A. Computer Use Policy**
Lyon College actively encourages the creative, productive, and responsible use of local and remote computer resources by its students, faculty, and staff. Access to computer resources is, however, a privilege which may be suspended due to misuse. Adherence to this computer use policy by all members of the College Community will insure the privacy, reliability, and usefulness of these resources.

Access to private accounts on all College computers requires a password. Do not give your password to anyone. You are responsible for all actions taken from your account. You are also responsible for maintenance of your account. In particular, you should keep your account clear of unread e-mail. Failure to do so may result in automatic purging or cancellation of your account.

Do not attempt to override existing security measures. They provide security and reliability for the entire College Community. If you discover a security flaw, report it to Computing Services as soon as possible.
Remember that some materials available from Internet hosts and other sources are prurient or excessively violent, offensive, or upsetting to others, and are, in extreme cases, illegal to possess or distribute. Do not translate such materials into any visual, aural, or graphical form at any time on College computing resources. Responsible adherence to this policy requires that individuals be actively considerate of the sensitivities of others.

College computer resources must not be used to violate any local, state, federal, or international laws, or the published policies of entities whose computing resources are accessed remotely.

Violation of this policy constitutes sufficient grounds for temporary or permanent suspension of all user privileges regarding Lyon College computer resources.

Lyon College strives to maintain access for its students, faculty, staff and other authorized users to local, national and international sources of information and to provide an atmosphere that encourages sharing of knowledge, that creative process, and collaborative efforts within the College’s educational, research and public service missions. Access to electronic information systems at Lyon College is a privilege, not a right, and must be treated as such by all users of these systems. All users must act honestly and responsibly. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements related to College information systems. All users shall act in accordance with these responsibilities, and the relevant local, state, and federal laws and regulations. Failure to conduct oneself in compliance with this Policy may result in denial of access to College information systems or other disciplinary action.

Lyon College is a provider of a means to access the vast and growing amount of information available through the internet. Lyon College is not a regulator of that information and takes no responsibility for its content. Any persons accessing information through the Lyon College information systems must determine for themselves and their charges whether any source is appropriate for viewing.

Accepting any account and/or using Lyon College’s information systems shall constitute an agreement on behalf of the user or other individual accessing such information systems to abide and be bound by the provisions of this Policy.

The College may restrict or prohibit the use of its information systems in response to complaints presenting evidence of violations of College policies, or any local, state or federal laws. When it has been determined that there has been a violation, the Director of Information Services may restrict or prohibit access by an offending party to its information systems through College-owned or other computers, remove or limit access to material posted on College-owned computers or networks, and, if warranted, initiate other disciplinary action in accordance with College policies.

Decisions of the Director of Information Services may be appealed to an appropriate College administrator. Faculty members may appeal to the Chief Academic Officer. Staff members and other authorized users may appeal to the Vice-President for Business and Finance. Students may
appeal disciplinary actions related to their academic work to the Chief Academic Officer. Students may appeal disciplinary actions related to all other issues to the Dean of Students. A second appeal may be made to the President of the College. The decision of the President of the College is final.

Definitions
For purposes of this policy the following definitions shall apply:

- "Electronic communication" shall mean and include the use of information systems in the communicating or posting of information or material by way of electronic mail, mobile applications, World Wide Web, or other such electronic tools.
- "Information systems" shall mean and include computers, networks, servers and other similar devices that are administered by the College and for which the College is responsible. "Networks" shall mean and include video, voice and data networks, routers, servers, storage devices, and all cabling or electronic infrastructure employed to operate those networks.

Permitted Use
College information systems are to be used predominantly for College-related business and academic purposes. Personal use is permitted so long as it conforms to this Policy and does not interfere with College operations or an employee user’s performance of duties as a College employee.

Personal use may be denied when such use requires an inordinate amount of information systems resources (e.g., storage capacity, server processing time, or Internet bandwidth). Personal use of College information systems in conjunction with outside professional consulting, business or employment activities is permitted only when such use has been expressly authorized and approved by an appropriate College administrator.

Access
Unauthorized access to information systems is prohibited. No one should use the ID or password of another; nor should anyone provide his or her password to another, except in the cases necessary to facilitate computer maintenance and repairs. When any user terminates his or her relation with Lyon College, his or her ID and password shall be denied further access to College computing resources, except as previous arrangements are made with and approved by the College Administration.

Misuse of Computers and Network Systems
Misuse of College information systems is prohibited. Examples of misuse include but are not limiting to the following:

- Attempting to modify or remove networking gear, computer equipment, software, or peripherals without proper authorization.
- Accessing without proper authorization computers, software, information or networks to which the College provides access, regardless of whether the resource accessed is owned by the College or the abuse takes place from a non-College site.
- Circumventing logon or other security measures, or assisting others in doing so.
- Using information systems for any purpose not authorized by the College.
• Personal use of information systems or electronic communications for non-College consulting, business, or employment, except as expressly authorized as described in the Permitted Use section above.
• Sending any fraudulent communication.
• Violating any software license or copyright, including copying or redistributing copyrighted software, without the written authorization of the software owner.
• Using electronic communications to violate the property rights of authors and copyright owners.
• Using electronic communications to harass or threaten users in such a way as to create an atmosphere which unreasonably interferes with the education or the employment experience. Similarly, electronic communications shall not be used to harass or threaten other information recipients, in addition to College users.
• Using electronic communications to disclose propriety information without the explicit permission of the owner.
• Reading other users’ information or files without permission.
• Academic dishonesty.
• Forging, fraudulently altering or falsifying, or otherwise misusing College or non-College records (including computerized records, permits, identification cards, or other documents or property).
• Using electronic communications to hoard, damage, or otherwise interfere with academic resources available electronically. This provision specifically, but not exclusively, applies to users’ actions that result in bandwidth congestion of the College’s networks, both local and remote.
• Using electronic communication to steal another individual’s works, or otherwise misinterpret one’s own work.
• Using electronic communications to fabricate research data.
• Knowingly launching or aiding in the distribution of a computer worm, virus or other destructive program.
• Downloading or posting illegal, proprietary, or damaging material to a College computer.
• Transporting illegal, proprietary or damaging material across a College network.
• Except for purposes related to the College academic program: any use of a College computer located in a public setting (such as the library or a computer lab) to display images, text, or sounds which could reasonably be considered graphically disturbing or harassing in nature, or which are of a slanderous or defamatory nature.
• Except for purposes related to the College academic program: storing on College computers or servers, or transmitting or receiving on College networks any files containing images, text, or sounds which could be reasonably considered graphically disturbing or harassing in nature, or which are of a slanderous or defamatory nature.
• Violating any local, state, or federal law or regulation in connection with use of any College information system, computer or network.

Privacy
User Privacy Not Guaranteed. Lyon College affirms the right to privacy of its students, faculty, and staff, and College Information Services seeks to safeguard that privacy through technological means. When College information systems are functioning
properly, a user can expect the files and data he or she generates to be private information, unless the creator of the file or data takes action to reveal it to others. However, no technology is perfect, and any information system can be vulnerable to hacking or other malicious tactics that could compromise a user’s privacy.

Repair and Maintenance of Equipment
Users should be aware that on occasion duly authorized College Information Services personnel have authority to access individual user files or data in the process of performing repair or maintenance of computing equipment the College deems is reasonably necessary, including the testing of systems in order to ensure adequate storage capacity and performance for College needs. Information Services personnel performing repair or maintenance of computing equipment are prohibited from exceeding their authority of access for repair and maintenance purposes or from making any use of individual user files or data for any purpose other than repair or maintenance services performed by them.

Response to a Public Records Request, Administrative or Judicial Order or Request for Discovery in the Course of Litigation
Users should be aware that the College will comply with any lawful administrative or judicial order requiring the production of electronic files or data stored in the College’s information systems, and will provide information in electronic files or data stored in the College’s information systems in response to legitimate requests for discovery of evidence in litigation in which College is involved.

Response to Misuse of Computers and Network Systems
When for reasonable cause, as such cause may be determined by the Director of Information Services, it is believed that an act of misuse as described in the section on Misuse of Computers and Network Systems above has occurred, then Information Services personnel may access any account, file or other data with those persons authorized to investigate and implement sanctions in association with the misuse of the College’s computer and information systems. Should any of the Information Services personnel reasonably believe that a misuse is present or imminent such that the potential for damage to the system or the information stored within it, is genuine and serious (e.g. hacking, spamming or theft), then the Director of Information Services may take such action as it necessary to protect the information systems and the data stored in it, including the denial of access to any College or non-College user. If the Director of Information Services takes protective action as described in this section, notification will be made to an officer of the College at the first practical opportunity.

Access to Information Concerning Business Operations
Employees regularly carry out the business functions of the College using the College’s information systems. Business records, inquiries, and correspondence are often stored such that individuals may control the access to particular information stored within the College’s information system. Should any employee become unavailable, be incapacitated due to illness or other reasons, or refuse to provide the information necessary to carry out the employee’s job responsibilities in a reasonably timely manner, then following consultation with and approval by the Director of Information Services,
Information Services personnel may access the employee’s records in order to carry out
College business operations on behalf of the unavailable or uncooperative employee.

B. Lab Use Policy
The Lyon College academic computer systems are intended for College-authorized educational
purposes. Use of College computers is restricted to students currently enrolled in a class at Lyon
College and to Lyon College faculty, staff, and their immediate families. Unaccompanied family
members must be 16 years of age or older.

Access to the academic computer systems is a privilege and entails responsibility. Failure to use
these systems in a responsible manner may result in revocation of privileges. Computers,
terminals, printers, software, manuals, and supplies are considered a valuable resource for the
College and should be conserved. Users should utilize computing resources as efficiently as
possible in order to minimize the impact of their work on others.

Commercial use of Lyon College academic computing resources is prohibited. Lyon College
observes and encourages the enforcement of all applicable copyright laws.

The same decorum should be observed in the computer labs as in the library regarding noise and
distracting behavior. Food and drink are not allowed in the computer labs under any
circumstances. Users will be held responsible for equipment and facilities damage resulting from
misuse or negligence.

Lyon alumni and students attending other colleges and universities may be granted
authorization to use College computer resources. Presentation of proof of alumni status (or a
current college ID) and payment of $20 per semester (fall, spring, or summer) is required before
access is granted. Application can be made at the lab supervisor’s office in the Lyon Building
computer lab.

Groups needing access to computer resources for educational purposes may apply for special
authorization at the Office of the Dean of Faculty.

General guidelines for the use of College computers are listed in the Lyon College Computer Use
Policy.

C. Library Computer Policy
Policy regarding computer use in the Mabee-Simpson Library is posted at the workstations in the
library. All computer lab policies are viewable on the Web at

D. Residence Hall Computer Access
Information services will provide access for all students to a standard set of software tools,
including: Word processor, spreadsheet, e-mail, Web browser, presentation-builder, and other
tools needed to enhance the academic program, as the need arises. These services will be
available to students from all residence hall rooms and study areas, as well as the Lyon
Computer Labs, the Library, and other designated locations on campus.
Information Services will, from time to time, take the network out of service for repairs, upgrades, and routine maintenance.

Almost any fairly new computer (PC or Mac less than three years old) will be compatible with our network, though most systems will require the addition of a network interface card before the machine will operate on the network. Before bringing your computer to campus, examine this checklist closely to see if your system meets the minimum requirements:

- PC or Mac, Pentium-class, 1.0 GHz or higher
- 512 MB RAM
- 40 GB free disk space
- Operating System: Mac OS 10X, Windows Vista or higher
- In good working order
- Virus-free

**VIII. Lyon College Parking and Traffic Regulations**

**A. Purpose**

Parking on the campus is a necessary privilege for members of the College community and visitors. Parking regulations are designed to serve in the best interests of the safety and efficient operation of Lyon College. The purpose of these regulations is to provide direction and order to the system of parking.

**B. Parking Space Allocation**

Parking is allowed only in marked spaces in designated parking lot, per the Lyon College Parking Lot Usage and Designation document found on the Campus Safety website: [https://www.lyon.edu/student-life/campus-safety](https://www.lyon.edu/student-life/campus-safety). Handicapped accessible spaces are provided in all parking lots in accordance with the Americans with Disabilities Act. Additionally, some handicapped accessible spaces have wheelchair ramps access striped next to them; marked with diagonal stripes they are considered part of the handicapped parking space. Temporary handicapped permits will be issued by Campus Safety upon receipt of proper medical documentation. Additional reserved spaces are made available for the Resident Faculty Mentors of Spragins House and Young House. In addition to a citation, unauthorized vehicles in reserved spaces may be towed upon request at the owner’s expense.

**Registration**

All students, faculty, and staff are required to register their vehicles with Campus Safety and have a valid parking permit on their vehicle. The purpose of this is to better enable Campus Safety to notify vehicle owners if there is a problem, if the vehicle needs to be moved, and to identify unauthorized vehicles using College facilities. Registration of all student vehicles takes place during registration each year. Student parking permits are valid for the entire academic year.

**Visitors Parking Permits**
Visitors parking permits are available at the Nichols building, Library front desk, Student Life Office, or the Campus Safety Office. All visitors’ permits are to be returned to the location where they were issued before leaving campus each day unless prior arrangements have been made.

Restrictions
All campus roadways, parking lot entrances, and driveways are designated fire lanes. Parking is not allowed in fire lanes, on the grass, in alleys, or in any spot other than in a marked space in a designated parking lot. Only maintenance and service vehicles are permitted on sidewalks. Student, faculty, and staff vehicles are prohibited on sidewalks. Two sidewalks are designated driveways. The sidewalk immediately in front of Spragins House is available for the use of Spragins House Resident Mentor only. The circle walk at the lower level of the library is for the use of mail and package delivery vehicles and for loading and unloading Computer Service and Media Center equipment.

