

# Lyon College Student Handbook

## 2012-2013



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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, a faculty representative, and the Dean of Students complete the Assembly.

The SGA works through four standing committees charged with carrying out the Association's business. They are: Student Policy, Budget, Campus Life, and Elections. 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 2012-2013 are:

President	Jon-Michael Poff
Vice-President	Landon Downing
Secretary	McKenzie Macy
Treasurer	Eamon Olwell

### **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

Four executive officers will head the governing body of the Student Government Association, and membership shall include democratically elected representatives of each constituency of the student body, the Dean of Students, and one faculty representative selected by the Faculty Assembly.

#### 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.

#### 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.

#### **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. 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.
  - c. Since 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.
  - d. All representatives in Spragins House (Love Hall, Bryan Hall, Spragins Hall, and Blandford Hall) shall be freshmen. Any upperclassmen 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.
  - e. 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.
  - f. The Senior Class Representative candidate receiving the most votes will be the Senior Class President.
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 held in a timely fashion. 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 to the alternate and student position on 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, the SGA may remove that member from office by a two-thirds vote of members present (see Section C). 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.
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 member and alternate of 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 request 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 programs
    - 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
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
  - 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.

#### 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, The Scot, 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. SGA may disburse the remaining funds only to recognized campus organizations.
- c. No request can be made after money is spent.
- 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

- a. For any activity open to the entire campus, SGA may allocate **funds not exceeding** \$800 as it sees fit.
- b. For off-campus conventions, meetings, or gatherings involving a small number of select Lyon students, SGA will not pay for food. 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. 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 at 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.

## M. 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 prior to assuming office, and the Secretary and Treasurer must have earned at least 30 credit hours prior to assuming office. In addition, all candidates for an Executive office must have served at least two semesters, with at least one semester in the previous year, on the Student Government Association prior to running for 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 Registrar.
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 must attend an all candidates meeting.
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. All elections will be by secret written 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.

#### **N. 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)
  - d. 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 refuse 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.

**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.
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 reside 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. At the same time, the Honor Council President apprises the accused of his or her rights to select a Defense Advisor from the student body. After receiving both the charge and the statement concerning the Defense Advisor, the accused signs a statement indicating an awareness of the charges, rights, privileges, and forthcoming procedures. Failure to sign this form or delay of the proceedings inappropriately in some other manner 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 honorbound 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 tape 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 hearing 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 honorbound 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 be 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.

### **Honor Council Members 2012-2013**

Marc-Andre LeBlanc, President	Eamon Olwell
Crystal Thomas	Molly Young
Angelica Holmes	Kaleb Jones
Morgan McEuen	Ariel Teague
Jonathan Dannatt	Hailey Simmons
Hannah Ellis	McKenzie Macy
Leah Blackwell	Ralynn Brann
Cody Warren	Mary Fesmire
Christina Grigg	Jonathan Farrar

## **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 fourteen (14) students: four (4) seniors, four (4) juniors, four (4) sophomores and two (2) freshmen.

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 Director of Campus Life serves as the administrative liaison to 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. 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 meet within one (1) week to determine if the complaint warrants full investigation. A quorum of three (3) 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. When the Lyon College e-mail system is utilized, a letter sent via e-mail will be considered delivered when the history shows that the e-mail has been read. 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.

### *3. 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 accuser'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.

#### *4. 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 allegations involving breach of confidence is heard by the SGA (as outlined in Section IIIB).

### *5. 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.

### *6. 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. 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 breaking 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;
- any other sanction that may be deemed rehabilitative and educational

### 7. 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 member 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).

#### SOCIAL COUNCIL MEMBERS 2012-2013

Zachary Smart, President

Tonya Clapp

Sean O'Toole

Hallie Rowe

Melanie Barker, Vice-President

Payton Ouber

Alexis Pinkston, Secretary

Matthew Baltz

Kristen Elia

Chrissy Willen

## IV. 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 WA. 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 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 2012-2013 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 your account must be paid in full or set up on a payment plan via Nelnet. 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. The on-campus validation process for registration will start

the day the student moves into the residence hall, if the student is residential. The on campus validation process for non-residential students will be the day before classes begin.

