

LYON COLLEGE



*Handbook for
Student Athletes*

2007-2008

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Lyon College

Handbook for Student-Athletes

Introduction

This handbook is designed to provide student-athletes with essential information on their rights and responsibilities as Lyon students and participants in the College's intercollegiate athletic programs. However, it is not intended to replace the College Catalog or Student Handbook. Thus, student-athletes are expected to be familiar with the policies and expectations set forth in the Catalog and Student Handbook as well as other official publications.

Questions related to the contents of the Handbook for Student-Athletes should be conveyed to the director of athletics (see appended directory for contact information).

Please note that Lyon College reserves the right to change the policies, procedures, and expectations contained herein without notice.

I. Athletics at Lyon College

Lyon College integrates intercollegiate athletics into the life of the campus and strives to attain the same high standards of excellence in athletics that it achieves in its academic program. At Lyon, the student-athlete is first and foremost a student with individual rights, academic abilities, personal interests and ambitions comparable to the general student body. Lyon's athletic program is committed to developing student-athletes with disciplined minds, leadership qualities, and a dedication to service.

Lyon College is committed to established NAIA and TranSouth Athletic Conference rules and regulations for governing its intercollegiate athletic program. It acknowledges and affirms the concept of institutional control, requiring appropriate participation in the development and review of athletic policies by the President, the Vice President for Academic Services, the Athletics Committee, and the Faculty Athletic Representative. The Lyon College Booster Club, alumni, athletic staff, and other individuals who represent the College's athletic program are expected to abide by the policies and procedures established by Lyon College for governance of its intercollegiate athletic program.

A. Members of the TranSouth Athletic Conference

Bethel College, Blue Mountain College, Crichton College, Cumberland University, Freed-Hardeman University, Lambuth University, Lyon College, Martin Methodist College, Mid-Continent University, Trevecca Nazarene University, and Union University.

B. Championship Competitions

Men: Baseball, Basketball (D-I), Cross Country, Golf, Soccer, and Tennis

Women: Basketball (D-I), Cross Country, Golf, Soccer, Softball, Tennis, and Volleyball

C. Contact information

Further information on the TranSouth Athletic Conference can be found on its website or through the following conference officials.

President: Tommy Sadler, Union University, 2447 US Hwy 45 Bypass, Jackson, TN 38305 (901-661-5130)

Commissioner: E.L. Hutton, 506 Melody Lane, Memphis, TN 38120-2457 (901-767-6194)

Eligibility Chair: Toby Williams, 2511 Woodberry Drive, Nashville, TN 37214

Faculty Representative: David Thomas, 2300 Highland Drive, Batesville, AR 72501 (870-698-4269)

II. Eligibility Requirements

Student-athletes must meet the requirements of the NAIA, Lyon College, and the institution's Athletic Department, including all admission and satisfactory progress requirements, in order to be eligible to participate in intercollegiate athletics and to receive athletic scholarships (grants-in-aid).

A. NAIA Requirements

The student must be enrolled in a minimum of 12 institutional credit hours at the time of participation in intercollegiate athletics, or, if the participation takes place between terms, the student must have been identified with and enrolled in the institution the term immediately before the date of participation.

EXCEPTION to the 12 credit hour enrollment rule: A student who will complete requirements for graduation within 10 semesters, 15 quarters, 12 trimesters or less may retain eligibility during the last term of the senior year by enrolling in fewer than 12 institutional credit hours. Official verification must be provided by the registrar that the student has completed all other academic requirements for graduation except for the currently enrolled credits. Such verification must be provided to the Eligibility Chair. It is understood as a condition of the use of this exception to the 12 hour enrollment rule that the intercollegiate eligibility of the student using the exception shall be terminated automatically at the end of the term, or term extended, in which less than 12 credits are carried.

The student must maintain institutional identification during any term of participation.

A freshman must have accumulated nine (9) institutional credit hours prior to identification for the second term of attendance. Only those institutional credit hours earned after identification (at any institution) may be applied toward meeting the nine (9) institutional credit hour rule for a second term freshman.

After completion of the second term of attendance (and from then on), a student must have accumulated a minimum of 24 institutional credit hours in the two immediately previous terms of attendance.

EXCEPTION: A transfer student who has met the graduation requirements for an associate degree from a junior college and who has not been identified with any institution(s) of higher learning for more than five semesters or seven quarters will be exempt from meeting the 24 hour rule of the first term upon transferring to an NAIA institution provided: the transferring student passed all hours required for graduation in the term in which graduation occurs and less than 24 hours were required for graduation during the last two terms. Students receiving this exception must pass at least 12 hours in their first term at the four-year school to retain eligibility for a second term. The last term at the junior college shall count as a term of attendance.

No more than 12 institutional credit hours earned during summers and/or during non-terms may be applied to meet the 24 institutional credit hour requirements. Such credit must be earned after one or both of the two immediately previous terms of attendance.

The student must be making normal progress toward a recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NAIA (where applicable).

Upon reaching junior academic standing as defined by the institution, a student must have a cumulative grade point average (GPA) of at least 2.000 on a 4.000 scale (or equivalent) as certified by the institutional registrar. The 2.000 cumulative GPA or higher must be certified each grading period in which the student wishes to compete after junior academic standing is reached.

To participate a second season in a sport, all students must have accumulated at least 24 semester/36 quarter (or equivalent) institutional credit hours. To participate the third season in a sport, all students must have accumulated at least 48 semester/72 quarter (or equivalent) institutional credit hours. To participate the fourth season in a sport, all students must have accumulated at least 72 semester/108 quarter (or equivalent) institutional credit hours, at least 48 semester/72 quarter hours of which must be in general education and/or in the student's major field of study.