Fees
There is no annual parking fee for students, staff, or faculty for parking on campus.

C. Abandoned Vehicles
Vehicles will be considered abandoned if not moved in a one-week time period; this time may be extended with the permission of the Campus Safety Office. Owners will be responsible for all fees incurred from the towing and storing of abandoned vehicles.

D. Temporary Permits
Temporary permits for vehicles that are not going to be used but a short time (Rental s, loaners, etc.) are available from Campus Safety for periods not to exceed one week. Students and employees with temporary injuries (injuries requiring the use of crutches, etc.) may obtain a temporary handicapped permit from a physician.

E. Speed Limits
Speed limit on campus is 20 MPH. Please make sure to be cautious at all cross walks. Pedestrians always have the right of way.

F. Fines and Penalties
Illegally parked vehicles are subject to citations and/or towing at the owner's expense. The fine schedule for all types of parking violations is found on the Campus Safety web page: https://www.lyon.edu/student-life/campus-safety.

Citations are placed on the offending vehicle windshield. It is possible for one to be blown away in the wind, or to have been removed by someone else. The other copies of the citations are kept in the Campus Safety Office and may be viewed during normal working hours. The violation remains valid in the system. Illegally parked vehicles that are not registered on campus may be towed without warning at the discretion of the Campus Safety Office.

Fines are payable at the Business Office. Unpaid fines will be deducted from the employee’s paycheck after 30 days. Student citations are turned in each Monday morning to the Business Office to be billed to their account. Parking fines for an unregistered vehicle accrue until the
owner of the vehicle is determined. At that time, all fines will be added to the account of the vehicle owner.

G. **Appeals**
Every person receiving a parking citation shall have the right to submit a written appeal within 30 days of having received the ticket. These appeals shall be turned in to the Student Life office, located in the lower level of Edwards Commons. Each written appeal will be given careful consideration by the Vice President of Student Life and Dean of Students.

The following information outlines the appeal process:
- All written appeals should contain the following information
  - The issued ticket number
  - The ticket issue date
  - Name of person issuing ticket
  - License plate number of vehicle ticketed.
  - Any pertinent information that would explain the reason the appeal should be considered / granted.
- The Vice President for Student Life and Dean of Students shall receive and decide upon all written appeals. This decision will represent the college’s final position on the matter.
- All processed tickets will be charged / tagged to each student’s account.
- All fines shall be paid directly to the Business Office. Payments will need to reference the ticket number being paid for.

L. **Limitations**
Persons parking on campus do so at their own risk. Lyon College assumes no responsibility for damage, loss, or theft.

M. **Citations**
Local and state police have full authority to enforce federal, state, and local laws including traffic laws on the Lyon College campus. This authority is separate and distinct from the authority of Campus safety

IX. **Campus Solicitation Policy**
Lyon College is committed to limiting solicitation on campus. Toward that end, the College prohibits on-campus solicitation by anyone from outside the College except through purchased advertisements in the campus newspaper and solicitations receiving prior approval from the Dean of Students or the Vice President for Business and Finance.

Traditional fund-raising activities of recognized campus organizations and the Institutional Advancement component are permitted in the Student Union or through campus mail. Students should report anyone failing to comply with this policy to the Dean of Students or Campus Safety. Faculty and staff should notify Campus Safety or the Vice President for Business and Finance.

X. **Roller Skating and Skateboarding**
While the Lyon College campus is not structured for the recreational use of roller skates and skateboards, their use is permitted only to members of the campus community. Riding is
permitted on all College roadways and sidewalks only at the rider's risk and subject to the following restrictions and understandings.

The College makes no assurances that its campus is safe for roller skating or skateboarding, nor is there any assumption that the College can or will provide for the safety of anyone roller skating or skateboarding.

For this reason, anyone using roller skates or skateboards does so with this full knowledge. Such riders do assume responsibility to abide by the rules and to assume the risk by signing a waiver absolving Lyon College of all responsibility and liability. Further, it is public notice that the absence of a signed waiver does not absolve the individual of assuming this responsibility and risk. Waivers may be obtained from the Campus Safety Office.

In addition, the following rules with regard to roller skating and skateboarding on campus must be observed:

1. Trick riding is allowed only in parking lots. The rider assumes the responsibility for obtaining and wearing the proper protective equipment, i.e. helmets, knee and elbow pads, and gloves.
2. No trick riding is to involve any outdoor furniture on campus, including wooden, metal, and concrete benches, exterior walls, stairways, steps, or handrails.
3. Pedestrians must have the right of way at all times. Riding or skating is not permitted on crowded sidewalks.

XI. Lyon College Sponsored Trip Protocol
This policy covers College sponsored trips. College sponsored trips are those in which (1) student participants are included; (2) the College or a student organization supported by the College endorses the trip; (3) the College provides transportation for participants; (4) College staff or faculty are responsible for leading and supervising students; and/or (5) all or part of the trip is covered by College resources. For all College sponsored trips, a trip leader will be designated by a vice president (or his/her designee). It should be noted that trips in which no College vehicles are being used, no staff or faculty is in attendance, no College funds are used, and no transportation is provided do not constitute College sponsored trips under this policy.

Trips are valuable educational experiences and an enjoyable dimension of campus life. Responsibility on the part of each participant is crucial to success and safety. Participants join trips on a voluntary basis and agree that their involvement includes being respectful of self and others, complying promptly with appropriate requests made by the trip leader, and signing and submitting the required release form prior to participation. Further, participants agree to cover the full cost of any possible physical harm or injury to themselves or others, and damage or loss of personal items (including personal vehicles) through insurance or personal resources.

Release/Assumption of Risk: All participants will read and sign a Waiver and Release of Liability acknowledging the inherent risks involved in College related travel and activities, agreeing to abide by College rules related to participation, and assuming full responsibility for any risks associated with the trip. This statement will be completed prior to participation and will be delivered to the College vice president (or his/her designee) who has designated the trip.
leader prior to departure. Under no circumstances will a student be permitted to participate in a College sponsored trip if this release has not been received prior to departure. This form is available in the personnel office in the Nichols Building or from the Director of Campus Life in Edwards Commons.

**Shared Responsibility:** Each participant will share in the workload of the trip’s daily activities. Traveling with a group requires understanding and patience. Participants must be prepared to work with group dynamics and take appropriate direction from the trip leader.

**Safety:** Participants are expected to conduct themselves in a responsible and cautious manner at all times. In the event of an accident, illness, and/or injury, trip leaders will aid participants within the scope of their training. If necessary, the trip leader will call for medical assistance and stay with an injured participant(s) until EMS arrives. Any and all costs for medical transport and medical care are the sole responsibility of the ill or injured participant, regardless of whether the participant has insurance coverage.

**Transportation:** When the College provides transportation, participants are expected to travel with the group in College sponsored vehicles unless the trip leader gives permission for alternate travel arrangements. While traveling in College sponsored vehicles, participants must adhere to all safety and procedural regulations in place for the vehicle (i.e. wearing a seat belt, not smoking, etc.). When College vehicles are used, only drivers certified in advance with the Maintenance Department may operate College vehicles. Lyon College assumes no responsibility for personal vehicles, personal contents left unattended in either personal vehicles or College sponsored vehicles, and provides no insurance coverage for personal vehicles or individuals riding in those vehicles. Any damage to or loss of any personal property (including vehicles) is the sole responsibility of the owner. Likewise, an individual who is driving or riding in a personal vehicle assumes full liability for any and all injuries that may occur during the course of the trip.

**Medical Needs:** All participants with medical conditions (or who are taking prescription medications) that may impact their ability to fully participate must inform the trip leader prior to participating. Participants must bring all medications needed during trip hours. The trip leader will assist participants in making reasonable travel accommodations for taking prescription medications should such accommodations be necessary. Any medical information shared with the trip leader will be held in confidence and only utilized if needed in an emergency.

**Alcohol and other Drugs:** Allowing consumption of alcoholic beverages during trips is left to the discretion of the trip leader based on the laws of the travel destination(s). On trips where alcohol consumption is permitted, participants are expected to either abstain from alcohol use or use in moderation. The use of other controlled substances (other than prescription medications as stated above) is strictly prohibited regardless of the laws of the travel destination.

**Pets:** Pets are not permitted on trips sponsored under this policy.

**Non-student participants:** Immediate family members of staff and faculty are encouraged to participate. Non-student participants may be assessed a fee to cover the cost of their participation. Non-student participants are responsible for abiding by the same rules as student participants, are required to sign the trip release form(s), and agree to take direction from the trip leader as conditions of their participation.
Excessively disruptive participants: Any trip participant who, in the sole estimation of the trip leader, is disruptive to the point necessitating separation from the group will be separated from the group and transported home at the participant’s expense. If the disruption is caused by a Lyon student, the trip leader may request a review of the matter by the Social Council.

XII. Lyon College Fire Pit Use Regulations
The Lyon College Fire Pit was funded entirely by the Student Government Association. Lyon students, staff, faculty, and recognized campus organizations may reserve the pit for their use by completing a facilities use form found on the College website. Others wishing to use the fire pit must have the prior written permission of the Dean of Students. If no one has reserved the pit, Lyon students, staff, faculty, or recognized campus organizations may make arrangements with Campus Safety. The fire pit may not be used when a burn ban has been imposed by local authorities. Firewood, kindling wood, and matches are available from the Campus Safety Office. Only firewood and kindling acquired from Campus Safety may be burned in the pit. Lighter fluid (when carefully following the instructions printed on the container) is the only accelerant which may be used. Each person using the fire pit is to use caution in relation to the fire and to take great care in preserving the area around the pit. The fire is to be kept within the gravel based pit area and is not to extend onto the flat stones surrounding the pit. The pit area is to be kept free of litter by those using it and all refuse is to be placed in appropriate receptacles or removed by the users. Users must remain until the fire is completely out. Any problems are to be reported immediately to Campus Safety.

VI. Residence Life
1). Residence Life
A. Residence Life Mission Statement
The mission of Residence Life at Lyon College is to create a dynamic, involved and respectful residential community that complements the academic mission of the College.

We are committed to realizing this mission through:

- Providing a clean, comfortable, well maintained residential environment to enhance student learning and growth.
- Defining clear rights and responsibilities of each student and group, thus allowing students to play an active role in governing and shaping their living environments and holding one another accountable.
- Developing civility, creativity, and trust within the community.
- Developing respect for individuals and the differences among them.
- Creating meaningful student leadership opportunities.
- Promoting social, physical, emotional, spiritual, and ethical growth through programming that involves Lyon faculty, staff, and students.

B. Residency Policy:
Lyon is a residential college. Single students under the age of 21 years who are not veterans must either reside in College owned housing, commute daily from their parent’s primary residence no
more than thirty miles from the campus, or receive a written exemption from the Dean of Students.

--To qualify for an automatic exemption a student must be 21 years old the day classes begin for the semester in which an exemption is desired, and the student must not have submitted a housing application and contract for that semester. Students who are 21 years of age and submit a housing application and contract must request an exemption if they subsequently wish to void the housing agreement. A student who is automatically exempt from the Lyon College residency policy will generally not lose any financial aid due to off-campus residency. There are two exceptions to this general rule:

1. Brown, Anderson, and West Scholars are required to live on campus;
2. Exempted student’s scholarship and/or grant funds will not exceed the cost of tuition.

--Students who do not qualify for an automatic exemption from the residency policy and who are granted an exemption will lose 30% of any Lyon institutional scholarship(s) and/or grant(s) they have been awarded.

Process for Exemption Consideration:
Those requesting exemptions must submit a written request to the Dean of Students stating the reason(s) for the request. If the request involves a medical or psychological condition, submit a physician’s or licensed therapist’s statement (on their letterhead) describing relevant details related to the condition.

Request consideration is based on the following factors (in no particular order of importance):
-Reason(s) for the request
-Academic standing and achievement
-If campus residences are filled to capacity
-Date of submission

No binding off-campus commitments (such as signing a lease) are to be made prior to receiving written notice of exemption request approval.

C. Residence Life Staff
Each residence hall has personnel assigned to help make the experience of living there a positive one. The Residence Life Staff is under the supervision of the Director of Campus Life, whose office is located in the Student Life Office in the Lyon Building. The Residence Life Staff is made up of undergraduate students who serve in the roles of Resident Directors and Resident Assistants.

The Resident Director (RD) is an Office of Residence Life staff member who has broad Residence Life experience, and strong administrative and interpersonal skills. The RD is an upper class student who lives in and is responsible for the general supervision and management of one of the three residential Houses, in addition to supervising the RAs assigned to that House. The RD will assist the Director of Campus Life and the Office of Residence Life in creating a community environment conducive to the academic success and personal growth of each resident. The RD will also work to provide an environment consistent with the goals and objectives of the Residence Life Mission Statement as well as Lyon College.

The Resident Assistants (RA) are paraprofessional staff members for the Office of Campus Life. The RA is the closest and most vital link with the residents. Under the supervision of a Resident Director, the RA is responsible for creating and maintaining an environment within the residence
hall which is conducive to living and learning. In order to accomplish this, the RA is expected to
play a variety of roles. The RA must be flexible and creative in meeting the residents’ needs by
serving as a resource, advisor, community developer, educator, referral source, and friend.

a. Eligibility for Housing
Students must be enrolled full-time at Lyon College to be eligible to live in College
housing units. Students who have withdrawn or who are dismissed from Lyon College
are expected to move from College housing immediately. Any exception to this
guideline must be approved by the Director of Campus Life.

b. Room Deposit
First-time entering students (e.g., freshmen, transfers), pay a $100 room damage deposit. The
damage deposit will be maintained to assure the College of the student’s continuous
occupancy for the contract period. A student room assignment will not be made until the
room deposit has been received by the College. Upon officially leaving Lyon College, the
$100 room damage deposit, minus any damage charges or fines assessed, will be applied
to the student’s account or refunded upon request by the Business Office.

c. Room Assignments
Freshmen will be assigned to the freshmen housing area and will be matched with a
roommate according to information they provide on the housing application and contract
they submit to the Office of Campus Life. Housing assignments for current resident
students are based primarily on seniority through a room selection process. Assignment
to a private room depends upon the availability of space. There is an additional fee for
any room designated as private. Students signing up for a double room who have not
noted a roommate preference should anticipate having a roommate. See the Director of
Campus Life if you have questions about housing availability.

d. Lyon College Gender Inclusive Housing Policy
Lyon College recognizes that same gender room assignments are not appropriate for
every student. Gender-inclusive housing provides students increased choice in
selecting roommates. It provides students maximum responsibility for their own room
assignments and is consistent with the Lyon College’s commitment to learning through
students’ active decision making and engagement in the learning environment. It is the
intent of a gender-inclusive housing program to contribute to a campus climate that is
supportive of all students.