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 is pleased to announce that it is partnering 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 2012**

*Full payments may be made on e-Cashier through August 20, 2012.*

<b>Last day to enroll online</b>	<b>Required down payment</b>	<b>Number of Payments</b>	<b>Months of Payments</b>
July 1	None	5	July – Nov
Aug 2	None	4	Aug – Nov
Aug 20	25%	3	Sept – Nov

**Spring 2013** *e-Cashier available on November 15, 2012.*

*Full payments may be made on e-Cashier through January 9, 2013.*

<b>Last day to enroll online</b>	<b>Required down payment</b>	<b>Number of Payments</b>	<b>Months of Payments</b>
Dec 3	None	5	Dec – Apr
Jan 3	None	4	Jan – Apr
Jan 9	25%	3	Feb – Apr

**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 \$200 is required for the fall semester only. For all returning students, a \$100 registration fee is required by April 1<sup>st</sup>. This \$100 prepayment is required before a returning student can be assigned to campus housing for the following year.
- The cost of books varies depending on the courses taken; however an approximate average is \$700 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 go to the Registrar's Office to begin this process.
- 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 in August. It must be completed during the first semester of enrollment at Lyon-prior to attendance at any event where alcohol is present or possession of alcohol on-campus. 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 designated freshman housing.
4. At establishments licensed to serve alcoholic beverages.
5. At the home of a faculty or staff member who assumes full responsibility for the event.
6. 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.
- Event sponsor(s) may provide alcohol to students of legal drinking age that have completed the Alcohol Education Program and their non-student guests of legal drinking age.
- 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. Drug-Free Campus Policy Statement***

As mandated by the Drug-Free Schools and Communities Amendments of 1989, this is to state the policy of Lyon College regarding the effects of substance abuse and the unlawful possession of controlled substances on the campus of Lyon College. Our policy is as follows:

It is our objective to provide a drug-free campus environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on College property or while participating in or attending an event or function sponsored by the College or by a recognized College organization, is prohibited. Violations of this policy will result in disciplinary action up to and including expulsion from the College and may have legal consequences.

The College recognizes drug and alcohol dependence as an illness and a major societal health problem. The College also recognizes drug and alcohol abuse as a potential health, safety, and security problem. Drug abuse or use by a student can result in the deterioration of the student's academic performance and can disturb the environment in campus residences. Students who recognize their need for assistance with a drug or alcohol problem are to seek help from members

of the Student Life staff or from external agencies. Conscientious voluntary efforts to seek help prior to a confrontation will not jeopardize a student's standing with the College. Each student will be provided a copy of this policy and must, as a condition of remaining a student, abide by the terms of the policy.

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

1. Inclusion of this policy in the Student Handbook;
2. Distribution of information concerning this policy, the dangers of drug abuse, and concerning the availability of counseling and rehabilitation services;
3. Programming provided by the Student Life Staff emphasizing responsible decision-making in the areas of alcohol and drug use.

## ***VI. Sexual Harassment Policy***

### **A. Philosophy**

In an effort to create a safe and caring environment where all students are treated with respect and dignity, we have established a policy regarding sexual harassment, assault, and misconduct. Sexual harassment, sexual assault, and sexual misconduct are not acceptable at Lyon College. Any sexual contact must be a result of consent on the part of the students involved. The Student Handbook contains policies and procedures which apply to students. The Policy Handbook (available for review in the Dean of Students Office) contains policies and procedures related to faculty and staff of the College.

### **B. Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of sexual nature. In those instances where it is possible, the student should state that the conduct is unwelcome and/or report the incident to the Dean of Students.

### **C. Sexual Assault/Misconduct**

Sexual assault/misconduct involves unwelcome touching or penetration of a person's intimate parts when force, threat, or coercion is used or when the victim is incapacitated and unable to control his or her conduct, or the victim is physically helpless and unable to communicate a desire to engage (or not to engage) in sexual activity.

### **D. Procedures**

If students suspect that they are victims of forced or coerced sexual conduct which involves intercourse or penetration, they should seek medical attention immediately (before washing or changing clothes) at the College Health Clinic in the Morrow Building, at a physician's office, or at the Emergency Room of the White River Medical Center. Should they fail to do this, they may still report unwanted sexual contact of any kind to College officials or to the police.

Students should contact their RD, RA, the College Counselor, or the Dean of Students if they believe

- they are victims of any form of sexual harassment, assault, or misconduct;
- they are victims of an unwelcome statement of a sexual nature;

- they, or another student, have been sexually harassed by a student, faculty, or staff member of the College.