To participate, the third and/or fourth season in a sport, all students must have and maintain a total cumulative GPA of at least 2.000 on a 4.000 scale as calculated by the registrar according to the official institutional policy for all students. Transfer students

must have a total cumulative GPA of at least 2.000 on a 4.000 scale calculated on the basis of all transcripts from all institutions attended to meet this requirement only for their first term at a member institution. Thereafter only the GPA recognized by the student's current institution shall apply.

Repeat courses previously passed with a grade of "D" or better in any term, during summer, or during a non-term cannot count toward satisfying the 24 credit hour rule. A maximum of one repeat course per term previously passed with a grade of "D" (or the equivalent) may be counted toward satisfying the 12 hour enrollment rule. Repeat courses previously passed with a grade of "C" or better cannot be applied to meet either the 12 hour enrollment rule or the 24 credit hour rule.

The student must be eligible to participate in varsity athletics according to the institution's standards for intercollegiate competition.

B. College Requirements

Student-athletes are ineligible to participation in intercollegiate athletics and will forfeit their athletic scholarships under the following conditions:

- Failure to meet Lyon College or NAIA requirements for admission.
- Failure to remain enrolled in at least 12 or more hours during any regular semester.
- Failure to meet satisfactory progress requirements in any one academic school year. Failure to pass at least 24 countable hours by the completion of the summer session prior to the beginning of competition.
- Suspension from school.

Upon the recommendation of the head coach and with the approval of the director of athletics, student-athletes may be dismissed from the team and/or have their athletic scholarships reduced or cancelled under the following conditions:

- Being placed on academic probation by Lyon College.
- Failure to make satisfactory progress towards the 24 hour eligibility rule. Such failures include:
 - Being behind by three or more hours at the end of the fall semester.
 - Being behind by six or more hours at the end of the spring semester.
- Excessive or habitual class absenteeism.
- Unexcused absences from scheduled games, meetings, or practice sessions.
- Violations of team, training, or other rules of the athletic program.
- Possession, sale, or use of illegal drugs.
- Violation of College's and/or athletic program's alcohol policy.

III. Financial Aid Policies

There are many sources of financial aid available through the Financial Aid Office in the form of grants, scholarships, work-study, and loans. The basis for this aid is usually academic excellence and/or financial need. This aid cannot be guaranteed if you do not apply for financial aid in a timely manner. In addition to athletic grants, student-athletes are also eligible for aid from any of these sources as long as the total dollar value of their aid "package" does not exceed the maximum established by the NAIA and Lyon College.

To receive financial aid, all students must file the "Free Application for Federal Student Aid" each year by March 1. Consult the Lyon College catalog concerning financial aid programs and the standards for maintaining aid eligibility for federal, state and institutional aid.

A. Athletic Scholarships (Grants-in-aid)

Athletic scholarships, the values of which are varying combinations of tuition, fees, room, and board are available to student-athletes who demonstrate outstanding athletic ability. These scholarships are granted for a period of one academic year, and may be continued, reduced, or discontinued in accordance with NAIA regulations and College policy after each year of participation. Continuing student-athletes who receive athletic aid will normally be informed no later than May 1 of each year of the exact amount of athletic aid they will be offered for the following year.

B. Non-Renewal of Athletic Scholarships

A student-athlete becomes ineligible for athletic aid under one or more of the following circumstances.

- The student fails to maintain satisfactory academic progress required to receive financial aid at Lyon College.
- The student voluntarily ceases participation in varsity athletics.
- The student-athlete loses his/her amateur status.
- The student is suspended from the athletic program or College for disciplinary reasons.
- The student-athlete fails to follow team regulations and/or does not exhibit in practice an effort to improve his/her skills and level of performance.

* Ineligibility in these cases is determined by the athletic director in consultation with the appropriate head coach.

A student-athlete whose aid is not renewed may appeal the decision to the Lyon College Financial Aid Appeals Committee. Appeals are to be filed with the Vice President for Enrollment Service. Appeals must be filed at least 5 working days prior to July 1 each year.

C. Grants in Aid Following Loss of Eligibility

Students may continue to receive a portion of their aid from the athletic program for up to two semesters following the established period of athletic eligibility (eight semesters) under the following conditions.

- The student is in good standing with the athletic program and the College.
- Grant-in-aid funding is available from the athletic aid budget.
- The continuation of aid is recommended by the head coach and athletic director.
- The written recommendation of the athletic director clearly states the nature of the students continuing contribution to the team or athletic program and the number of hours per week the student is expected to be engaged in these activities.
- The level of aid proposed is proportional to the nature of the work assignment.
- The continuation of aid is approved by the College's Financial Aid Appeals Committee.
- The student formally agrees to the terms and conditions set for the continuation of financial aid.

IV. Athletic Program Policies

Student-athletes and athletic staff are expected to abide by the following policies.

A. NCAA Guidelines

Lyon College is a former provisional member of the NCAA. The College chooses to respect select NCAA recommendations in order to promote the educational mission of the College and the educational welfare of student athletes. These recommendations are:

- A 24 week practice and playing season established and on file in the Department of Athletics prior to its beginning.
- During the playing and off-season all countable athletic related activities should be prohibited during one calendar day per week.
- The institution will regulate its original practice activities, the length of its playing seasons and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in non-collegiate sponsored athletic activities, to minimize interference with the academic progress of its student-athletes.
- Outside of playing season a student-athlete's participation in countable athletic related activities should be limited to eight hours per week.
- A student-athlete's participation in countable athletically related activities during the season should be limited to a maximum of 4 hours per day and 20 hours per week.
- No class time is missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

- Student-athletes sign a release granting permission to publish semester and cumulative GPA's.

B. Substance Abuse Program

Lyon College recognizes that substance abuse is a threat to physical and mental health. Accordingly, the College seeks to prevent substance abuse among its faculty, staff and students. Specifically, the College is committed to educating all of its constituencies concerning the harmful effects of alcohol, drug abuse, and tobacco products.