- Students living in gender-inclusive housing must be at least 18 years of age at the
time of request and be at least sophomore class standing at the time of move-in.
- Students may choose a roommate who identifies as any gender.
- Requests must be made by both parties.
- Returning students will go through the normal housing process with the same
deadlines. Choosing a room in gender inclusive housing will be done during
room selection.
- Students will not be required to reveal their reasons for living in gender inclusive
housing, although living with a romantic partner is prohibited.
• Current and incoming students will not be assigned to gender inclusive housing unless they have selected that option. Students, as adults, are able to choose their own housing situation, but we encourage you to speak with your family about the decision you have made.
• Roommate conflicts and room changes will follow the same procedure as any student.
• McRae hall will be the first gender inclusive residence hall; the bathrooms are suite style.

Cohabitation Policy
Cohabitation (living together) between couples who are romantically involved is not permitted in Lyon College housing, regardless of sexual orientation and gender identity. If Lyon students are found to be cohabitating, the Department of Residence Life may mandate a room change and the students involved may be sent to Social Council.

e. Room Changes
There are several different types of Room/Building changes. Each is listed below along with the method of handling.

**Designated Room/Building Changes** - This room/building change period occurs during the second week of each semester. During this time, students may request a room change. Students will have a designated date and time for each of the room and building changes. This is the only time that students may change rooms for any reason. All room changes must be authorized by the Director of Campus Life. Students who change rooms before receiving permission will be charged an improper check-out fee of $50 for failing to follow room change procedures. After the designated room change period, students must follow the room change procedure outlined below.

**Mid-Semester Changes** - Students who find themselves in a room change situation after the designated room change period must utilize the following process:

1. Contact the RA/RD of their hall to discuss the situation.
2. The residence hall staff will assist the student(s) involved in attempting to resolve the situation (i.e. roommate mediation, roommate contracts).
3. If the RA/RD has taken the necessary steps and the resident(s) involved still feel a room change is warranted, the Director of Campus Life should be contacted.
4. At this point, a student wishing to change rooms must show that there is a need to make a change and that the other students directly involved in the change are in agreement. These changes are by Director of Campus Life approval only. After talking with the resident(s), the Director of Campus Life may feel it is necessary for a change to take place. If this is the case, the Director will contact the students and staff involved in order to relocate the student.
5. If a student is relocated, the proper room change paperwork (i.e. signed room change form, check-out room inventory) must be completed. All associated paperwork must be turned in to the Residence Life Office within 24 hours of the change. All room changes will be authorized by the Director of Campus Life.
Students cannot move or change rooms without written authorization from the Office of Campus Life.

End of the Semester Change - At the end of the fall semester, students may make a room change request for the spring semester. These requests are then reviewed and honored, when possible, prior to the assignment of new students. Students who are granted a change are required to move prior to their departure for break.

2). Facilities

A. Bathroom Facilities
All residence units are equipped with bathroom facilities of varying styles. Community bathroom areas are cleaned regularly by Lyon College housekeeping staff. Students living in areas with shared suite and apartment bathrooms are responsible for the regular cleaning of those bathrooms. Students in all areas are expected to help keep the bathrooms neat and clean by using common courtesy.

Community bathroom facilities are not to be used by students or guests of the opposite gender. Students living in areas with suite or apartment bathrooms should talk with suitemates and apartment mates to determine the appropriateness of opposite gender guests using the shared bathroom facilities.

All bathrooms are equipped with a toilet, shower, and sink. Bathtubs are available in the Hoke/McCain Hall, McRae Hall, and Wilson & Rogers Hall.

Community bathroom facilities are found in Blandford Hall, Bryan Hall, Love Hall, and Hoke/McCain Hall.

The apartments and residence halls with suite arrangements and shared bathrooms are Barton & Brown Apartments, Hoke/McCain Hall, McRae Hall, Spragins Hall, and Wilson & Rogers Hall. Wilson Hall and Whiteside Hall have assigned bathroom arrangements.

B. Cable Television
Lyon College, in conjunction with the local Batesville cable company, is able to provide basic cable to all rooms. Residents must provide the necessary cable to connect their TV to the cable outlet. Students who wish to upgrade the basic cable package may do so by contacting the local cable company themselves and making arrangements to expand coverage.

C. Cleaning / Repairs and Issues
Housekeepers, under the supervision of the Maintenance Department, maintain the daily care needed for common areas (hallways, stairwells, lounges, common bathrooms, etc.). Residents are responsible for keeping the common areas free of personal items and trash, and for cleaning their own rooms. Bissell floor sweepers are available in each House, and may be checked out from a Residence Life Staff member. Housekeeping is unable to permit student use of their cleaning supplies. Housekeepers are not assigned to buildings to clean up after individual students and staff members. Building a good
working relationship with the housekeepers will insure that housekeeping and custodial concerns are taken care of promptly and efficiently.

**All students are required to take their own trash to designated trash cans within their residence hall or to a dumpster. Housekeeping personnel will not remove individual student’s garbage from their rooms. Students improperly disposing of trash will be documented and referred to social council.**

Any repair issues should be reported to the student’s RA/RD who will submit the appropriate work order requests to the Facilities Department.

**D. Computer Access**

Students will have access to the internet in their residence hall room. Each room is equipped with an internet port that students can connect to from their computer. Residents must provide the necessary cable to connect their computer to the internet. For more information regarding computer use on campus, refer to College Policy, section VII of the Student Handbook.

**E. Physical Disability Living Space**

Residence Life is able to provide accommodations for persons with a physical disability in both a male and a female residence hall. Students with physical conditions requiring special housing will have priority for these arrangements. Such requests should be made to the Director of Campus Life prior to a housing assignment being made.

**F. Laundry Facilities**

Every on-campus housing area is equipped with laundry facilities for the exclusive use of on-campus residents. Students living off campus, non-students, faculty, and staff are not permitted to use the laundry equipment.

Most laundry facilities are available twenty-four hours a day. Facilities located by student rooms may be subject to different hours due to noise levels. Due to the limited number of washers and dryers in some residence hall areas, the Barton & Brown laundry facility is available for use by non-apartment residents at the following times: Monday-Friday from 8am-5pm, Saturday and Sunday from 8am-1pm. All at other times, non-apartment residents should plan to use the laundry facilities in their assigned residence hall area.

Malfunction of laundry machines should be reported by: calling 1-800-927-9274; e-mailing service@caldwellandgregory.com; or by contacting a Residence Life Staff Member.

**3). Residence Life Policy**

**RLP 1: Animals and Pets**

Unapproved animals are not allowed in residence halls or apartments or College owned houses. Health and cleaning factors prohibit keeping them in College owned housing at any time, even for a brief visit. Students with pets should make arrangements off-campus for their pet’s care.
Students and their roommates who have an unapproved pet or animal found in the residence will be sent to Social Council and may be subject to a $100 fine. Only fish in properly maintained aquariums of 10 gallons or less are allowed. The feeding of stray animals is also prohibited.

Lyon College is committed to accommodating persons with disabilities who require the assistance of service or therapy/emotional support animals; however, the college is also mindful of the health and safety concerns of the campus community. Thus, the college must balance the need of the individual, and his or her, with the disability with the potential impact of such animals on other campus residents.

Director of Residence Life is responsible for implementing this policy and for assisting students with disabilities to document their specific need for an accommodation. The successful implementation of the policy requires the cooperation of students, faculty, and staff.

I. Definitions

Disability
According to the Americans with Disabilities Act of 1990 (ADA), any person who has a physical or mental condition which substantially limits one or more life activities (such as walking, seeing, hearing, working, or learning) meets the definition of an individual with a disability. Individuals with a record of such a condition, or individuals who are regarded as having such a condition are also entitled to protection from discrimination. Acceptable documentation of a disability can be from either a medical or mental health provider.

Service Animal
ADA defines a service animal as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items. A service animal must be registered through the Dean of Students and Director of Residence Life.

Therapy/Emotional Support Animal
A therapy/emotional support animal is an animal selected to play an integral part of a person’s treatment process that demonstrates a good temperament and reliable, predictable behavior. An emotional support animal is prescribed to an individual with a disability by a physician or mental health professional. An emotional support animal is not a service animal. Emotional Support animals are only permitted in housing, not in other campus buildings, are only covered by the Fair Housing Act, not ADA/504.

Pet
A pet is an animal kept for companionship. A pet is not considered a service animal or a therapy/emotional support animal, and, therefore, is not covered by this policy. Residents are not permitted to keep pets on college property or in college housing with the exception of fish.

II. Service and Therapy/Emotional Support Animals in College Housing Requests

Service and therapy/emotional support animals may not reside in College housing without
expressed approval of college officials. Such requests should be processed as follows:

A. A person requesting a service or therapy/emotional support animal must provide the Residence Life Office with appropriate documentation at least 30 days before prospective housing will be needed. The Residence Life Office requires a 30-days' notice period in order to gather and verify the necessary documentation for the student.

B. A person desiring the assistance of a service or therapy/emotional support animal must provide documentation of the need for a therapy/emotional support animal which should include a signed letter, on professional letterhead, from a psychiatrist or Ph.D.-level psychologist licensed in Arkansas or the student’s home state. The individual providing the documentation cannot be a Lyon employee. The provider or therapist should be familiar with the professional literature concerning the assistive and/or therapeutic benefits of assistance animals for people with disabilities. The documentation needs to show a connection between the disability and the service the animal provides. At a minimum, the letter should include the following items:

1. The provider’s diagnosis of the person’s condition.
2. The provider’s opinion that the condition affects a major life activity.
3. The provider’s opinion that the service or therapy/emotional support animal has been prescribed for treatment purposes and is necessary to help alleviate symptoms associated with the person’s condition and/or to help the person use and enjoy college housing services.
4. The provider’s description of the service(s) that the animal will provide.
5. Any additional rationale or statement the college may reasonably need to understand the basis for the professional opinion.

C. assistance animals for people with disabilities. The documentation needs to show a connection between the disability and the service the animal provides. At a minimum, the letter should include the following items:

6. The provider’s diagnosis of the person’s condition.
7. The provider’s opinion that the condition affects a major life activity.
8. The provider’s opinion that the service or therapy/emotional support animal has been prescribed for treatment purposes and is necessary to help alleviate symptoms associated with the person’s condition and/or to help the person use and enjoy college housing services.
9. The provider’s description of the service(s) that the animal will provide.
10. Any additional rationale or statement the college may reasonably need to understand the basis for the professional opinion.

Service animals must be properly trained, including house-trained. Cats do not require professional training, but must be litter-box trained. An owner of a service animal may be asked to provide verification that the animal has been individually trained as a service animal to provide the service needed. Acceptable verifications are:

1. The letter or ID card provided by agency personnel who trained the animal.
2. A statement from the professional that the animal is adequately trained.

**Service Animals in Training**
Individuals who desire an accommodation for a service animal in training must demonstrate that there is a proper training plan designed to work for the benefit of an individual with a disability. They must also abide by all relevant provisions of this policy. An animal being trained to be a service animal has all the same rights as a fully trained animal when accompanied by a trainer and identified as such.

C. The student will receive written notification if the request was approved or denied. If approved, the student will need to meet with the Director of Residence Life to discuss the policy and the impact of the animal on the college housing program. The request to have a therapy/emotional support animal reside in campus housing must be submitted each academic year.

1. Approval Process
   a) Registration: The following information will be needed after the therapy/emotional support animal is approved and at least 7 days before the animal moves in.
      (1.) Signed Expectations form
      (2.) Vaccination certificate/Shot Record
      (3.) Current Color Picture of Animal
   b) As a person who has been approved for a Service or Therapy/Emotional support animal, you have the responsibility to keep your animal in a healthy and sanitary condition at all times. You understand that this agreement could be withdrawn if you fail to abide by responsibilities listed below.

1. Animal Care & Guidelines
   The animal must wear a collar with current rabies tags at all times. You must properly maintain the hygiene, health, & vaccinations for the animal. The owner must have their animal on a leash or in a carrier whenever the animal not inside the apartment/residence hall. The animal must be fed and watered inside the apartment/residence hall. Food and water is not to be left outside the apartment/residence hall at any time. The animal must not be left unattended for more than 7-8 hours. The student must have the animal in a kennel when they are away from their apartment/residence.

2. Damages/Cleaning
   Any damage to or requested renovations to apartment/residence hall (due to damage or neglect as result of animals) will be the sole responsibility of the student. An inventory and condition inspection of the residence will be conducted prior to the animal’s arrival. The resident will receive customary cleaning treatment by Custodial Services when the animal owner moves out. Additional cleaning/repair charges resulting from the animal will be taken from the housing deposit. All additional charges are the sole responsibility of the student.

3. Outdoor Guidelines
   The animal owner is required to properly dispose of solid waste with a pooper scooper and plastic bag and dispose of the excrement in a dumpster. The Custodial staff will not be responsible for cleaning any excrement.