RDs and RAs will discuss students' options and encourage them to meet with the College Counselor to talk about their feelings and to review their options, the Dean of Students to review disciplinary options, or the local authorities to determine if an arrest is warranted.

Lyon students and professional staff members will maintain confidentiality regarding these conversations unless issues of personal safety necessitate involving others in the conversation.

## ***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 do so 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, bulletin boards, 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, than 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. Priority of access will be granted based on the following list (highest priority first):

1. Scheduled classroom use
2. Assigned academic work
3. Other academic work
4. E-mail
5. Internet browsing
6. "chatting" over the net with local or remote users
7. games, local or remote

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. Lab Bump Policy

According to Lyon computer lab policy, computing equipment usage is intended for College-authorized educational purposes. Even so, some purposes have a higher priority than others. This policy describes the way these priorities will affect access to lab equipment.

When a Lyon College student needs access to a workstation to do academic work and all stations in the lab are in use, the student may request that the lab supervisor bump someone. The lab supervisor will use the following priorities for determining who to bump. Those listed first will be asked to vacate their seats first, etc.

1. volunteers - anyone who is willing to surrender a seat
2. anyone who is not a currently-enrolled Lyon student
3. freshmen not engaged in academic work
4. sophomores not engaged in academic work
5. juniors not engaged in academic work
5. seniors not engaged in academic work

Lyon College students engaged in academic work will not be asked to leave, regardless of classification.

If more than one user fits into a category, the lab supervisor will first ask for a volunteer from the group and then employ some impartial method (such as flipping a coin or supervising a round of paper/scissors/rock, etc.) of determining who is to be bumped.

The lab supervisor will not attempt to determine whether users are representing themselves correctly as to student classification or nature of work being done. Honesty will be assumed. However, students should understand that failure to surrender a workstation to another student needing it for academic work may be committing an Honor Code violation.

#### D. 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 [www.lyon.edu/lyonnet/policies/index.htm](http://www.lyon.edu/lyonnet/policies/index.htm).

#### E. 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. Each student will be provided with up to 10mb of space on the campus file servers for storage of e-mail, academic work, and some personal items. An additional 5mb of space will be available for students wanting to publish a web page.

Information Services will, from time to time, take the network out of service for repairs, upgrades, and routine maintenance. The schedule for these outages will be posted on the Lyonnet web page ([www.lyon.edu/lyonnet](http://www.lyon.edu/lyonnet)).

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

If your computer meets these minimum requirements, Information Services will install a network card and configure your computer for use on the campus network for a \$100 fee. When you arrive on campus, please contact us at extension 7555 for directions on where to bring your computer. If you are off campus, you may reach us by calling (870) 307-7555. We do not perform maintenance or repairs on student-owned computers. Please call us at the above number for a list of local sources for repair, upgrades, and maintenance.

### 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 lots. 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 have to be issued by a physician. Visitor parking is available near the Lyon/Nichols Building and the Library Building. Visitor/Guest spaces are reserved for off campus visitors and are not to be used by students, faculty, or staff. The exception is for those with handicapped permits when the designated handicapped space is occupied. Spaces reserved for faculty and staff are marked with reserved signs listing name of the person authorized to park in that space. 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 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. There is a fee for faculty and staff reserved parking spaces on campus. The cost for reserved parking spaces is available from the Cashier's Office.

## 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 (Rentals, 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 for vehicles parked in fire lanes or handicapped spaces is \$50 per ticket from a campus safety officer. The fine is significantly higher if ticketed by local law enforcement officer. All other violations are fined \$15 for each citation.

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

All traffic violation appeals must be made in writing within 10 calendar days of the date of the citation. Otherwise, the right to appeal is forfeited. Appeals should be made to the Campus Safety Site Manager.

Student First Appeal – Campus Safety Site Manager

Student Second Appeal – Dean of Students

Faculty Appeals- Dean of Faculty

Staff Appeals - V.P. for Business and Finance

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.

## **V. 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.

For a complete list of the residence life staff for the current academic year, visit the Residence Life website at <http://reslife.lyon.edu>.

#### 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.

#### 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. 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.

## II. 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 Barton & Brown Apartments, Bryan Hall, 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.