The athletic program is committed to contributing to the educational efforts on substance abuse of the College. In this regard, it will conduct educational programs on substance abuse for student-athletes as part of the orientation of new student-athletes, periodically in team meetings, and when appropriate for individual student-athletes. The athletic program will additionally take such disciplinary action as is appropriate when it is determined that a student-athlete has violated College and/or athletic program policies related to substance abuse.

Disciplinary action for substance abuse will vary depending on the nature of the abuse and the willingness of the student-athlete to receive appropriate counseling and/or medical treatment. Actions taken by the athletic program may range from suspension from the team for a specified period of time to permanent suspension from the athletic program. The action to be taken will be determined by the athletic director after consulting with the student-athlete's head coach and the chief academic officer.

Student-athletes are responsible for knowing and abiding by the College's and athletic program's policies on the use/abuse of alcohol, drugs, and tobacco products. They are also expected to actively participate in the substance abuse educational programs offered through the athletic program. Additionally, they are expected to complete each fall the anonymous survey on substance abuse conducted by the athletic program.

Lyon College reserves the right to require a drug test when in the opinion of the director of athletics there is evidence to warrant the belief that a student-athlete is using an illegal or prohibited substance. Refusal to take the test or failure of the test can result in disciplinary action, including permanent suspension from the athletic program.

C. Substance Abuse Policy for Postseason Competition

Any NAIA student suspended for substance abuse by a national or international sports governing body, or by any amateur sports governing body, shall not be allowed to participate in any NAIA-approved postseason competition during the imposed period of suspension.

D. Alcohol and Tobacco Products

The use of alcohol, tobacco, and other tobacco products is not permitted by participants, coaches, trainers, game administrators, or officials in the playing areas during all NAIA sanctioned competition and practices for such competition. The institution's coaching staff, games committee, administrator or host site coordinator shall enforce this policy through the following steps.

- On the first offense, the individual(s) shall receive an official warning.
- A second offense will cause expulsion from the game, tournament, or event.

E. Student-Athlete Employment

The following rules are applicable to the employment of student-athletes by the College other than work-study assignments.

- The work performed must be useful.
- The rate of pay is to be the normal rate of pay for the duties performed.
- The hours paid must be the hours worked.
- Payment in advance of hours worked is not permitted.
- Transportation to work may be provided only if transportation is available to all employees.
- The employment must be approved in advance by the athletic director and the appropriate vice president.

F. Athletic Uniforms and Equipment

Each student-athlete will be provided with the appropriate uniform and/or equipment for the sport activity in which he/she will be participating. Uniform items issued to an athlete are to be worn only while participating in sporting events or practices for which the items were issued and while traveling to and from practices or games.

The checkout of equipment will be done through the head coach responsible for the sport. Uniform and/or equipment items checked out are to be returned within 14 days of the final competitive event of the season. The head coach will also oversee the return process.

Each student-athlete will be responsible for the uniform and equipment items issued to him/her through the loan period. *Each athlete will be billed for items lost or ruined while under his/her care.*

G. Tutoring and Study Sessions

Lyon College offers tutoring in the areas of writing, math and foreign language. The Language Lab, the Writing Lab and Math Lab are open selected days and hours of the

fall and spring academic terms. The Science Division also offers some tutoring sessions in chemistry and as appropriate other sciences.

All head coaches will establish study policies in consultation with the director of athletics. Team and athletic program study sessions will be provided as needed.

Student-athletes identified as having academic difficulty may be required to attend tutoring or study sessions. This determination will be made by the head coach in consultation with the director of athletics. Students who fail to attend required tutoring or study sessions may be dismissed from the team upon the recommendation of the head coach with the approval of the director of athletics.

Student-athletes on academic probation are required to develop a study/tutoring plan in consultation with their coach and the director of athletics. Student-athletes who fail to make a good faith effort to carry out the plan may be dismissed from the athletic program.

V. Medical Services and Insurance

All student athletes should be familiar with Intercollegiate Athletics Medical Policies and services. Failure to comply with these policies may result in inadequate medical treatment or unnecessary costs charged to the athlete. Be sure to note differences in insurance policies for athletic-related and non-athletic-related injuries and illnesses.

The College Health Services Clinic, located inside the Morrow Quadrangle Building is staffed by a registered nurse. (Hours will be posted at the Health Clinic.) Clinic services are provided at minimal cost to all full-time students Monday-Friday and on call as necessary for emergency accident or illness. Students who become ill or injured when the clinic is closed should contact their resident assistant, resident director, or campus safety.

A. Medical Insurance

All students are required to have health insurance either through the College or through a private carrier. Intercollegiate Athletics insurance covers athletic-related injuries during practices and/or competition in an intercollegiate sport under the direct supervision of an athletics staff member. Athletics insurance does not cover treatment of pre-existing injuries (incurred before becoming a Lyon College athlete). The student athlete must pay for medication prescribed for non-athletic-related illnesses/injuries.

It is essential that the form requesting parents'/guardians' insurance information be completed fully and accurately. The form **must** be signed by both the athlete and his/her parent/guardian and on file in the athletics office before any practice or play. The administrative assistant to the Athletic Department is responsible for maintaining records of student insurance and processing claims filed through the College's insurance provider. Student-athletes are responsible for processing claims through their insurance provider.

Lyon College has an excess insurance policy on all student athletes. This means that charges for treatment of athletic-related injuries are first submitted to the athlete's parents'/guardians' insurance company. Any balance remaining after the parents'/guardians' insurance payment has been made is then submitted to the Intercollegiate Athletics insurance provider

B. Athletic Training Services

The White River Medical Center of Batesville provides a full-time certified athletic trainer for the Athletic Department. A fully equipped training room is located on the 1st level of Becknell Gym.