4. Animal Liability
The College shall not, under any circumstances, be held liable for any personal injury or damages caused by your animal. You hereby agree to indemnify and hold Lyon College harmless from all property or injuries to persons caused wholly or in part by, or resulting from your animal which will be living with you in your assigned residence at Lyon College. The College suggests that the student purchase renter’s insurance.

5. Areas Off Limits to Service Animals
The College may prohibit the use of service animals in certain locations due to health and safety restrictions (e.g. where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following: specific residential facilities, custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, and rooms with heavy machinery and areas outlined in state law as being inaccessible to animals. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Dean of Students and the appropriate department representative; however, the person directing the restricted area has the final decision.

6. Other Conditions
Residence Life may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

2. Denial Process
A. Individual does not meet the definition of a disability.
B. Relationship between the disability and the need for assistance provided by the animal is not adequately established.
C. Animal does not meet all requirements for health, vaccination, and/or licensing.
D. Presence of animal will fundamentally alter the nature of the housing program or service.

The student must notify Residence Life in writing if the animal is no longer needed as a therapy/emotional support animal or is no longer in residence. In order to substitute one animal with a different animal, the student must file a new request.

III. Grievance Procedure
If a requested accommodation involves general services and the grievant (student) and responsible office/organizational representative are unable to reach an agreement for reasonable accommodation, he/she should contact the Dean of Student Life to assist in establishing a reasonable accommodation. The director will review the concerns of all parties in light of the documented needs, and the purpose of the general service in question. Based upon this evaluation, the director will provide a plan based upon the grievant’s documented needs. If either the grievant or responsible office/organizational representative disagree with the recommended accommodation, an appeal may be filed, in writing, to the President. After
considering the appeal, the President will submit a decision to the appropriate vice president with copies to the grievant, responsible office/organizational representative, or director.

IV. Removal of Service or Therapy/Emotional Support Animal

A. The College may remove a service or therapy/support animal for the following reasons:
   1. Poses a direct threat to the health or safety of others
   2. Is unruly or disruptive (barking, jumping up on people, running around)
   3. In ill health
   4. Excessively unclean (e.g., flea-infested, foul-smelling, shedding excessively)
   5. Exhibits aggressive behavior
   6. Failure of owner to clean up after the animal.

B. If suspension of animal owning privileges is implemented; the student will need to find an immediate alternative placement of the animal. Decisions of the Director of Residence Life may be appealed in writing within 72 hours of receipt of the original decision. The process will be in addition to any other legal remedy available by law. The resident is responsible for the removal of the animal; if the student refuses, Residence Life will contact Animal Control.

C. Conflicting Disabilities

Residence Life staff will make a reasonable effort (e.g., sign on door stating animal in residence) to notify residents in the residence building where the animal will be located.

Students with medical condition(s) who are affected by animals (respiratory diseases, asthma, severe allergies) are asked to contact the Residence Life office if they have a health or safety related concern about exposure to a service or therapy/emotional support animal. The individual will be asked to provide medical documentation that identifies the condition(s), and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.

Residence Life staff will resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved. The Residence Life staff may use the College Student Health Center as a resource for information on health issues.

V. Requirements for Faculty, Staff, Students, and Other Members of the College Community

A. Members of the College community are required to abide by the following practices:

1. They are to allow a service animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
2. They are not to touch a service or therapy/emotional support animal unless invited to do so.
3. They are not to feed a service or therapy/emotional support animal.
4. They are not to startle a service or therapy/emotional support animal, deliberately.
5. They are not to separate or to attempt to separate an owner from his or her service or therapy/emotional support animal.
6. They are not to inquire for details about the owner’s disabilities. The nature of a person’s disability is a private matter.

B. Complaint Process
Residents will have the opportunity to email complaints and concerns regarding noise, odor, pests, threat, or danger to shnita.mitchell@lyon.edu and/or their Resident Director. The Director of Residence Life shall have the authority to issue any one of the following sanctions:
- Requiring specific reasonable action on the part of the student to rectify a problem.
- Verbal Warning
- Letter of Warning
- Letter of Reprimand
- Probation of animal owning privileges
- Suspension of animal owning privileges

RLP 2: Athletic and Recreational Activities
Athletic and recreational activities in which objects capable of causing damage to persons or property must be kept at a safe distance from the residence halls and apartment areas. All athletic and recreational games and activities, roughhousing, throwing, bouncing, or kicking of objects, are prohibited in the hallway, stairwells, and common areas of the residence hall and apartments unless approved by the Director of Campus Life.

RLP 3: Bicycles, Roller Blades, Skateboards
Bicycles may be stored in student rooms only if it is agreed upon by both residents. Bicycles may not be parked or stored in hallways, stairwells, or public areas including lounges. Bicycles left in a hallway, stairwell, or public area will be removed. Bike racks are provided outside of each residence hall and apartment area. Students may not ride bicycles, skateboards, or roller skates in the hallways, stairwells, or common areas of the residence halls or apartment buildings.

RLP 4: Motorcycles, Mopeds, Scooters
Motorized vehicles must be parked in designated parking locations. At no time may motorcycles, scooters, mopeds, or other motorized vehicles be stored in any campus residential facilities.

RLP 5: Doors and Windows
a. Window screens are not to be removed from residence hall room or apartment windows. Missing or damaged screens may result in damage charges assessed to the resident(s). Objects may NOT be thrown from windows.
b. The front doors of all residence halls will be locked 24 hours. Resident student ID cards will be activated to serve as the student’s access card for their residence hall. These cards should be used to gain access to the student’s assigned building. Guests of residents should be met at the front door to enter residence halls.
c. The doors are locked for the protection of all residents.
d. Propping open or entering through emergency exit doors is prohibited.
e. Entering the building through windows or other surreptitious entry is prohibited. Entering or exiting a residence hall/apartment building through unauthorized entry/exit ways is prohibited. Emergency exits are for emergency use only.

f. Unauthorized entry to restricted areas such as building mechanical rooms and custodial closets is prohibited, as is venturing onto roofs and decorative balconies.

**RLP 6: Equipment, Keys, and Access Cards**

a. Residents are issued keys to their rooms when moving into campus housing. Since all residence halls have card access, residential student ID cards will be activated to serve as the student’s access card for their building. The assigned key and student ID card are the property of the student to whom the key and card were issued and should not be given to anyone else for use. Students are responsible for carrying their keys and access card at all times. Students should keep their room and/or apartment door locked at all times when it isn’t occupied.

b. Lost keys and access cards should be reported immediately to the Director of Campus Life or Campus Safety. A new core will be installed and new keys issued to all residents of the room or apartment. Students are responsible for the cost of replacing lost keys and/or access cards. Students will be charged $50.00 per lock change and $25.00 for lost access cards. This policy is for the protection of residents and their personal belongings. Unauthorized duplication of keys is against College policy and will result in disciplinary action.

c. Students are responsible for all College property furnished in student rooms/apartments. Residents of a living unit are responsible for the common areas of that unit and for damage or loss in that unit which cannot be attributed to a known individual(s). Each resident will be held responsible for all breakage and damage that is beyond the expected normal wear of the facility and its furnishings. Damage to student rooms and furnishings will be assessed to the occupants, and charged to their student accounts. The cost of repair or replacement of damages in public areas will be assessed to the residence hall floor, building, or house. Public area damages will be assessed to the smallest possible area (i.e. If damage occurs on the first floor of a building, then only the first floor residents will be charged.) The Resident Directors and Resident Assistants will make initial damage assessments. The Director of Campus Life and the Maintenance Department will determine final damages and/or damage charges. Total damage charges assessed will be dependent on the amount of labor and materials involved in repairing damage.

**RLP 7: Fires, Fire Drills, False Alarms and Fire Safety Equipment**

Equipment designed to protect residents and their belongings from the dangers of fire is very important in Lyon’s continuing efforts to make our campus residences as safe as possible. Fire extinguishers, fire alarms, smoke detectors, and sprinklers are each critical to this effort. The College expects students to treat these devices with respect and to avoid any damage or misuse of these devices.

College personnel will inspect fire safety equipment on a regular basis to insure that it is in proper working order and may enter student rooms at any time to conduct inspections. All residents are collectively responsible for fire safety equipment in their assigned room, suite, or apartment, and all residents of a residence hall are collectively responsible for fire safety equipment in public areas of the building. Students are expected to report any malfunction or
concern about fire safety equipment to the Maintenance Department or to a Residence Life Staff member without delay.

If fire safety equipment is misused or tampered with in an individual room, suite, or apartment, the residents will be referred to the Dean of Students and subject to the following minimum penalties, depending on the nature of the behavior:

- First offense, a minimum of probation, a $250 fine per resident of the room, suite, or apartment, and the cost of any repairs.
- Second offense, a minimum of dismissal from campus residence, a $500 fine, and the cost of any repairs.

Charges for misuse and repair of fire safety equipment in public areas of campus residences will be divided among the residents of the residence hall, suite, or apartment when the person(s) responsible cannot be identified. Students have the right to appeal administrative disciplinary actions to the President of the College.

The following behaviors will be considered violations of residence life policy:

a. Setting or causing to be set any unauthorized fire in or on College property is prohibited.

b. Residence Hall and Apartment fire drills will be scheduled each semester. All persons in the building must participate in the drill and evacuate the building. The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. **Residents who do not comply with this regulation are subject to disciplinary action.**

c. No person shall fail to evacuate a building or refuse to respond immediately to a fire alarm.

d. No person shall ring any bell or operate/tamper with/or trigger any mechanical or electrical apparatus for the purpose of creating a false fire alarm.

e. No person shall operate/tamper with/discharge/or remove any fire extinguishing equipment, emergency signs, exit signs, smoke detector, or identification of rooms without proper authorization.

f. No person shall re-enter a building until it has been declared safe to do so by the appropriate Lyon College staff member or emergency personnel.

**RLP 8: Fire Safety**

a. The following appliances are not permitted in residence halls or apartments: sun lamps, halogen lamps, window air conditioners, hot plates, electric skillets and indoor grilling machines, toasters and toaster ovens, and refrigerators larger than 5.0 cubic feet. Microwaves are prohibited in student rooms, including suite areas in Hoke/McCain Hall, but are permitted in apartments.

b. Students must use UL approved surge protectors. UL approved surge protectors contain their own fuse and a reset switch to prevent overloads. At no time should outlet extenders or extension cords be used in residence hall rooms or apartments. These items have no way of preventing overloads and pose a serious fire risk.

c. Cooking in residence hall rooms is prohibited, except in apartments.

d. Open flames of any type, inside or outside any residence hall or apartment area, are prohibited without the written permission of the Director of Campus Life (except for authorized use of the campus fire pit). This includes, but is not limited to burning candles and incense.
e. Halls and stairwells must be kept free of furniture, debris, and other materials.
f. Firecrackers, fireworks, or explosives of any kind are prohibited.
g. Live and cut Christmas decorations, including but not limited to Christmas trees, wreaths, etc. are prohibited.

RLP 9: Furniture

a. Furniture arrangements vary from room to room and are dependent upon design and function of the space. No furniture may be removed from residence hall rooms/apartments. Furniture attached to the wall or floor may not be removed, damaged, or rearranged in residence hall rooms/apartments.
b. Furniture in common areas (i.e. lounges, lobbies, etc.) is for the use of all residents. Furniture must remain in the space for which it is designated. Students found with lounge furniture in their room will be asked to replace the furniture and may be fined $30.00 per item.
c. Apartment residents should not place College furnishings outdoors.
d. Furniture that has to be removed from a residence hall room/apartment or that has to be returned to a residence hall room/apartment by a College employee may result in a charge for services rendered.

RLP 10: Guests and Visitation

a. Visitation hours will be 8 am - 2 am in student rooms of campus residence halls and apartments for guests of the opposite gender. All residents living on each floor of every hall, or all members living in every college apartment, must vote at the beginning of the fall and spring semesters to determine if the visitation hours will be 8 am – 2 am, or if guests of the opposite gender will be allowed to stay in residents’ rooms past 2 am. Allowing guests of the opposite gender to stay in a resident’s room past 2 am requires a unanimous vote from every person living on the residence hall floor or on the apartment floor. If it is not a unanimous vote, the floor will have 8 am – 2 am as their visitation hours. If it is a unanimous vote, the floor will allow guests of the opposite gender to stay in individual rooms after 2 am; both roommates must consent to allow the guest to stay. A residence hall or apartment’s RA or RD will conduct the vote. The vote must be anonymous. The results of the vote will be effective immediately. The RA or RD conducting the vote will notify the residents of the change. RAs or RDs will notify Residence Life with the results no later than the fourth week of the semester.
b. Visitation in residence hall and apartment lounges and study rooms, as well as Hoke/McCain suite lounges, is open 24 hours a day to members of the opposite gender when accompanied by a resident of that hall or apartment. The residents of individual residence halls, apartments, or Hoke/McCain suites may change lounge and study room visitation hours in their unit by a majority vote. Lounges and study rooms are open for studying and socializing only, not habitation.
c. Residents may have overnight guests of the same gender provided they have the consent of their roommate. All overnight guests must register with the RA or RD regardless of the length of their stay. This information is important in the event of an emergency. Guests staying for more than two (2) consecutive nights may be charged a fee of $20.00 per night.
d. Residents are responsible for the behavior of their guests and will be liable for any damages their guests cause. Residents are responsible for informing their guests of residence life and College rules and regulations. All students and guests are expected to abide by residence life and College policy at all times.
e. Residents and their guests must use the bathroom designated for use by their respective gender only.

f. A non-resident person may be requested to leave the residence halls by authorized personnel (Director of Campus Life, Residence Life Staff member, Campus Safety officer, or Dean of Students) when there are necessary and sufficient reasons. A statement of the reasons will be provided at the time of the request.