#### 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. In addition, Lyon College provides a closed circuit channel called LCTV (channel 96) that advertises campus events, and reminds students of important dates, etc.

#### C. Cleaning

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.**

#### D. Computer Access

Students will have access to the internet in their residence hall room. Each room is equipped with an internet port 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. At all 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](mailto:service@caldwellandgregory.com); or by contacting a Residence Life Staff Member.

## **III. Residence Life Policy**

### RLP 1: Animals and Pets

Animals are not allowed in residence halls or apartments or college owned houses. Health and cleaning factors prohibit keeping them in college owned housing. Students with pets should make arrangements off-campus for their care. Only fish in properly maintained aquariums of 10 gallons or less are allowed. The feeding of stray animals is also prohibited.

### 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 \$40.00 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. The residents of a particular hall, apartment or college owned house may modify these hours within the stated limits by a majority vote.
- 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 guideline 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.

#### 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 *I. 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 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.

## **IV. 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 fill out an on-line maintenance request 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 resident satisfaction and retention in the Residence Halls. With the exception of emergency maintenance problems, all problems are reported through a computer work order system.

#### *Guidelines for reporting maintenance problems:*

1. Maintenance requests should be made 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. Telephone/Computer/Cable TV Problems

Maintenance requests for telephone, cable, or computer problems should be directed to the Information Services help desk at x7555.

## **V. 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.

## **VI. 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 Campus Organizations webpage at <http://www.lyon.edu/studentLife/campusOrganizations.asp>.

### 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. The prospective organization will be recognized after a majority vote of SGA.

## 3. Continuation

- All organizations must register annually with the Director of Campus Life 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 Director of Campus Life (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 Interfraternity 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. The Highlander's office is in the Louisiana Room on the second floor of the Alphin Building.

*Yearbook:* The Scot is a student publication portraying the individuals, organizations, and events of the school year. Staff members are students interested in participating in providing a record of the year. Editors are selected in the spring by the Student Publications Board, and anyone interested in being involved should contact the editor. The Scot office is located in the Louisiana Room on the second floor of the Alphin Building.

# **VII. Student Life**

## A. APPLE Project

The APPLE Project Upward Bound Program 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, the APPLE Project Upward Bound 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 Project students are encouraged to attend College activities, concerts, theatre performances and other educationally and socially enriching College endeavors.

### B. Campus Ministry

The Campus Ministry Program is based on the conviction that opportunities for religious expression, the search for moral values, and responsible community involvement are basic to education in the context of the Judeo-Christian tradition.

Following the example of Jesus Christ, the program offers a broad spectrum of activities and experiences designed to inspire life-long religious inquiry, faith dialogue, community service, and personal enrichment through spiritual growth and relationship-building in a safe and welcoming environment. Students, staff and faculty are invited to participate in student led weekly chapel services, campus-wide fellowship events, and service and mission trips.

The Campus Ministry program actively seeks to empower all members of the Lyon family to discover and share their gifts, and celebrate their uniqueness as children of God. Participation in the Campus Ministry program is on a voluntary and ecumenical basis. The purpose is not to indoctrinate, but to provide opportunities for personal and corporate worship, fellowship, study, and service to others. Serving as a pastor for the college community, the Chaplain is available for spiritual direction, vocational counseling and conversation. The office of the College Chaplain is in Brown Chapel.

### C. 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, 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.

### D. Career Development Center

The Career Development Center provides a supportive environment for students to explore and plan their careers, offering guidance and opportunities tailored to meet their individual career development needs. The Center's open door policy encourages students to build relationships with Career Center Staff and feel comfortable seeking assistance.

The Career Development Center offers many resources, including a library of career exploration tools, professional and graduate school information, as well as workshops and more. The Career Development web site <http://career.lyon.edu> offers tips and links to valuable online information, assessments, and even interview practice. The **LyonConnect** link provides access to internships and job opportunities aggregated from both local and national sources, enabling students to upload appropriate documents and apply online. Social and professional networking resources provide access to additional job listings as well as mentoring opportunities with Lyon alumni.

The Career Center also offers a once credit business seminar entitled *Business Professionalism*, which guides students through an integrated process of self-evaluation, career exploration, and the creation of effective self-marketing strategies and tools.

#### E. 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.

#### F. 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.

College work-study job assignments are made in the Human Resources office. The office, located in the Nichols Alumni Building, is open 8:00 am- 5:00 pm, Monday-Friday.