All injuries related to participation in athletics must be reported to the team trainer immediately. Referrals to physicians will be done through the trainer, your coach, or the Director of Athletics.

Any treatments or physicians visits away from campus facilities are subject to charge to the student-athlete.

VI. Athletic Recognition and Awards

Recognition of outstanding contributions to varsity athletics takes three forms: 1) public and media attention; 2) professional recognition; and 3) institutional awards.

Your visibility as a successful student-athlete may lead to requests from the news media for interviews or statements. As you are recognized for your achievements, remember that you are representing yourself, your team, the athletics program, and Lyon College.

A. Letter Awards

A letter award winner is an individual who has contributed to the success of the team through exceptional performance, dedication, and effort. The letter award winners for each sport are determined by the head coach based upon standards set for each sport. A student-athlete who is a letter winner for four years receives a Lyon College watch in the fourth year. A list of awards is available from a sport's head coach or the Director of Athletics upon request.

Student managers/assistants may qualify for letter awards upon recommendation of the head coach of the sport in which they assist.

Student trainers who complete their service may receive a letter award based upon the recommendations of the head athletic trainer. The award will be the same for student managers/assistants.

B. Special Awards

Athletic Director's Honor Roll: Student athletes recognized for obtaining at least a 3.0 GPA for the preceding semester

Annual special awards include the following.

Dick Winningham Award for men and Winnie Marable Award for women: These awards are the highest awards given by the athletic program at Lyon College. Award recipients are selected by the athletics staff, based on the following criteria:

- Must be a senior who has completed eligibility.
- Must be recommended by a head coach.
- Must have been at least a two year letter winner.
- Must be outstanding in dedication, sportsmanship and attitude.
- Must have received special recognition in his/her sport.

The Dr. John T. and Diana March Dahlquist Scholar Athlete Award: This Award goes to the graduating student athlete with the highest grade point average. A \$500 scholarship for graduate work will be awarded upon entering graduate school.

Champions of Character Award: This award is selected by the athletics staff, based on the athlete who best displays the Champions of Character values of the NAIA.

Other awards may be given within each varsity sport. Their selection will be determined by the head coach of that sport.

All program and team awards are presented at the Athletics Awards Night ceremony in spring

VII. Champions of Character

Lyon College participates in the Champions of Character program of the NAIA. The "program is designed to instill an understanding of character values in sport and provide practical tools for student-athletes, coaches and parents to use in modeling exemplary character traits." The program's core values are respect, responsibility, integrity, servant leadership, and sportsmanship.

Accordingly, student athletes are expected to be familiar with and abide by team rules and the College's Student Conduct and Honor Codes.

A. Team Rules

Each coach has specific team rules ranging from conduct to dress code. However, there are general rules that apply to all student athletes. They are:

- Always present a positive image; don't do anything to embarrass yourself, the team, your family, the athletic program or the College.
- Understand the importance of being present and punctual for team and program meetings.
- Be prepared to give 100% both mentally and physically in the classroom, as well as on the playing field.
- Abstain from the use of alcohol.
- Abstain from the use of tobacco products of any kind while participating in practice or competition or while representing the team, athletic program, and College in any capacity. Tobacco use is prohibited at these times, and the athletic program, in concern for your health, discourages its use at any time.

B. Student Conduct Code

The standards for student behavior are published in the [Lyon College Student Handbook](#). The standards are applicable to all Lyon students.

1. Student Responsibilities

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

Lyon College thus expects student members to be responsible for establishing and living by community standards, and, if some fail to do so, it expects students to be responsible for enforcing social standards through the Social Council as they enforce standards of academic integrity through the Honor Council. In this way the College community recognizes its students' mature capability of assuming these adult responsibilities.

2. Standards of Student Behavior

Lyon College students have the following expectations of one another in the interest of 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 college organizations.

Lyon College students also recognize that failing to live up to these expectations should result in action aimed at preserving the well being of the college community and at bringing individuals back into that community. The Social Council has been established to take such action as necessary and to interpret these standards so as to best maintain a high quality of campus life.

Community standards at Lyon College include:

- 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.
- Civility and due regard for others' rights, avoiding behavior which is abusive, obscene, lewd, violent, intrusively noisy, disorderly, classified as harassment, or which interferes with normal student life and college activities.
- Honesty in regard to official college business, non-academic college documents and files, and student identification cards. (Honesty in academic matters, which is also expected, is handled through the Honor System.)
- Respect for property, refraining from misappropriation, theft, or misuse of property of others or the College; gambling; vandalism; and especially tampering with safety equipment.
- 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.
- Financial responsibility, meeting obligations to the College promptly and within stated deadlines.
- 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.

Consult the *Student Handbook* for additional policies concerning student conduct and social behavior.

C. Honor Code

Lyon College students commit themselves to the highest standards of personal integrity through the Honor System. The system incorporates an honor pledge, a code of honorable conduct, and a series of procedures carried out by the Honor Council, which is chosen by the student body.

The system is based upon the belief that Lyon College undergraduates are mature individuals; capable of acting honorably in all academic matters without faculty supervision, and that they should be encouraged to take responsibility for their own conduct as individuals and as members of a community. By signing the Lyon College Roll of Honor upon matriculation, students commit themselves to the ideals embodied in the Honor System - integrity, responsibility, and a regard for others - and recognize their

own responsibility to assist in maintaining an environment in which only honorable conduct is considered acceptable. No student may enroll at Lyon College without first having signed the Roll of Honor.

The Lyon College Honor Pledge states:

"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."

Students are required to pledge all academic work. The full text of the Honor System may be found in the [*Lyon College Student Handbook*](#).