RLP 11: Improper Behavior
No person shall participate in behaviors that are disruptive to the community (i.e. water, food, or shaving cream fight, etc.) in the residence halls/apartments, areas immediately adjacent to the residence halls/apartments, or parking lots unless previously approved by the Director of Campus Life.

RLP 12: Littering/Trash Disposal/Recycling
a. Large public area trash cans are provided in each residence hall and apartment area for disposal of personal trash. All personal trash is to be placed in a trash bag and tied before disposing of it in a residence hall or apartment public area trash can or trash dumpster. Failure to dispose of trash properly may result in damage charges assessed to the student(s) disposing of loose, unbagged trash. Cigarette receptacles are not to be used to dispose of personal trash other than cigarettes.

b. No person shall discard or dispose of cigarette butts, bottles, pizza boxes, cans, paper, food, or other refuse of any kind in the residence halls or on the grounds of the College except in appropriate receptacles (trash cans and dumpsters) provided for that purpose.

c. Recycling bins are provided in each residence hall and in apartments by request. Recycling bins are to be used to dispose of recyclable items only (glass, aluminum, paper, etc.) and may be removed if used improperly.

RLP 13: Noise and Quiet Hours
a. The noise level within a residence hall may be louder than the noise level of a private home. Common courtesy is necessary to make living pleasant for all residents. The primary responsibility for the enforcement of quiet hours belongs to the residents. Each resident is responsible for keeping noise levels in hallways, lounges, stairwells, and student rooms at a level conducive to maintaining an educational environment. During quiet hours the volume of stereos and voices should be limited to a level that will not disturb the nearest neighbor’s attempts to study, sleep, or socialize.

b. Twenty-four-hour courtesy hours are in effect at all times. Students are expected to be cooperative when a reasonable request to lower noise levels is made by another student.

c. Quiet hours for each residence hall and apartment area are listed below. At the start of each semester and the summer session, the residents of each hall have the option of extending the established quiet hours for that living area.

Sunday – Thursday (all residence halls, apartments and College owned houses)
10pm until 8am

Friday - Saturday
12 midnight until 12 noon (Spragins & Young Houses)
2am until 12 noon (Barton & Brown Apartments, Sturbridge Apartments and College owned houses)
d. Each semester during scheduled reading days and final exam week, additional restrictions for quiet hours are established to create an atmosphere conducive to studying during final exam week. Twenty-three (23) hour quiet hours begin at 10pm on the last day of class each semester and are in effect through the time the residence halls close for the semester. During that time period, quiet hours restrictions are lifted each evening between 9-10pm; however, students should adhere to courtesy hours policies at all times. Students who are disruptive and fail to adhere to the extended quiet hours’ policy may be asked to leave campus housing for the duration of the exam period.

RLP 14: Personal Hygiene, Sanitation, and Cleanliness

a. Because of the close nature of living in a residence hall, students must be conscious of their personal living habits. Personal cleaning and grooming habits are important to your health, and to others who live with and around you. The College expects that a reasonable level of cleanliness will be maintained in student rooms, bathrooms, and common areas. The College reserves the right to inspect student rooms for reasons of health and/or cleanliness. Should problems or disputes arise over this issue, the Director of Campus Life may intervene.

b. No student shall throw waste material on floors. No resident shall intentionally cause plumbing fixtures to become clogged. Use of cooking facilities for purposes other than food preparation and clean-up is prohibited.

RLP 15: Posting

SGA recognized organizations may advertise activities and events on campus. The Residence Life Staff will post advertisements which are submitted to the Student Life Office. For those who choose to post their own advertisements, the following policy is to be followed.

1. Inform the Director of Campus Life of the sponsoring organization with contact information and details of the event before posting advertisements.

2. After this communication, post advertisements in the following manner:
   - Use masking tape, scotch tape, or painter’s tape on glass and masonry surfaces. Use only painter’s tape on wood surfaces.
   - On glass doors, post advertisements which allow an unobstructed view.

3. The sponsoring organization will be charged for any damage caused by improper posting.

4. Advertisements must be removed within twenty-four hours after an event.

5. Materials that promote the use of alcohol (other than advertising a 21-approved event) and/or other drugs or that promote discrimination based on race, gender, sexual orientation, religion, ethnicity, or national origin are prohibited.

Organizations that do not adhere to the posting policy may be referred to the Social Council and may be ineligible for SGA funding.

Besides those guidelines defined by SGA, the following should also be considered. To display promotional materials in specific buildings on campus, students should use only scotch tape unless specifically permitted to affix materials through other means, and the following policies regarding location should be observed:
Alphin Building: Students may post on the windows of either side of the front door, on the brick wall beside the back door, or on the downstairs bulletin board. Students may not post on wood or on interior walls.

Derby Center: Students may post on the provided bulletin boards. Nothing is to be posted on the walls.

Lyon Building: Students may post on the windows only. Nothing is to be posted on the doors or walls.

Nichols Building: Students may post on the glass beside the doors to either entrance. Nothing is to be posted on the walls.

Morrow Building: Students may post outside only, on the windows beside the doors or on the poster hanger quad-side wall. Nothing is to be posted inside or on the doors.

Holloway Theater: Students may post on the front and side doors of the building.

Mabee-Simpson Library: Students may post on the front doors or on the bulletin board inside the building.

Brown Chapel: Students may post on the bulletin boards and within the main hallway.

Kiosk (between the Quad and Apartments): Students wishing to use the kiosk to promote events should bring materials to Spragins House to have them posted inside of the glass.

Edwards Commons: Students may post on the windows only. Nothing is to be posted on wood, or painted interior walls.

RLP 16: Resident Meetings

The Residence Life Staff will schedule periodic informational meetings for residents. It is each resident’s responsibility to attend these meetings. Residents are responsible for all information covered at the meetings, and failure to attend will not be acceptable as an excuse for not knowing the information. If a resident cannot attend, it is expected that resident speak with the RD or RA prior to the meeting date and time to receive the necessary information. Failure to attend floor/building meetings may result in referral to the Director of Campus Life.

RLP 17: Room Change

Residents may not change their current room assignments to another without prior authorization from the Director of Campus Life. Unauthorized room changes between students will result in each student being charged $50 for improper check-out procedures. See room change procedure details as described in section VI. Residence Life Staff (D) Eligibility and Assignment to Housing.

RLP 18: Room Decorations and Painting

Residents are encouraged to decorate their rooms in a manner that makes them feel at home. The following guidelines must be met for any decorations:

a. The use of nails, screws or hooks is prohibited.

b. Posters may be hung, but tape marks on the walls or ceilings will result in damage charges.

c. Items displayed in the windows of residence hall rooms/apartments may not include any obscene or degrading materials. Alcohol and other drug related messages are also prohibited.

d. Any material posted on the outside of a residence hall room or apartment door must not be obscene, socially inappropriate, intimidating, or patently offensive to the prevailing standards of the community.

e. Students may not make structural changes to College owned property and furniture.
f. Students are not permitted to paint their rooms. Maintenance personnel will paint rooms as necessary, and as time permits. Students will be assessed a charge if a room is painted by anyone other than maintenance staff personnel.

g. All repair work in resident rooms will be completed by maintenance personnel. Repair work completed by students or non-College personnel may result in assessment of damage charges to the student or group of students assigned to that living area.

RLP 19: Smoking
Smoking, including electronic cigarettes, is prohibited in all residence halls, apartment buildings and College owned houses. Students who wish to smoke must do so outside at least 20 feet from any door, window, or fresh air intakes, and should not block stairways or sidewalk entrances to buildings. The Morrow Quad is smoke free.

RLP 20: Weapons and Firearms
Use or possession of any weapon is prohibited. A weapon is defined as any instrument used with the intent to cause bodily harm.

a. Possession of handguns or any lethal or potentially destructive weapons including, but not limited to, guns, bows and arrows, BB guns, air rifles and pistols, ammunition, knives, sling shots, explosives of any type, or other dangerous weapons are prohibited on the Lyon College campus or in any College building, including College residence halls and apartments.

b. The use or discharge of any weapon or threatening another with a weapon is strictly prohibited.

c. Shotguns, small caliber rifles suitable for hunting, and other lethal weapons, including ammunition, may not be stored in automobiles, residence halls/apartments, or any other building on campus.

4). Residence Life Procedures

A. Break and Vacation Periods
Residents may request permission to stay on campus during specified break periods when the College is closed. These break periods may include Thanksgiving break, portions of Christmas break, spring break, and portions of the summer. Food service is not available during these breaks. The Office of Campus Life reserves the right to assess fees for students who stay on campus during any break period. Break housing is provided at a cost of $20/night. In addition, residents may be required to move from the living area in which they reside during the academic year to a designated break hall for the duration of the break.

B. Check-In/Check-Out Procedures
Check-in procedures include checking in with Residence Life Staff, room inspection, and the examination and signing of the Room Inventory Form with the Residence Life Staff.

The Residence Life Staff will have inspected the room, taken inventory of all College furnishings, and noted any pre-existing damage. It is possible for the Residence Life Staff to make mistakes; therefore, it is each student’s responsibility to examine this form carefully and to submit any corrections in writing within 24 hours. Residents will be
held responsible for any damages occurring after moving in.

Check-out procedures include the following:
1. Arrange an appointment in advance with your RA to check out.
2. Clean the living area completely.
3. Remove all belongings.
4. Complete check-out room inspection with a Residence Life Staff member.
5. Return key and sign Room Inventory Form.

Failure to properly check-out of a residence hall or apartment space will result in a minimum improper check-out fee of $50 being charged to the student’s account.

C. Complaints/Conflicts
It is generally best if the resident seeks to tactfully resolve the point of concern directly with the other person or persons involved. Resident Assistants are available to help residents resolve points of concern. Problems for which suitable solutions are not easily found should be taken to the Resident Director. Residents who continue to be dissatisfied after contacting their RA and RD should see the Director of Campus Life.

D. Entrance to Student Rooms
The College reserves the right to enter a student’s room for the following reasons:
- scheduled or routine housekeeping and maintenance inspections or repairs;
- to investigate concerns about student health, safety and welfare;
- a staff member has reasonable cause to believe that College rules or policies or local, state, or federal laws are being violated

Searches of living areas or rooms or contents within the living area or room will take place if:
- the search is directly related to the reason for the entrance to the living area or room;
- it is believed that the resident(s) are concealing items that violate College rules;
- upon entry into the living area or room, a College official "sees in plain view" any item that violates College rules

Exercise of the right to enter and search living areas will be used with restraint. The College will make every attempt to allow students to retain as much privacy as possible in their rooms.

E. Insect Control
Students should notify their Residence Life Staff should insects become a concern in their living area. The housing units are sprayed, as needed, to help eliminate insect problems. Students should remember that food and used drink containers attract insects, so proper trash disposal assists in reducing unwanted insects. Additionally, removing screens from room windows will allow insects into rooms.
F. Lock-outs

Students should see their RA or RD if they are locked out of their rooms. Students who are repeatedly locked out will be asked to prove they have not lost their keys. Students who cannot produce room keys will have their lock changed and be responsible for all associated fees, see RLP 6 b. above for further detail.

G. Maintenance Requests

The residents’ comfort and personal safety are a tremendous factor in residents’ satisfaction and retention in the Residence Halls. With the exception of emergency maintenance problems, all problems are reported through a computer work order system by Residence Life Staff members. *Wi-fi and cable issues should be directed to the Information Services help desk at x7555, or email to: Information Services Support@lyon.edu.

Guidelines for reporting maintenance problems:
1. Maintenance requests will be made by RLS staff on-line via the College website.
2. Be descriptive of the problem. Simply stating that the AC does not work is vague. Instead, you might say that the AC is not blowing out any air, or is blowing hot air...
3. For emergency maintenance concerns occurring on weekdays between 8am-5pm, students should call the Maintenance Department at x7255. After 5pm on weekdays or during weekends, students should contact their RA, RD, or Campus Safety if emergency repairs are needed. The Residence Life Staff will contact the appropriate maintenance personnel in the event of an emergency. Emergency maintenance includes, but isn’t limited to, broken pipes, flooding, etc.

Emergency problems are defined as any problem that requires immediate attention in order to (1) protect the safety and well-being of the residents/occupants of the room, (2) protect the facilities, and/or (3) could get worse if not fixed immediately.

Emergency problems include (but are not limited to):
1. Electrical problems (shorts, circuit breakers)
2. Key and lock problems if the student is unable to lock or unlock the door
3. Flooding or overflowing toilets
4. Broken windows

H. Storage

The College is not able to provide storage. Residents do not need to remove belongings from their rooms during the Fall, Thanksgiving, Christmas, or Spring breaks; however, students are encouraged to remove valuable items during these break periods. If storage in student rooms is available during the break period, between spring semester and summer session, it will be provided at a cost of $5/day. This storage fee will be charged to the student’s account.

I. Wi-fi/Computer/Cable TV Problems

Maintenance requests for Wi-fi, cable, or computer problems should be directed to the Information Services help desk at x7555.
5. Emergency Procedures and Safety Regulations

A. Emergency Procedures

Emergency procedures are communicated to the students by the Residence Life Staff at hall meetings. It is the responsibility of each resident to be familiar with policies and procedures designed to enhance safety and security, many of which are noted in this Handbook. In addition, each student is responsible for the information located in the Emergency Procedure handbook, which can be found on-line at http://www.lyon.edu/campus-safety1.htm.

B. Safety Regulations and Security Guidelines

- Campus Safety can be reached at 870-307-SAFE (7233 or 870-613-4733).
- Immediately report assaults to Residence Life Staff and Campus Safety.
- Immediately report any persons who behave in a suspicious manner to Residence Life Staff and Campus Safety.
- Immediately report thefts to the Residence Life Staff and Campus Safety. Hopefully you will never be a victim of theft, in order to prevent a theft:
  - Lock your room door at all times when no one is in the room.
  - Lock doors when you are sleeping.
  - Never leave money or valuables lying out in plain view in your room or in your vehicle.
  - Do not leave laundry unattended.
  - Engrave valuables with a personal ID number, such as your Lyon College identification number. The Office of Campus Life has two electrical engravers that residents may check out in order to mark their personal belongings.