#### G. Counseling Services

Counseling is provided by a full-time Licensed Professional Counselor on the Student Life Staff. Individual counseling is provided to assist students in developing greater self-understanding and resolving problems which interfere with optimal personal functioning. Outreach services are also offered throughout the academic year for residence halls and campus organizations. Consultation is also available to those who have concerns about the well-being of a student, family member or friend. The Counseling website <http://www.lyon.edu/counseling.htm> also 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) through referral by the Counselor's Office. You may call the Counseling Center at 870-307-PATH (7284) or stop by the office on the first level of Edwards Commons for an appointment.

As part of the Counseling Center, a full massage chair, massage pad, love seat, lava lamp and relaxing music all provide a calming atmosphere in the Tranquility Room. 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.

### H. Health Services

The College health clinic, located on the first level of Edward Commons, is staffed by a full time registered nurse who serves as the Director of Health and Wellness Services. The clinic is open from 8 am until noon, and 1 pm to 5 pm Monday thru Friday when the College is in session. 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 must complete a health form, which allows 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 doses of Rubeola (measles) and one dose of Rubella (German measles).

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.

Information regarding student health insurance or student accident insurance is available in the Business office.

### I. Student Activities

Lyon College strives to develop the whole student. A strong program of student activities complements the academic program in fulfilling this philosophy.

The services provided by the Student Activities Office 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. Also, a comprehensive calendar is printed by this office each semester. Any event that may be



posted in the Dining Hall or purchase in bulk at a discount and have them added to their ID card.

The Dining Hall offers a variety of healthy and tasty choices to fill the needs of the student body. Students can choose from a variety of pizzas, comfort foods, grilled sandwiches, vegetarian options, and our baker, Brenda's, legendary desserts. We also feature low or non-fat frozen yogurt and cones. Menus are continuously updated reflecting the students' requests, which are often submitted on comment cards.

### **The Library Café**

The Library Café offers a variety of sandwiches, wraps, snacks, soft drinks, and Starbuck's Coffee drinks. Hours of operation vary.

Our dining service is proud of its staff members who are committed to provide a quality cuisine with your needs in mind. The dining service has scheduled hours posted on the front doors to the dining hall as well as their website at:  
[www.lyon.edu/webdata/groups/dininghall/index.html](http://www.lyon.edu/webdata/groups/dininghall/index.html).

### **Scot Shop**

The Scot Shop is open Monday-Friday, 8:30am – 4:30pm throughout the year and on Saturdays during special events. The Scot Shop offers insignia items, apparel, general interest books, snacks, stamps, gifts, and office supplies. We are open to the general public and accept cash, checks, Visa, Discover, and MasterCard.

All required texts and materials for Lyon courses are available through our online bookstore: <http://bookstore.mbsdirect.net/lyon.htm> . Textbooks and other required materials 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, Lana Fugett at: [lane.fugett@lyon.edu](mailto:lane.fugett@lyon.edu) or call 870-307-7253 with any questions.

### **Student Mail Service**

Student mailboxes are located in Edwards Commons. All 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 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. When assigned, students are responsible for their mailbox and will be charged for any damage to it.

If a student receives a package, s/he will be notified with a package slip placed in his or her mailbox, which denotes pickup in the mailroom in the lower level of the library. Packages may be picked up between 8:00 a.m.-5:00 p.m. Monday-Friday.

Outgoing mail requiring postage may be taken to the Information Services Center 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 or checks 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. That mail is picked up once daily. Outgoing mail is picked up once daily. Outgoing stamped mail can also be taken to the Information Services Center in the lower level of the library.

To assure prompt delivery of mail, students must use the following address format:

Name  
Lyon College Box \_\_\_\_\_  
2300 Highland Road  
Batesville, AR 72501-3699

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

Students may also ship Fed-Ex and UPS packages through the Information Services Center in the lower level of the library. Students must pay for shipping at that time (cash or checks only). These packages need to be in the Information Services Center 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.

### **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 at all times with their Lyon ID card.

### **M. 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.**

#### N. 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.

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.