VIII. Lyon College Academic Policies

A. Graduation Requirements

To graduate with a Bachelor of Arts or Bachelor of Science degree from Lyon College, students must successfully complete the core curriculum, the requirements of at least one major, and at least 120 semester credits. They must also earn at least a 2.00 cumulative grade point average for all work taken at Lyon College and a 2.00 cumulative grade point average in their major discipline, minor, and concentration.

Candidates for a degree must spend at least two semesters in residence as full-time students; attendance during summer terms alone is not sufficient.

The senior year must be spent in residence at Lyon College, and at least 24 of the final 30 credits must be taken at Lyon College. Only students studying abroad for a semester in a College approved program may be granted an exception to the "24 hour" rule.

Students may count only seven credits of physical education activity classes toward graduation. A student may receive credit for no more than one physical education activity course per semester.

In order to receive a diploma, all candidates for a degree must be in good academic and social standing and have discharged all financial obligations to the College. Additionally, they must be present at graduation exercises unless exempted from this requirement by the dean of the faculty.

Students earning degrees are normally expected to complete their course of study at Lyon College within four years. When this is not possible, students may operate under the degree requirements of the catalog under which they first enrolled for up to ten years. However, a student who allows four years to lapse between terms of enrollment must re-enroll under the current catalog.

B. Changing or Declaring a Major

Before declaring or changing a major, a student athlete is required to meet with their academic adviser and complete a Declaration of Major form. This form is to be taken to the Office of the Registrar for processing.

C. Repeat Courses

Repeat courses previously passed with a grade of "D" or better in any term, during summer, or during a non-term cannot count toward satisfying the 24 credit hour rule.

A maximum of one repeat course per term previously passed with a grade of "D" (or the equivalent) may be counted toward satisfying the 12 hour enrollment rule.

Repeat courses previously passed with a grade of "C" or better cannot be applied to meet either the 12 hour enrollment rule or the 24 credit hour rule.

Student-athletes should refer to the College catalog for institutional policies concerning repeat courses.

D. Incomplete Grades

For the purpose of athletic eligibility, a grade of "I" is considered an "F" until class requirements have been completed and the "I" removed. Refer to the College catalog for the process of removing an incomplete grade.

E. Adding/Dropping a Course

Student-athletes must be enrolled in at least 12 credit hours to be eligible to compete in a sport. Ordinarily, permission to add courses will not be granted after the end of the sixth day of each term. To add or drop a course a student must obtain a "Petition to Change Current Registration" form from the Registrar's Office. If a course is dropped before four weeks of the term are completed, no grade will be recorded. After four weeks, a failing grade will be recorded on the student's transcript unless the student formally withdraws from the College. A student's course schedule normally may not be changed without the consent of the student's academic advisor.

During their first year, all first-time, full-time freshmen are allowed one "free" drop at any point up to seven class days after mid-term grades have been reported. No record of this course will be made on the transcript. *This "Freshman Free Drop" cannot be exercised if by dropping a course a student athlete falls below full-time status (12 credit hours)*. Caution is advised in reducing the course load below required levels for financial aid and veterans' benefits.

The Athletics Director must sign the "Petition to Change Current Registration" for all schedule changes of student athletes.

F. Academic Probation and Suspension

A student will be placed on "academic probation" if any one of the following conditions occurs:

- If a student's grade point average falls below 1.50 in any semester.
- If a student's cumulative grade point average fails to meet the minimum for his/her class (freshman 1.75, sophomore 1.90, junior 2.00, and senior, 2.00).
- If a student is administratively withdrawn from 2 courses taken in a single or separate semesters.
- If a student fails a core proficiency course twice.

A student will be allowed to remain on probation for one semester only. By the end of that semester both the semester grade point average and cumulative grade point average must be raised to the minimum level required for that student's class.

A student will be suspended for at least one semester if any one of the following conditions occurs.

- If a student does not remove himself/herself from probation by the end of the semester following the imposition of probation (summer semester is not included).
- If a student is administratively withdrawn for non-attendance from three courses while enrolled at Lyon.
- If a student fails a core proficiency course three times.

While under suspension, a student may take one course at the College during a regular semester or two courses during summer school. Exceptions to this policy must be approved by the Admission and Financial Aid Committee.

In order to return to Lyon as a regular student after a period of suspension a student must either (1) have the stated GPA (freshman - 1.75; sophomore - 1.90; junior - 2.00; and senior - 2.00); or (2) apply for readmission through the Admission and Financial Aid Committee.

In the case of honor code and social violations, the Dean of Students and the Honor and Social Councils may assign sanctions which are different from those noted above. These sanctions are detailed in the Student Handbook.

G. Class Attendance

In keeping with the Lyon College philosophy of student first, athlete second, the education of the student-athlete will be emphasized at all times. Thus, coaches will make every effort to minimize student-athlete absences from class and exams in scheduling athletic competitions. All student-athletes are urged to refer to the Lyon College catalog

concerning College policies on class attendance. Related expectations of student-athletes include:

1. When practice schedules conflict with regular class schedules, student-athletes are required to attend class.
2. Competitive scheduling should be conducted in a manner which minimizes the number of class absences.
3. Every attempt should be made to schedule week-day departure times for away events as late in the day as possible so that the majority of student-athletes will have completed their classes.
4. Student-athletes who will be traveling to away competitions should be notified of their travel schedules at the beginning of each semester and should notify their instructors accordingly. Coaches whose travel rosters vary should inform student-athletes who will travel at least one week prior to the event, if possible. Student-athletes are expected to arrange to make up missed assignments prior to their departures for athletic events.
5. No athletic contests will be scheduled during the week of final examinations. The only exception is post-season play required by the TranSouth Conference and/or the NAIA.

H. Summer School

A maximum of 12 institutional summer school credit hours can be used to satisfy the NAIA 24 hour rule; however, Lyon has a 9 hour credit maximum for summer school. Financial Aid for summer school, if available, must be awarded through the Financial Aid Office. Student-athletes planning to attend summer school should consult with their academic adviser and head coach.