As stated in the housing contract, the College does not assume any legal obligation or responsibility for injury to person or loss of or damage to personal property. Students should check with their family’s homeowner’s insurance policy carrier regarding coverage or personal property while away at College. Students are encouraged to purchase appropriate insurance to cover possible losses.

For more information on safety regulations and emergency procedures, see the Student Life section of the Student Handbook or the on-line Emergency Procedures handbook.

C. Missing Student Policy

Lyon College takes student safety very seriously. To this end, the following policy has been developed to assist in locating Lyon students reported as missing. A missing student is defined as any currently registered student living in on-campus housing at Lyon College who has not been seen by friends, family members, staff, faculty or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of an official of the College community. This policy is in compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C (Section 488 of the Higher Education Opportunity Act of 2008).

Missing person reports in the College environment often result from a student changing his/her routine without informing his/her roommates and/or friends and family of the change. The primary objective of the College when responding to a report of a student’s disappearance is to
establish contact with the individual, to ensure his/her well-being, and to offer appropriate support and assistance. If an absence has occurred under circumstances that are suspicious or cause concern for safety, efforts will be made immediately to contact the student to determine his or her state of health and well-being.

At the beginning of each academic year, Lyon will inform students residing in on-campus housing of the missing student policy. Students will be informed that Lyon will notify either a family member or an individual selected by the student not later than 24 hours after the time the student is reported by others to be missing. This information will include the following:

- Students have the option of identifying an individual who will be contacted by Lyon not later than 24 hours after the time the student has been determined to be missing. Students will be given the opportunity to provide this information on an Emergency Notification Card completed at the time they check-in to College-owned housing. This emergency information will be kept in the Office of Residence Life and will be updated annually during the Fall semester.

- Lyon will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.

Any member of the College community who has reason to believe that a student is missing should immediately report this concern to the Offices of Student Life, Residence Life, or Campus Safety.

VII. Student Organizations
So that student interests and talents may be developed, Lyon College has a variety of campus organizations. Participation in various clubs, organizations and activities can be of great educational and recreational benefit and students are encouraged to become actively involved in one or more organizations during the course of their College career. The various types of student organizations include, but are not limited to: Honor Societies, Religious Organizations, Special Interest Groups, Service Organizations, and Greek Organizations. For more detailed information and a complete listing of campus organizations, visit the Student Organizations webpage at https://www.lyon.edu/studentorganizations.

A. Policies Regarding Student Organizations
The following policies are designed to provide consistent information to assist in appropriate formation and continuation of student organizations. It is the responsibility of the officers and advisers of each organization to make certain that members or potential members of their organizations are aware of these policies.

1. Off-Campus Events Policy
Lyon College recognizes the right of College-affiliated groups and organizations to sponsor and hold off-campus events. The College assumes no responsibility for the conduct of participants, or for the financial and contractual obligations associated with off-campus events, other than those in the alcohol policy. The College expects each group or organization and its officers to be responsible for abiding by all state and local laws.
and College policies.

Sponsoring groups or organizations and their officers are responsible for fulfilling all financial and contractual obligations entered into in conjunction with off-campus events. Violations of law or personal injury resulting from failure to provide adequate safeguards at these events may subject a group or organization to disciplinary action by the College.

2. Formation
Any group of students may file for organizational status with the Student Government Association by presenting a Constitution, slate of officers, and faculty or staff adviser to the SGA for approval. A form is available on the Student organizations website that must be completed and returned to the Campus Life Committee Chair. The prospective organization will be recognized after a majority vote of SGA.

3. Continuation
   - All organizations must register annually with the Student Engagement Specialist and submit a list of officers and the adviser by October 1.
   - All on-campus planned programs and off-campus activities of an organization that are open to students other than members of the organization must be scheduled with the Student Engagement Specialist (and the Master Calendar in order to reserve College facilities).
   - Programs and activities must be planned with the knowledge of the adviser.
   - Amendments to or revisions of an organization’s constitution must be submitted to the Student Assembly for approval.
   - Fraternities and sororities are also governed by the constitutions of the Intrafraternity Council and the Panhellenic Council respectively.

B. Student Publications

**Literary Magazine:** The Wheelbarrow is a yearly journal of poetry, fiction, and creative non-fiction. The editor is a member of the Sigma Tau Delta English honor society. Contributions are accepted from all members of the campus community.

**Newspaper:** The Highlander is a student newspaper serving the College community. Editors and advertising managers are selected prior to each regular term by the Student Publications Board. Anyone interested in participating should contact the editor-in-chief.

VIII. Student Life

A. APPLE Project Upward Bound
APPLE Project Upward Bound is a federally funded TRIO program that serves eligible high school students from eight area high schools in Independence, Jackson, Sharp and Stone counties, offering them services on this campus in preparation for their being the first generation in their families to attend College. Through both the Academic Year Session and the Residential Summer Session, APPLE UB offers college-credit and college preparatory courses, academic tutoring, learning skills development, academic advising, personal mentoring, cultural, social, and recreational enrichment and College/ career planning assistance to participants.
The program hires Lyon College students for academic, mentoring, and/or driving positions, depending a great deal on these students as role models for its young participants. Many Lyon faculty and staff also contribute to the program as presenters and instructors, and APPLE UB students are encouraged to attend events on the Lyon College campus.

B. Career Development Center
The Career Center prepares students for life after Lyon and continues to support them as alumni by helping them explore and clarify potential career paths, exposing them to a variety of opportunities, preparing them to compete for the opportunities they seek, and helping them sustain trajectories of success beyond college. The Career Center’s open door policy encourages students to feel comfortable seeking one-on-one assistance, and students can also connect with the Career Center online at: https://www.lyon.edu/careercenter

In addition, the Career Center provides support to organizations by request, partnering with students, staff, and faculty alike to deliver customized programming to meet specific career development needs.

C. Counseling
Counseling is provided by a full-time Licensed Professional Counselor on the Student Life Staff. Individual counseling is provided to assist students in developing a greater self-understanding and resolving problems interfering with optimal personal functioning. Outreach services are also offered throughout the academic year for residence halls and campus organizations. Consultation is available to those who have concerns about the well-being of a student, family member or friend. The Counseling website, https://www.lyon.edu/counseling-center, provides ideas for stress relievers, interesting websites and other basic information.

All consultation and counseling is confidential within the guidelines of the American Counseling Association’s Ethical Standards. No fees are charged for any counseling services. Local mental health services, including psychiatric services, are available to students (at their expense) by referral. You may call the Counseling Center at 870-307-PATH (7284) or stop by the office on the lower level of Edwards Commons for an appointment.

A full massage chair, massage pad, love seat, lava lamp and relaxing music all provide a calming atmosphere in the Tranquility Room which is adjacent to the Counseling Center and accessed through the Student Life Office. This space provides a quiet atmosphere to relax, study or try out the biofeedback system, HeartMath. This system’s scientific research demonstrates the importance of the heart and how it positively impacts the body’s systems. Simple techniques can be learned to help with test anxiety, performance anxiety, anger management, focus, and overall stress management.

D. Health and Wellness
The office of Health and Wellness, located on the first level of Edward Commons, is staffed by a BSN registered nurse who sees students as needed. The clinic is open from 8 am until noon, and 1 pm to 5 pm Monday thru Friday August through May. No appointment is necessary, and most services are free. Students who become ill or injured when the clinic is closed should contact their Resident Assistant, Resident Director, Campus Safety, the physician of the student’s choice, or the emergency room at the White River Medical Center.
The clinic offers first aid for minor injuries, symptomatic treatment for minor illnesses, education and screening programs, as well as resource and referral information. Students are encouraged to increase their health awareness and to move toward higher levels of wellness in all areas of their lives.

Some equipment is available on short-term loan to students; these are items such as crutches, heating pads and humidifiers. Referral to a physician or to community health agencies is at student expense.

If the student’s private physician desires the clinic to continue treatment begun in the physician’s office, a written statement of the condition being treated and orders for the type and duration of necessary treatment must be furnished by the physician. Allergy injections are one such treatment the clinic will provide upon request.

All full-time students are encouraged to complete online health questionnaires, which allow the clinic to maintain accurate information regarding students’ health.

Student immunization requirements follow those established by the laws of the State of Arkansas. They include:

All full-time students and all part-time students residing on campus who were born after January 1, 1957, are required to provide proof of immunity against measles and rubella. Documentation may be provided by Arkansas (only) school records, a physician’s record, or Health Department records and must include: two vaccinations for measles, two for mumps, and one dose of Rubella. These are often given together as an MMR.

All students born in a country where TB is endemic must provide proof of a negative TB screening. This screening must occur in the US or Canada within 6 months prior to enrollment. Further requirements will be imposed for students with a positive TB screening before enrollment can be continued.

All students are expected to carry an insurance card, or a copy of the front and back of an insurance card.

E. International Students Office

Building on Lyon College’s commitment to the values of honor, integrity and diversity, the International Students Office seeks to provide a welcoming, caring, and safe environment to the international student population and to students whose first language is not English. Our office aims to provide quality services and programs to support Lyon College international students in their efforts to achieve their academic goals and objectives while complying with federal regulations governing international exchange, and providing enriching experiences outside the classroom.

Helping international students maintain their status and complying with federal regulations is one of the primary services offered by the International Students Office. We provide advising in several areas including immigration, employment, practical training, medical insurance, taxes, and personal and cultural adjustments to the U.S.
To help in the adjustment to the U.S., the International Students Office offers participation in a Community Friends Program which matches international students with an individual or family within the local area. The individual or family provides friendship, social opportunities, emotional support and encouragement for the student while attending Lyon College.

The International Students Office supports international education and intercultural awareness throughout the college community by educating, training, and advocating on behalf of international students. Programming and leadership opportunities for international students are available through many avenues, one in particular, the International Students Association (ISA), has the specific purpose to sponsor and partner with other campus organizations to organize events and activities that promote cultural exchange and appreciation.

F. Lyon Education & Adventure Program (LEAP)
The mission of the program is to provide opportunities for students, faculty and staff to have fun, learn, grow and develop outdoor skills, leadership skills, and an appreciation for the environment.

Outdoor Recreational trips are at the forefront of the program along with workshops and clinics to learn new skills in the outdoors and apply them to the classroom and life. Not only can people participate on outdoor trips and adventures but they also have the opportunity to join the Leadership Development Program to gain new leadership experiences. The Leadership Development Program is a program within LEAP created to develop and foster leadership skills not only in the backcountry but also to teach transferrable skills for life challenges. Students in this program have many responsibilities and are put into peer-to-peer mentoring situations, which help further develop leadership qualities. Although our outdoor experiences are recreational, each one will become a learning experience for beginners as well as for experienced individuals.

LEAP is a program for all students, faculty and staff. For more information, please contact the LEAP office at LEAP@lyon.edu or 870-307-PLAY(7529).

G. Religious Life
The compelling purpose of Lyon College, as a college related to the Presbyterian Church (USA), is to develop the mental, physical, moral, and spiritual capacities of each student in preparation for a lifetime of personal and vocational fulfillment.

Lyon welcomes all students, regardless of faith, and seeks to provide opportunities for students to worship, to serve, and for fellowship, while urging each student to explore, ask questions, and respectfully encounter those of different faith convictions and backgrounds. We do not dictate or restrict a student’s exploration, but rather seek to provide a safe environment for dialogue, growth, and learning within the walls of the classroom and beyond.

Through the various Student Religious Organizations, the Lyon community is invited to participate in student-led weekly chapel services, campus-wide fellowship events, service projects, mission trips, and more. Through the various programming and events, the community is encouraged to discover their gifts and to celebrate them and their uniqueness as children of God. The programming offered is not about indoctrination, but exists to provide opportunities for worship, fellowship, study, and service.
The Chaplain and the Office of the Chaplain serve as the pastor for the Lyon community. The Chaplain is available for pastoral counseling, vocational discernment, and prayer.

**H. Student Involvement**

Lyon College strives to develop the whole student. The college experience isn’t just about what happens in the classroom. It encompasses building new friendships, networking, and self-discovery. There are a multitude of organizations and activities at Lyon to make your experience truly unique and memorable.

The services provided by the Office of Student Involvement include assisting students in understanding College policies and procedures, providing technical assistance in the planning of student events, providing information and assistance to student groups or organizations in order that they may represent themselves and their interests in an effective manner, provides a list of civic engagement opportunities, and coordinates Weeks of Welcome (W.O.W.) events. In addition, a comprehensive Student Activities calendar of events is distributed each semester.

An up-to-date list of registered student organizations and their representatives is available under the Student Life tab on the Lyon College website.

**I. Upward Bound Math Science**

Upward Bound Math-Science is a federally funded TRIO Program that serves high school students from selected schools in central and north Arkansas. Students reside on the Lyon College campus for five to six weeks during the summer and receive tutoring, academic advising, ACT preparation, personal mentoring and an intensive math/science related research experience with Lyon professors or area teachers. In addition to their academic endeavors, UBMS students also participate in a variety of cultural and recreational experiences. The program hires Lyon students to work as tutors and mentors, and values their example as role models for its participants, who are often aspiring to be the first generation in their family to attend College.