#### O. Testing

Lyon College serves as a national test center for the American College Test (ACT), Scholastic Aptitude Test (SAT), and the Praxis Series. A testing calendar is available during registration or from the testing supervisor (Dana Davidson 870-307-7186) in the Lower Library. Correspondence tests will also be proctored for a small fee. An appointment is necessary. Please contact Debra Dickey in the Student Life Office, 870-307-7314.

#### P. 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.

## VIII. 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



#### 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: 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 / Campus Safety: Leave trailers and 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.

Information on all emergency procedures can be found at [222.lyon.edu/campussafety1.htm](http://222.lyon.edu/campussafety1.htm).

### G. Illness/Accident

Students with serious medical conditions should contact the College nurse, a local physician, or the Emergency Room.

\*Ambulance Calls - 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 - 793-1240 or 793-1241. Personnel are willing to answer questions and give advice.

## **IX. Mabee-Simpson Library**

Library Hours for Fall and Spring terms:

Monday-Thursday	8:00 am-12:00 am
Friday	8:00 am-5:00 pm
Saturday	1:00 pm-5:00 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](http://library.lyon.edu).

A. Library Policies

- Students have to 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.

B. Media Center

The Media Center provides equipment set-up, production and processing services, and other media-related services for the campus. A list of current services available from the Media Center and the cost of those services are available from the Media Center.

In general, no charge will be made to the college community for the use of Media Center equipment, and delivery and set-up of the equipment will be provided by Media Center personnel. In cases, however, when the use cannot be accommodated within the Media Center staffing schedule, or when consumable production supplies are required, a charge may be assessed or negotiated by the Media Services Coordinator and the person requiring the service.

C. Regional Studies Center

The Regional Studies Center at Lyon College strives to preserve, present, and interpret the history and culture of the Ozark region and its surrounding areas through research, public programs, and classroom offerings. The Regional Studies Center promotes scholarship, collects materials relating to the region's history and folk life, and coordinates a broad range of activities that enhance the public's knowledge of the Ozark region and surrounding areas. The Sydenstricker Room of the Mabee-Simpson Library serves as headquarters for the Regional Studies Center and contains a collection of special materials related to Arkansas and regional history, culture, and folklore, as well as materials related to the history of Presbyterianism and of Lyon College. The Center is open weekdays from 8:00 am - 5:00 pm from mid-August until mid-June.

**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.

## X. 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

Academic Programs and Problems	Virginia Wray, VP for Academic Services	870-307-7202
Academic Records	Donald Taylor, Office of the Registrar	870-307-7204
Activities	Kim Hinds-Brush, Director of Campus Life	870-307-7375
Adding or Dropping Courses	Faculty Advisor or Freshman Advisor	
Athletics, intercollegiate	Kevin Jenkins, Athletic Director	870-307-7220
Athletics, intramurals	Athletic Department	870-307-7525
Audio/Visual Equipment	Information Services	870-307-7555
Campus Ministries	Nancy McSpadden, Campus Chaplain	870-307-7474
Career Center	Vicki Webb, Career Development	870-307-7227
Check Cashing	Jill Varner, Cashier	870-307-7322
Counseling Assistance	Diane Ellis, Counselor	870-307-7284
Duplicating/Photocopies	Information Services	870-307-7555
Emergencies	Campus Safety	870-307-7233
Employment, on-campus	Clarinda Foote, Human Resources	870-307-7327
Financial Aid	Tommy Tucker	870-307-7257
Health Services	LuAnn Baker, College Nurse	870-307-7425
Library	Circulation Desk	870-307-7444
Lost and Found	Campus Safety	870-307-7233
	Student Life Office	870-307-7314
Mail	Information Services	870-307-7555
Registration Problems	Office of the Registrar	870-307-7203
Scheduling Events	Kim Hinds-Brush, Campus Life	870-307-7375
Room Reservations & Master Calendar	Facilities Use Coordinator	870-307-7278
Student Government	Jon-Michael Poff, SGA President	870-307-7314
Student Housing	Kim Hinds-Brush, Campus Life	870-307-7375
Student Life Office	Edwards Commons	870-307-7314
Testing	Student Life Office	870-307-7314
Transcripts	Office of the Registrar	870-307-7204
Tuition Payment and Statements	Business Office	870-307-7322
Veteran's Benefits	Office of the Registrar	870-307-7204
Withdrawal	Office of the Registrar	870-307-7204
Work Study Placement	Clarinda Foote, Human Resources	870-307-7327