IX. Academic Services

A. Academic Counseling/Advising

Once a student has matriculated at Lyon College, each student is assigned a faculty adviser. While much of this responsibility is to guide a student through satisfactory completion of degree requirements, some of the responsibility is outside of the narrow academic domain. Consequently, advising is not a clear-cut, lockstep process: it takes many forms, some of which cannot be clearly defined or sequentially structured. Advisers often help students with personal, non-academic problems and with their post-college plans. The College's dean of the faculty, dean of students, counselor, nurse, and campus minister, and the director of the Career Resource Center are all available to help an adviser assist students.

As a student athlete, you have additional responsibilities in maintaining eligibility. The athletic director will act as athletic academic advisor to answer questions on eligibility.

B. Progress Requests

Mid-term grades will be issued for students enrolled for courses in the fall and spring semesters. Head coaches will monitor the academic progress of the student-athletes on their team. They will also regularly consult with the academic advisers of the students on their teams. When student-athletes are in academic difficulty, coach's will direct them to or as appropriate provide academic support services.

X. Transfer Requests

The Athletic Program's decision on the granting a student athlete's request for a statement of no objection to an exception of the transfer residency requirement for an enrolled or previously enrolled student athlete will be based on the following criteria.

- The student-athlete must submit to the director of athletics in writing his/her reason or reasons for leaving the Lyon College athletic program. This statement will be held in confidence.
- Legitimate personal and academic considerations are prime factors in the student's request.
- The decision rendered is in the best interest of the student athlete involved.
- The decision rendered is in the best interest of Lyon College's intercollegiate athletic program.

The director of athletics, the faculty athletics representative, and the student's head coach will collaborate to render the decision. The student will be informed in writing of the decision and in the case of denial advised of the appeals process.

The Athletic Program's position on the granting of consent to contact (Article II, Section D, NAIA Handbook) an enrolled student athlete is as follows:

- Consent to contact will not be granted if the student athlete is currently a member of a varsity athletic team. Membership is determined by the sport's head coach or the student's name appearing on the sports eligibility list.

The Athletic Program's position on the granting of consent to contact a student athlete who has withdrawn from all athletic teams and/or Lyon College is as follows:

- Consent to contact will be granted without question to any student athlete who is no longer a member of an athletic team and/or Lyon College.

XI. Exit Interviews

All student athletes completing their athletic eligibility, leaving the team, transferring to another institution, or graduating from Lyon are expected to complete an exit interview. Exit interviews are confidential. The director of athletics will schedule and conduct these interviews.

Appendix A: Appeals Process

Introduction

Student-athletes have the right to appeal disciplinary, team dismissal, and athletic aid reduction or cancellation recommendations made by the coaching staff and athletic director. The appeals process is to be initiated after informal efforts to resolve the dispute by the parties directly involved have been exhausted.

A. Formal Appeal

If a settlement cannot be reached informally, the student-athlete directly affected by the decision may submit a formal appeal. The written appeal will be submitted to the director of athletics within 14 days of the incident. Failure to comply with this time limit will normally result in the denial of the appeal.

B. Director's Decision

The director of athletics will meet individually and as appropriate jointly with the parties to the dispute prior to rendering a decision. The decision will be conveyed to the parties involved in writing normally within 14 days of receiving the appeal.

The director of athletics may affirm, reverse, or remand the decision of the athletic staff member making the initial decision.

If the director of athletics is a party to the dispute, the formal appeal may go directly to the chief academic officer.

C. Appeal of Director's Decision

The student may file a written appeal of the decision of the athletic director with the chief academic officer. This appeal must be filed within 7 days of the communication to the student of the decision of the director of athletics.

The chief academic officer will meet individually and as appropriate jointly with the director of athletics and other parties to the dispute prior to rendering a decision.

The chief academic officer may affirm, reverse, or remand the decision of the director of athletics.

The decision of the chief academic officer is final, except in cases involving the reduction or cancellation of athletic aid. Such cases may be referred to the Financial Aid Appeals Committee.

Appendix B: Constitution Student- Athlete Advisory Organization

Article I

Name

The name of the organization shall be the Student-Athlete Advisory Organization of Lyon College.

Article II

Purposes of the Organization

Section 1. The objectives of the Student-Athlete Advisory Organization (S.A.A.O.) shall be to:

- A. Act as a liaison between the athletic program and the student body.
- B. Act as a liaison to the College community by providing information on the unique needs and accomplishments of the student-athlete body.
- C. Promote the positive image of the student-athletes to the administration, faculty, and student body of Lyon College.
- D. Develop College spirit.
- E. Promote the expansion and progress of Lyon College.

Article III

Membership

Section 1. Only full-time students who are currently listed on a varsity sport team's eligibility list at Lyon College shall be eligible for membership.

A. Voting delegates shall be nominated by their respective team members at the end of each academic year, no later than April 30. Voting delegates will be selected from the each of the following sports:

Men's: Basketball, Baseball, Cross Country, Golf, Soccer, and Tennis.

Women's: Basketball, Cross Country, Golf, Soccer, Softball, Tennis and Volleyball.

B. Only two student-athletes per varsity sport team may become voting delegates.

C. Membership and participation shall be free from discrimination based on race, religion, color, national origin, disability, age or sex.

Article IV

Executive Officers

Section 1. Officers

A. Only academically eligible student-athletes shall be eligible to serve as appointed or elected officers. Student-athletes must be full-time students or taking the remaining number of credits required to graduate. Officers must also meet the qualifications set by the S.A.A.O.