**J. Student Life Staff Contact Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Mulick</td>
<td>Vice President for Student Life &amp; Dean of Students</td>
<td>870-307-7247</td>
</tr>
<tr>
<td>Lai-Montie Hunter</td>
<td>Associate Dean &amp; Director of Diversity</td>
<td>870-307-7313</td>
</tr>
<tr>
<td>Debra Dickey</td>
<td>Administrative Coordinator for Student Life</td>
<td>870-307-7314</td>
</tr>
<tr>
<td>Sh’Nita Mitchell</td>
<td>Director of Residence Life</td>
<td>870-307-7375</td>
</tr>
<tr>
<td>Unswella Ankton</td>
<td>Student Engagement Specialist</td>
<td>870-307-7044</td>
</tr>
<tr>
<td>Austin Smith</td>
<td>Director, Lyon Education &amp; Adventure Program</td>
<td>870-307-7529 (PLAY)</td>
</tr>
<tr>
<td>Carson Grant</td>
<td>Coordinator, Lyon Education &amp; Adventure Program</td>
<td>870-307-7529 (PLAY)</td>
</tr>
<tr>
<td>Annette Castleberry</td>
<td>Director of Career Development</td>
<td>870-307-7227</td>
</tr>
<tr>
<td>Cassia Oliveira</td>
<td>Spragins House Resident Faculty Mentor</td>
<td>870-307-7550</td>
</tr>
<tr>
<td>Cory Godbolt</td>
<td>Young House Resident Faculty Mentor</td>
<td>870-307-7375</td>
</tr>
<tr>
<td>Margaret Alsup</td>
<td>Campus Chaplain</td>
<td>870-307-7474</td>
</tr>
<tr>
<td>Joni Bube</td>
<td>International Student Advising</td>
<td>870-307-7027</td>
</tr>
<tr>
<td>Diane Ellis</td>
<td>Director of Counseling</td>
<td>870-307-7284 (PATH)</td>
</tr>
<tr>
<td>Haley Haile</td>
<td>Director of Health &amp; Wellness</td>
<td>870-307-7425</td>
</tr>
<tr>
<td>Jennifer Pitts</td>
<td>Administrative Assistant for Student Life</td>
<td>870-307-7277</td>
</tr>
<tr>
<td>Jeanette Youngblood</td>
<td>Director of the APPLE Project</td>
<td>870-307-7263</td>
</tr>
<tr>
<td>Rebecca Sharp</td>
<td>Assistant Director of the APPLE Project</td>
<td>870-307-7311</td>
</tr>
</tbody>
</table>
K. Student Support Services

Campus Safety
Campus Safety officers provide a measure of security to Lyon College. Official duties include securing campus property after business hours, responding to complaints from faculty, staff, and students, enforcing campus policies, administering campus parking regulations, and maintaining the general order of campus. Officers also serve as a liaison to local police and emergency service authorities.

Safety officers are on duty twenty-four hours a day. Campus Safety can be contacted by dialing ext. 7233 on any campus phone or (870) 307-7233 or (870) 613-4733 from off campus.

College Work Assignments
College work provides opportunities for combining meaningful work experience with academic progression, personal growth, skill development, and career training. The following criteria are considered in making work assignments: needs of the College, supervisor’s requirements, and student’s career interests and abilities.

Dining Service
The College dining service provides a choice of meal plans, allowing resident students to select either ten meals weekly plus 175 Flex Dollars, fifteen meals weekly plus 75 Flex Dollars or nineteen meals weekly. Flex dollars are coded onto student ID cards and may be used in the Dining Hall, the Lyon Den, or the Salty Dog. Additional Flex Dollars may be purchased and added to student ID cards by calling the Office of Food Service at 870-307-7420. Questions? Contact the Student Life Office, 870-307-7314.

Non-resident students may purchase meals at current prices, add Flex Dollars to their ID card, or see the cashier in the Nichols Building to purchase a commuter meal plan.

The Dining Hall offers dining choices that allow students to select from a variety of pizzas, comfort foods, a salad bar, deli and grilled sandwiches, vegetarian options, and our baker Brenda’s, legendary desserts. We also feature soft serve ice cream and cones. Menus are published online every week.

Game Room
The Lyon College Game Room is located on the lower level of Edwards Commons. The game room is equipped with a Wii video game console, pool tables, foosball, ping pong, air hockey, and board and card games. The game room is accessible to students with their Lyon ID card.

Scot Shop
The Scot Shop is open Monday-Friday, 8:30am – 4:30pm during the school year. We are open throughout the year on Saturdays for special events. The Scot Shop offers insignia items, apparel, stamps, gifts, bicycle supplies, hammocks, golf discs, office supplies, lab notebooks, aprons and
goggles, cold drinks and snacks. We are open to the general public and accept cash, checks, all 
major credit cards, and Apple Pay.

The Scot Shop has an on-line store with select merchandise available for purchase. Visit 
www.lyon.edu > Campus Life > Scot Shop to make your on-line purchases!

Required texts for Lyon courses are available through our online bookstore: 
http://www.ecampus.com/lyon . Textbooks are no longer carried in the campus store.

Eligible students may choose to receive a Credit Authorization from the Business Office which 
may be used for bookstore purchases. Veteran Rehab and Vocational Rehab forms to be used for 
bookstore purchases may be obtained from the Rehabilitation Consultant in the Nichols Building.

You may e-mail the Bookstore manager, Donna Glascock, at: donna.glascock@lyon.edu or call 
870-307-7253 with any questions.

Student Mail Services 
How to pick up / receive your mail parcels:

Student mailboxes are located in Edwards Commons. All new full-time students must come to 
the Information Services Center in the lower level of the library once they arrive on campus to 
receive their mailbox assignment and pick up their key. Non-resident students will not be 
assigned a mailbox, but may request one when they arrive on campus. Part-time students may 
also request a box, dependent on availability. If a student loses their key, we will make a 
replacement at a cost of $25 to the student.

It is our goal to have mail in student boxes by noon every weekday excluding holidays during 
the school year. If you have trouble with your mailbox or questions about campus mail services, 
please contact us at 307-7555, or email: lyonmailroom@lyon.edu. When assigned, students are 
responsible for their mailbox and will be charged for any damage to it.

When having mail delivered to you, please use the following address format:

Your Name
Lyon College Campus Box _____
2300 Highland Road
Batesville, AR  72501-3699

Mail received without this address format may be returned or misdirected by the United States 
Postal Service and is not the responsibility of campus mail services.

When a student receives a package, s/he will be notified via email sent to their @lyon.edu email 
address. It will arrive from noreply@sqbxmail.com (please ensure that this email is not marked 
as spam so it is not sent to a spam folder). Packages may be picked up between 8:00 a.m.-5:00 
p.m. Monday-Friday. Packages left in the mailroom for more than 30 days will be marked as 
abandoned and will be returned to sender, unless we are otherwise notified. This does not apply 
to packages that arrive when school is not in session (i.e. Summer Break, Winter Break), we will 
hold them until the student returns the following semester. Students should check their mailbox 
daily when on campus.
How to send mail and parcels:

Outgoing mail requiring postage may be taken to the Mail Room in the lower library where staff can place the correct postage on mail pieces. Individuals will need to pay for this postage at that time (cash only). Mail must be in the mailroom before 2:00 p.m. daily to leave campus that day.

Outgoing stamped mail should be placed in the appropriate slot located by the student mailboxes in Edwards Commons. Outgoing mail is picked up once daily. Outgoing stamped mail can also be taken to the Mail Room in the lower level of the library.

Students may also ship Fed-Ex and UPS packages through the Mail Room in the lower level of the library. Students must pay for shipping at that time (cash only). These packages need to be in the Mail Room before 10:00 a.m. each day to ensure they leave campus that day. Any packages after that time will be subject to leaving campus the following day.

When leaving campus or graduating:

When leaving campus for the Summer or after graduating, please stop by the mailroom and fill out a change of address / address forwarding form. **Graduating students and non-returning students will need to return their mailbox key to the mailroom, otherwise they could be charged $25 for the unreturned key.** Do not leave the mailbox key in your dorm room. Do not leave the key with a friend to turn in.

If you are returning for the following semester, you may keep your mailbox key so that you will continue to have access to the same mailbox.

*Please note that we are only able to forward USPS mail for 60 days. Students will need to fill out a permanent change of address form directly with the Post Office. We do not forward general publications such as magazines, flyers, or other promotional mailings. We are unable to forward FedEx or UPS packages - those will be returned to shipper.*

**Supplemental Instruction (SI)**

Courses that are identified as historically difficult—or that have high rates of students receiving Ds, Fs, and Ws—are part of a learning enhancement program called Supplemental Instruction, or SI. SI is designed to improve students’ understanding of course content and to provide them with transferable study skills. At least one upperclassman is assigned to each course that SI is attached to and serves as that course’s SI leader. Each SI leader holds regularly scheduled SI sessions, once or twice a week, beginning the second week of class and continuing throughout the semester. During these sessions, SI leaders help students enrolled in the course organize and understand the material as a group. In addition to the sessions, each SI leader holds regularly scheduled, weekly office hours for extra assistance. SI is not remedial but is designed to improve student performance at all levels.

**The Lyon Den**

The Lyon Den, located on the lower floor of Edwards Commons, offers a variety of grill items, sandwiches, wraps, snacks, soft drinks. Flex $$ can be used to purchase items from the Lyon Den. Students may also swipe their card to use a meal from their plan for a “Simply to Go’ meal. Hours of operation vary.
The Salty Dog
The coffee shop located at the MAC will offer Starbucks Coffees & Frappuccino’s, and a variety of pastries, bagels, snacks & Gourmet Simply to Go. The Salty Dog will only accept Cash, Credit or Flex $$. No meal swipe will be available. Hours of operation vary.

Identification Cards
Personal College identification cards are made for all students at registration. They are available for pick-up at Information Services in the Lower Library. Students who miss registration must go to the Lower Library to Information Services to have their ID card made. The identification card is used for meals in the dining hall, for checking out library materials, for student copy cards, for admission to athletic events, for use of physical education facilities and equipment, and for admission to various campus programs. Students must present their Lyon Identification Card when asked to do so by College officials.

Lyon College discounts are available at many local businesses and restaurants upon presentation of the student identification card. A listing of Lyon League businesses where discounts are offered is distributed when I.D. pictures are made.

Part-time students who pay the student activity fee will be issued an I.D. card which will allow them access to campus events.

Each card has a magnetic strip and bar code that identify the student. If either the magnetic strip or the barcode is damaged, the card must be replaced. If a card is lost or damaged, replacements are available at Information Services. Cards that fail to function but show no visible damage will be replaced free of charge. Students will be charged $10 to replace lost ID cards.

M. Fitness and Recreation

Intramural Program
This program seeks to involve every student in an extensive program of activities. Teams and individuals participate in football, basketball, softball, volleyball, swimming, tennis, and sand volleyball. A variety of intramural tournaments are held each year.

Fitness and Recreational Facilities
Tennis courts are located east of the Becknell Physical Education Building. A sand volleyball court is also located east of Becknell Gym. An outdoor basketball court is located east of the apartments. Swimming pool hours are posted at the gym.

Cardio Room
The Cardio Room in Edwards Commons offers treadmills, dumbbells, medicine balls, and elliptical exercise machines for student use.

Bryan Lake
Bryan Lake can be used for fishing (with an Arkansas fishing license). Picnic tables are located at the spring (north end of the lake). There are numerous rivers and lakes in the area for other water activities.
N. Testing
Lyon College serves as a national test center for the American College Test (ACT), and Scholastic Aptitude Test (SAT). A testing calendar is available during registration or from the testing supervisor: Dana Davidson, (SAT), 870-307-7186 in the Lower Library, or Lai-Monte Hunter, (ACT), 870-307-7313 in Student Life.

Distance-learning tests may be proctored at the Lyon College MAC. An appointment is necessary. Please contact Danell Hetrick, 870-307-7021.

O. Part-Time Students
Part-time students attending Lyon College are classified as degree seeking and non-degree seeking. The non-degree seeking classification includes: Presidential Scholar, College Bound Scholar, Bridge Student, Post-graduate and Transient.

Part-time students who are registered for a course may use the campus facilities appropriate for that course.

Non-degree seeking students may attend the special events and activities and use the campus recreational facilities available to full-time students by enrolling for a course and paying the student activity fee. Special events include: plays, concerts, dances, basketball games, etc. Recreational facilities include the tennis courts, the swimming pool, the track, etc.

Degree seeking students may attend the special events and activities, use the campus facilities and the student services available to full-time students by enrolling in a course and paying the student activity fee. Student Services include testing and evaluation, advising, counseling, career development and campus organizations.

IX. Emergency Procedures & Safety Regulations

A. Earthquake Procedures
This plan has been prepared to minimize injuries, deaths, and damages in the event of an earthquake. The plan provides guidance and instruction for both disaster preparation and action during and immediately following an earthquake. This procedure is applicable to all Lyon College students, faculty, and staff.

Preparation:
1. Anything that can move, break, or fall is a potential hazard. Move heavy items from top shelves, secure hanging plants, remove unsecured mirrors, and keep blinds closed on windows. Be aware of the possibility of flying glass. Remove unsecured mirrors from walls; keep blinds closed on windows.
2. Become familiar with all building exits because the exit normally used may be blocked.
3. Have emergency food, water, and medical supplies on hand. In addition, grills, camp stoves, etc. will be available for cooking.
4. Have blankets, hard soled shoes, and extra clothing to remain warm and dry.
5. Electricity, water, and gas service may be out. Keep a flashlight and battery powered radio on hand along with a supply of fresh batteries.
6. Any medication needed on a regular basis (i.e., insulin) should be brought in advance.