B. The elected officers shall be designated as President, Vice President, and Secretary/Treasurer.

Section 2. Duties of the Officers

A. President: All executive powers shall be vested in the President of the S.A.A.O. and the duties shall be as follows:

1. Preside over all meetings of this organization.
2. Designate special meetings of this organization.
3. Act as spokesperson of this organization and as its representative at meetings with other organizations, unless other officer or member is delegated.
4. Serve as parliamentarian during meetings.

B. Vice President: The Vice President's duties shall be as follows:

1. Serve as President in the event of the President's leaving office, disability, or upon his/her request.
2. Oversee all standing committees.

C. Secretary/Treasurer: The Secretary/Treasurer's duties shall be as follows:

1. Responsible for disseminating all information and correspondence to S.A.A.O. delegates.
2. Maintain the minutes and attendance of each meeting.
3. Maintain current and accurate addresses and phone numbers of all S.A.A.O. delegates.

Section 3. Qualifications for Officers

All candidates will be required to have an overall 2.0 or "C" academic average to be eligible for election. Any member who fails to meet this criterion once elected and/or is placed on academic or athletic probation is ineligible to serve as an officer.

Section 4. Office Terms

A. All officers shall serve a term for one year, beginning immediately following elections and ending the meeting of elections the following year.

B. An officer shall be eligible for re-election for a consecutive term providing that he/she will be attending Lyon College as a full-time student for another term of one year.

Section 5. Faculty/Staff Advisor Selection

The Sr. Women's Athletics Coordinator and Athletics Staff Member will serve as co-advisors to the Organization.

Article V Amendments

- A. Any voting delegate may introduce a constitutional amendment at the conclusion of a meeting. At the following meeting, S.A.A.O. voting delegates shall vote on the amendment, as outlined in the voting section. All amendments must be approved by a two-thirds majority vote of the present delegates.

- B. All amendments to the constitution or bylaws are subject to the approval of the Student Affairs Committee.
- C. Robert's Rules of Order, Newly Revised shall be used in all cases not covered by this constitution on amendments.
- D. Copies of this constitution shall be made available to anyone upon request.

GENERAL PROVISIONS

Section 1. Voting

- A. Only organization delegates may vote on given proposals.
- B. The quorum necessary for any voting legislation to be passed is a two-thirds majority of the voting delegates.
- C. The faculty advisor and the President shall tally any votes involving legislation.

Section 2. Elections

- A. Nominations and elections shall take place during the last meeting of the spring semester. Any delegate may be nominated for the position as an officer.
- B. General elections shall be held by a tally of secret ballots with the President and faculty advisor to count the votes. A quorum present at the election meeting is all that is required for the election of an officer.
- C. Any necessary run-off will be held during that particular meeting. If fifty percent can not be obtained, the candidate with the lowest number of votes will be dropped and the votes will be counted again.

Section 3. Removal and Impeachment

- A. The S.A.A.O. majority may initiate impeachment proceedings against any S.A.A.O. officers. There must be a specific list of charges in all cases. Officers can be impeached by a unanimous vote of the voting delegates and faculty/staff advisor approval.

Section 4. Expulsion

- A. Any delegate of the S.A.A.O. may be expelled by a unanimous vote of the organization after missing three consecutive meetings with unexcused absences.

Section 5. Unexpired Vacancies

- A. In the event of an officer's resignation or termination, the President may appoint someone to fill the vacancy. If the President's office is vacated, the Vice President shall assume the responsibilities of the President, and a special meeting to fill the vacancy shall be held at the earliest suitable time.
- B. Nominations are taken at the next meeting following the vacancy. Elections will also occur at this meeting. When nominations are being taken to fill the unexpired term, delegates may nominate one another by a raised hand and indicating such when recognized.
- C. The regular election procedures will be followed to fill a vacancy.

Section 6. Meetings

- A. The S.A.A.O. shall meet once a month during the College's regular semesters.

- B. The first meeting shall occur no later than the third week of the academic semester.
- C. A monthly meeting date shall be voted at the first meeting and shall stand for one semester only.
- D. The following order of business shall be used:
 - 1. Call to order by the President
 - 2. Determination of a quorum
 - 3. Approval of minutes
 - 4. Old business
 - 5. New business
 - 6. Committee Reports
 - 7. Announcements
 - 8. Adjournment

Section 7. Dues and Fund-raising Provisions

- A. No dues shall be collected by the organization.
- B. All funds raised will be handled by the Secretary/Treasurer.

Section 8. Standing Committees

- A. All standing committees will consist of five to seven S.A.A.O. delegates.
- B. Each standing committee will elect a chairperson to preside over the committee's actions. The chair will then present his/her ideas and reports to the S.A.A.O. at the designated meeting times. The committees shall be as follows:
 - 1. College Life: This committee is responsible for helping student-athletes make the transition to Lyon College academic and athletic life smoothly. This shall be accomplished by handling problems, questions, and needs that student-athletes have regarding College programs and developing worthwhile programs.
 - 2. Public Relations: This committee is responsible for facilitating communication between the S.A.A.O. and the general public. This shall be accomplished by becoming involved in previously organized community activities, promoting S.A.A.O. activities, and promoting the organization.
 - 3. College Services: This committee is responsible for facilitating the student-athlete in his/her service to the College. This should be accomplished by keeping the student-athletes and the coaching staff informed of all campus wide activities and encouraging participation and support.
- C. All standing committees should strive to benefit the student-athlete in some area. Areas include decision making, skill development, transition and adjustment, cultural diversity, and gender relations issues.
- D. Ad hoc committees will include those committees that carry out special assignments. Ad hoc committees will follow the procedures of regular committees.

Section 9. Parliamentary Order

Robert's Rules of Order (the most currently revised version) shall be used on all questions of procedures and parliamentary law not otherwise defined in the Constitution or Bylaws.

Section 10. Amendments to General Provisions

These provisions may be amended by a majority vote of the S.A.A.O. Amendments must be voted on after proposal in a prior regular meeting of the Organization and must be approved by the Student Affairs Office.

Appendix C: Constitution of the Lyon College Athletics Booster Club

Article I. Name of the Organization

The name of this organization shall be the Lyon College Athletics Booster Club.

Article II. Purpose of the Club

Section 1. The purpose of the club is to promote and encourage Lyon students, faculty/administration, alumni, former Lyon College athletes and community support of the Lyon College athletics program.

Section 2. The method used to accomplish the purpose noted in Section 1 above will be (but not limited to):

- Forming an organization of interested Lyon and community people.
- Communicating needs, general items of information, schedules, etc., to membership, student body, and community.
- Coordinating and conducting various projects to assist in raising money for needs within Lyon athletic programs.
- Encouraging and promoting Lyon student athletes.
- Encourage Lyon alumni (especially former Lyon athletes) to support athletics programs.
- Increasing attendance at Lyon College athletics events.
- Providing volunteer support for Lyon athletic program.

Article III. Membership

The club is open to all friends of the college. Two annual membership categories are available: individual membership (includes a single season's pass for Lyon regular season home athletic events) and family membership (includes a family season pass for Lyon regular season home athletic events). The fee for each category of membership will be set by the Board of Directors on the recommendation of the Director of Athletics. Parents of student athletes will receive a special family membership rate.

Article IV. Officers

Section 1. Officers of the club shall be: President, Vice President, and Secretary/Treasurer.

Section 2. Duties of the officers: President shall give overall direction to the activities of the Lyon Athletics Booster Club and shall preside at Booster Club meetings; Vice President shall support the president in the fulfillment of his/her duties and preside at all meetings in the absence of the president and shall normally succeed to the position of President in the year following the President's term; Secretary/Treasurer shall take clear

and concise minutes of each meeting of the club, shall take care of any correspondence, and shall give financial reports at each meeting.

Section 3. Term of Office. The President and Vice President shall serve one-year terms and will have the option to succeed himself/herself for a second one-year term. The Secretary/Treasurer can serve multiple terms.

Article V. Lyon Athletics Booster Club Board of Directors

Section 1. The Lyon Athletics Booster Club Board of Directors shall be elected by members of the club. It shall consist of the President, Vice President, Secretary/Treasurer, immediate past president, a representative from the Development Office as appointed by the Vice President for Institution Advancement, and at least twelve at-large members.

Section 2. Duties of the Board. The Board of Directors shall meet throughout the school year upon the call of the President of the Lyon Athletics Booster Club to conduct the business of the club. The Lyon Athletics Booster Club will establish an Executive Committee consisting of the President, Vice President, Secretary/Treasurer, Athletics Director, immediate past president, and members at large selected by the board. The Executive Committee is empowered to conduct the business of the club between meetings of the Board of Directors and shall nominate new members for the board.

Section 3. Terms of Office. The elected members of the Board of Directors shall serve for a term of two years with staggered terms, with half of the members being elected each year.

Article VI. Use of Funds Raised by Lyon Athletics Booster Club

Funds raised by the Lyon Athletics Booster Club either through membership dues, contributions or projects sponsored by the club will be used to supplement current funding providing by the college to the Lyon Athletics Department. The money raised by the Booster Club and contributed to the Lyon Athletics Department will be used at the discretion of the Lyon Athletics Director and under the guidelines of Lyon College, and the NAIA to promote the Lyon intercollegiate athletics program. All requests for funds in excess of \$500 will be approved by the Executive Board.

Article VII. Process of Amendment

The constitution of the Lyon Athletics Booster Club can be amended by a two-thirds vote of the members present and voting at any regular meeting.

Appendix D: Directory

Athletic Staff

[Mr. Kirk Kelley](#), Director of Athletics and Baseball Coach, 698-4337, kkelley@lyon.edu

[Pat Malone](#), Men's and Women's Tennis Coach, 307-7190, pmalone@lyon.edu

[Mr. Jeremy Bishop](#), Men's Soccer Coach and Assistant Women's Soccer Coach, 698-4245, jbishop@lyon.edu

[Mr. Robbie Holmes](#), Assistant Baseball Coach, 793-1751, rholmes@lyon.edu

[Mr. Kevin G. Jenkins](#), Men's Basketball Coach, 698-4220, kjenkins@lyon.edu

[Mr. Justin Dee](#), Volleyball Coach, 698-4223, jdee@lyon.edu

[Mrs. Tracy Stewart-Lange](#), Director of Physical Education and Women's Basketball coach, 698-4248, tstewart-lange@lyon.edu

[Mrs. Mary Ann McMullin](#), Administrative Assistant to Athletic Department, 793-1764, mmcmullin@lyon.edu

[Mr. Chris McNaughton](#), Women's Soccer Coach and Assistant Men's Soccer Coach, 793-1757, cmcnaughton@lyon.edu

[Mr. Jack Peel](#), Softball Coach, 793-8567, jpeel@lyon.edu

[Mr. Tim Servis](#), Men's and Women's Cross Country Coach and Intramural Director, 698-4222, tservis@lyon.edu

[Ms. Julie Church](#), Men's and Women's Golf Coach and Assistant Women's Basketball Coach, 793-1781, jchurch@lyon.edu

College Support Staff

[Ms. Louanne Baker](#), College Nurse, 698-4335, lbaker@lyon.edu

[Ms. Joni Bube](#), International Student Advisor, 793-1782, jbube@lyon.edu

[Mrs. Diane Ellis](#), Director of Counseling Services, 698-4319, dellis@lyon.edu

[Ms. Nancy McSpadden](#), Chaplain, 698-4281, nmcspadden@lyon.edu

[Dr. David Thomas](#), Faculty Athletic Representative, 698-4269, dthomas@lyon.edu