**What to do During an Earthquake:**

1. Stay calm. You must be able to help yourself and others.
2. Ride out the shaking. You may hear a roaring or rumbling sound that gradually grows louder and feel a rolling sensation that starts out gently and then quickly grows violent, OR you may be jarred first by a violent jolt. Later you will feel the shaking and find it difficult to stand up. The whole tremor will last only a short while. Injuries are not caused by the earthquake itself (the ground will not swallow you), but by falling objects.
3. If you are indoors, stay there. Quickly get under a desk or table and stay clear of windows, bookcases, etc. Grab something (book, blanket, etc.) to shield your head and face from falling glass and debris. Watch for falling objects and swinging doors. If the desk or table moves, move with it. Furniture can provide air space if the building collapses. If you cannot get under furniture, crouch in an inner corner or doorway (away from windows). Do not run for another room.
4. If you are in the kitchen, turn off stoves and quickly take cover at the first sign of shaking.
5. If you are outside, stay there. If possible, get into the open, away from buildings, trees, walls, chimneys, and power lines.
6. If you are in an automobile, pull to the side of the road and stop the car. Stay away from overpasses and power lines. Stay in your car until the shaking stops. Do not attempt to cross bridges or overpasses; the earthquake may have damaged them. Never assume downed power lines are dead.

**What to do Following an Earthquake:**

1. If you are inside, exit the building as soon as the shaking stops. Do not use elevators. Stay in groups as much as possible. Move to the nearest designated "safe" area: Couch Gardens, green by Holloway Theatre, and McRae parking lot.
2. Check for injuries. Cover all injured with blankets. Do not move seriously injured people unless they are in immediate danger of further injury. Do not forget the disabled; look for them.
3. Do not use the telephone; keep the lines clear.
4. Because there will be glass and debris, wear shoes.
5. Turn on the radio for damage reports and information.
6. Watch for fires.
7. Do not use your vehicle to go sight-seeing. Keep streets clear for emergency vehicles.
8. Be prepared for aftershocks.

**What to do if you are Disabled:**

1. If you are trapped, do anything to attract attention.
2. Be aware that your rehearsed route of escape is probably filled with obstructions. Use your cane if you are visually impaired. In both cases, use a flashlight. Even if it does not help you, it may attract attention.

**Long-term Instructions:**

1. Cook only outdoors. Use perishables first, frozen food next and canned food last.
2. Keep food covered.
3. Do not drink any water that has not been declared "safe."
4. Do not waste anything.

B. Emergencies
Emergency procedures are communicated to on-campus students by the Residence Life Staff at hall meetings. It is the responsibility of every student to be familiar with policies and procedures designed to enhance safety and security.

C. Emergency Telephone Calling System
When emergencies arise involving a student, the Vice President for Student Life & Dean of Students will be informed. After contacting appropriate emergency services, the primary contact should be called. If unavailable, move to the first back-up, etc.:

**Primary:**
Administration on-call 870-805-0259

**First backup:**
Resident Director on call 870-805-0255

The individual contacted will determine whether the situation requires the notification of other College officials.

D. Family Notification
The College reserves the right to contact a student’s family regarding academic progress, medical emergencies, prolonged unexplained absences, or in those instances where a student’s behavior places enrollment in jeopardy.

E. Fire Safety
Because it is imperative that fire and safety equipment function properly when they are needed, tampering or playing with fire extinguishers, smoke detectors, exit lights or tampering with or opening under false pretenses a fire alarm door are prohibited. All individuals are expected to evacuate a building every time a fire alarm sounds.

F. Severe Weather and Tornado Warning Procedures
The storm season for Arkansas generally runs from March through September with the strongest storms occurring during the spring. Recent years have shown that violent storms can occur at any time. Their direction of movement is generally from the southwest to the northeast. It is in everyone’s best interest to be prepared for bad weather during any season.

The following is an explanation of weather warnings, procedures to be followed, and the location of shelter areas at Lyon College:

1. **Weather Warnings**
   A. Thunderstorm Watch: Indicates that conditions exist that could produce a thunderstorm. This is the mildest weather warning, but could be an indicator of worsening weather conditions. The announcement of a Watch will include the areas affected and the duration of the condition.
B. Thunderstorm Warning: Indicates that thunderstorm is imminent. A thunderstorm usually produces strong wind, lightning, and heavy rain. As with a Watch, the area affected and the duration of the thunderstorm will be announced with the warning.

C. Tornado Watch: Indicates that conditions exist that could produce a tornado. At the issuance of a Tornado Watch, Campus Safety will notify each department and Student Life of the existence of the Watch and the duration. Local radio stations should be monitored for changing conditions.

D. Tornado Warning: Indicates that a tornado has been sighted. The warning will include the area affected and the projected path of the tornado. In the event of a Tornado Warning for the Batesville area, everyone should move to a sheltered area of their building until the warning is over.

2. Shelter Areas

A. Where not to be: Stay away from windows and large rooms (such as Nucor Auditorium and Brown Chapel). If you are outside, go to low ground, lie down in a ditch if necessary. If you are driving, do not try to run from the tornado. Park your car and seek shelter in a ditch or solid structure. Leave any room in which chemicals are used or stored, such as labs in the Derby Center.

B. Designated Shelter Areas:
Residence Life Staff, Campus Safety, and other responsible persons will see that all individuals are in designated shelter areas as defined below.

**Residence Halls:**
Apartments: Residents of Barton and Brown are to seek shelter in the downstairs hallways and their bathrooms.

Blandford Hall, Bryan Hall, and Love Hall, Wilson Hall (N), Whiteside Hall (S): Residents are to move to the lower level hallways and lowest level of the stairwells.

Spragins Hall: Residents are to go to the lower level hallway.

McRae Hall, Wilson & Rogers Hall and Hoke-McCain Hall: All residents are to move to the ground floor hallways and bathrooms.

Sturbridge: Residents are to move to bathrooms and closets away from windows.

Campus houses: Students are to move to bathrooms and closets away from windows.

** Anyone living in houses or apartments that have time to seek shelter in a more secure area should go to the lower level of the Becknell Gym as an emergency shelter.

**Academic Buildings:**
Alphin Building: Kresge Gallery, first floor hallways and bathrooms.

Brown Chapel: Move into interior offices at the back of the chapel, first floor bathrooms (front foyer), ladies’ restroom (back hallway), and the Bevens kitchen.
Holloway Theater: Move out of windowed areas into interior hallways.

Lyon Building: Move out of classrooms and offices and into the first floor hallways and restrooms. Stay away from windows and the central rotunda.

Mabee-Simpson Library: Move to mail room and Media Center, or lower hallways away from the front doors.

Derby Science Center: Move to basement level interior hallway, storage rooms, and bathrooms on the first floor.

**Administrative and Athletic Buildings:**
Admissions Building: Move to interior hallway, interior closets, and interior bathrooms.

Baseball Facility: Move to interior closets and bathrooms.

Becknell Gymnasium: Move to lower level office spaces, dressing rooms and bathrooms.

Scottish Heritage: Seek shelter in other buildings.

Maintenance Building: Move into restrooms and interior hall.

Morrow Quadrangle: Move into the hallway between the inside offices and lounge area.

New Art Studio: Move to bathroom and cleaning room on the northeast side of the studio.

Nichols Administration Building: Move to bathrooms, dark room, vault, and closets.

Edwards Commons Building: Move to lower level bathrooms or lower level offices with no windows. Stay away from glass and window areas.

Dining Hall: Move to the walk-in freezer area. Stay away from windows and glass areas.

3. **Items to have handy**
Power outages often occur when storms hit the area. The following items could come in handy in the event of loss of power on campus:

   Flashlight with extra batteries / Battery powered radio / Extra blankets

4. **Information sources**
Campus Safety and Residence Life Staff maintain weather alert radios and will notify campus residents of Tornado Watches and Warnings. Local radio stations such as FM 93.1 or FM 99.5 as well as local television channel 2, KAIT, also provide up to date weather information.

G. **Illness/Accident**
Students with serious medical conditions should contact the College nurse, a local physician, or
the Emergency Room.

*Ambulance Dispatch: 870-793-5708. On site care and transportation to White River Medical Center Emergency Room are at patient’s expense. (Not all health or accident policies cover ambulance service.)

*White River Medical Center Emergency Room: 870-262-1240 or 870-262-1200. Personnel are willing to answer questions and give advice.

X. Mabee-Simpson Library

Library Hours for Fall and Spring terms:

- Monday-Thursday: 8:00 am-12:00 am
- Friday: 8:00 am-7:00 pm
- Saturday: 1:00 pm-7:00 pm
- Sunday: 2:00 pm-12:00 am

Summer and Holiday hours differ. Hours are posted on the library’s door and on the library’s website at library.lyon.edu.

A. Library Policies

- Students must have their student ID cards to check out materials.
- Fines are 5 cents daily for overdue books. The checkout period for books is one month with two renewals allowed. Reserve readings have a 10 cent per HOUR fine for overdue materials.
- Lost materials will be billed to the person who checked them out. The charge includes a processing fee and the actual price of the book.
- Photocopies from microfilm are free to students.
- Interlibrary loan services are provided to the College Community at 50 cents per book. Students are not charged for photocopies.
- Study rooms and computers are available for student use on a first-come, first-served basis.
- Wi-fi is available for students’ personal computers within the library building.
- DVDs consisting of popular and scholarly films may be checked out for a one-week period.
- Students may search library databases in-house or remotely through the Internet.

Database Searching:
Searches of in-house databases will be performed without charge.

Photographic Copying:
Requests for copies of photographs in the Photograph Collection will be processed through the Educational Media Center and charges made according to the policies above.

Tape Copying:
Copies of tape recordings in the RSC collection will be charged at the actual cost of the tape.
XI. Campus Information

A. Alma Mater
Lyon thy children laud thy name today;
Unto thee we’ll offer our hymn of praise for aye;
We shall ever love thee, loyal we shall be;
May our memories ever hold us near to thee.
Lyon all hail to thee, all hail thy standards bright!
And forever we’ll adore thee, and follow in thy light.

B. Campus Contact Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Information</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Programs/ Assistance</td>
<td>Melissa Taverner, Provost</td>
<td>870-307-7202</td>
</tr>
<tr>
<td>Academic Records</td>
<td>Amy Hardin, Registrar’s Office</td>
<td>870-307-7204</td>
</tr>
<tr>
<td>Activities</td>
<td>SAC</td>
<td>870-307-7044</td>
</tr>
<tr>
<td>Adding or Dropping Courses</td>
<td>First Year or Faculty Advisor</td>
<td></td>
</tr>
<tr>
<td>Athletics, intercollegiate</td>
<td>Kevin Jenkins, Athletic Director</td>
<td>870-307-7220</td>
</tr>
<tr>
<td>Athletics, intramurals</td>
<td>Lyon Education &amp; Adventure</td>
<td>870-307-7529</td>
</tr>
<tr>
<td>Audio/Visual Equipment</td>
<td>Information Services</td>
<td>870-307-7555</td>
</tr>
<tr>
<td>Campus Ministries</td>
<td>Maggie Alsup, Campus Chaplain</td>
<td>870-307-7474</td>
</tr>
<tr>
<td>Career Center</td>
<td>Annette Castleberry, Career Development</td>
<td>870-307-7227</td>
</tr>
<tr>
<td>Check Cashing</td>
<td>Jill Varner, Cashier</td>
<td>870-307-7322</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>Diane Ellis, Counselor</td>
<td>870-307-7284</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Patrick Mulick, Student Life</td>
<td>870-307-7247</td>
</tr>
<tr>
<td>Duplicating/Photocopies</td>
<td>Information Services</td>
<td>870-307-7555</td>
</tr>
<tr>
<td>Emergencies</td>
<td>Campus Safety</td>
<td>870-307-7233</td>
</tr>
<tr>
<td>Employment, on-campus</td>
<td>Donald Taylor, Human Resources</td>
<td>870-307-7310</td>
</tr>
<tr>
<td>Family Advocate</td>
<td>Clarinda Foote</td>
<td>870-307-7201</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Tommy Tucker</td>
<td>870-307-7257</td>
</tr>
<tr>
<td>Health Services</td>
<td>Haley Haile, College Nurse</td>
<td>870-307-7425</td>
</tr>
<tr>
<td>International Students</td>
<td>Joni Bube</td>
<td>870-307-7027</td>
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<tr>
<td>Library</td>
<td>Circulation Desk</td>
<td>870-307-7444</td>
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<td>Lost and Found</td>
<td>Campus Safety</td>
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<td>Student Life Office</td>
<td>870-307-7314</td>
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<tr>
<td>Mail</td>
<td>Information Services</td>
<td>870-307-7555</td>
</tr>
<tr>
<td>Registration Assistance</td>
<td>Office of the Registrar</td>
<td>870-307-7203</td>
</tr>
<tr>
<td>Scheduling Events</td>
<td>Kay Rush, Facilities Use Coordinator</td>
<td>870-307-7325</td>
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<tr>
<td>Room Reservations &amp; Master Calendar</td>
<td>Facilities Use Coordinator</td>
<td>870-307-7325</td>
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<tr>
<td>Student Government</td>
<td>Hayley Cormican, SGA President</td>
<td>870-307-7314</td>
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<tr>
<td>Student Housing</td>
<td>Sh’Nita Mitchell, Residence Life</td>
<td>870-307-7375</td>
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<tr>
<td>Student Life Office</td>
<td>Edwards Commons, Lower floor</td>
<td>870-307-7314</td>
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<tr>
<td>Test Proctoring</td>
<td>The MAC</td>
<td>870-307-7021</td>
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<tr>
<td>Transcripts</td>
<td>Office of the Registrar</td>
<td>870-307-7204</td>
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<tr>
<td>Tuition Payment and Statements</td>
<td>Business Office</td>
<td>870-307-7322</td>
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<tr>
<td>Veteran's Benefits</td>
<td>Office of the Registrar</td>
<td>870-307-7204</td>
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<tr>
<td>Withdrawal</td>
<td>Dean of Students</td>
<td>870-307-7247</td>
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<tr>
<td>Work Study Placement</td>
<td>Tommy Tucker, Financial Aid Office</td>
<td>870-307-7257</td>
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