

Lyon  
COLLEGE

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# STUDENT HANDBOOK

2024-2025

# WELCOME TO LYON

Welcome, students! It is the beginning of another academic year at Lyon College! Whether you're settling in for the first time or getting back to life on campus, you will most likely lean heavily on Student Life resources throughout each semester. One of the most valuable resources at your disposal is this handbook.

The Lyon College Student Handbook includes important information about all aspects of student life. Whether you are a commuter or resident, freshman or senior, the student handbook is your guide to student organizations, the honor system, housing procedures, student conduct, community resources, and more.



The best way to utilize this handbook is to remember that policies and procedures within it largely focus on the student experience outside of the classroom. Academic policies and procedures are found in the Lyon College Catalog. Policies and procedures that pertain to student-athletes specifically are found in the Lyon College Student-Athlete Handbook. Title IX policy can be found on the College's Title IX webpage. All of the College's handbooks and policies work together to make up a set of guidelines that lead to an enriching and fulfilling student experience.

I hope you have a great year!

**Danell Hetrick**  
Vice President for Student Life  
& Dean of Students





# VISION

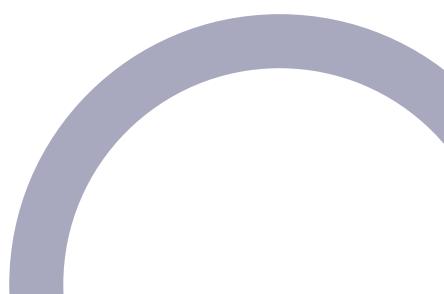
Lyon College's Office of Student Life is a progressive, student-centric component within the Lyon system that offers an exceptional student experience through the highest standards of service.

# MISSION

The Office of Student Life is committed to transformative student development--focusing on inclusivity, service, and wholistic wellbeing--driven by the tenets of a liberal arts education.

# GOALS

**1|** Maintain an inclusive student environment **2|** Increase student involvement **3|** Increase service opportunities and engagement **4|** Increase access to preventative mental and physical healthcare **5|** Elevate the level of the Office of Student Life experience to ensure student growth, trust, and opportunity



# STUDENT LIFE DEPARTMENTS

## DEAN OF STUDENTS

The Dean of Students works to develop students into individuals who value honor, integrity, and the principles of a liberal arts education.

**Edwards Commons**  
[deanofstudents@lyon.edu](mailto:deanofstudents@lyon.edu)  
**870-307-7021**

## CHAPLAIN & SERVICE

Lyon welcomes and respects students of all spiritual affiliations and backgrounds. We seek to provide students opportunities to worship and grow within their faith and to maintain a service mindset.

**Edwards Commons**  
[chaplain@lyon.edu](mailto:chaplain@lyon.edu)  
**870-307-7474**

## LEAP

The Lyon Education & Adventure Program provides students with outdoor leadership skills and access to premier adventure spots.

**LEAP House**  
[leap@lyon.edu](mailto:leap@lyon.edu)  
**870-307-7539**

## RESIDENCE LIFE

Residence life at Lyon College creates a dynamic, involved, and respectful residential community that complements the academic mission of the College.

**Edwards Commons**  
[studentlife@lyon.edu](mailto:studentlife@lyon.edu)  
**870-307-7314**

## CAMPUS SAFETY

Campus Safety enhances the quality of life for our community by providing a safe and secure environment where students can learn, live, work, and grow.

**Mabee-Simpson Library**  
[campus.safety@lyon.edu](mailto:campus.safety@lyon.edu)  
**870-307-7233**

## HEALTH & WELLNESS

The Health & Wellness Center is committed to the wellbeing of the whole person. The Center consists of the Campus Clinic and the Mental & Behavioral Health Office.

**Edwards Commons**  
[campusclinic@lyon.edu](mailto:campusclinic@lyon.edu)  
[counselor@lyon.edu](mailto:counselor@lyon.edu)  
**870-307-7277**

## SAFE SCOTS

The Safe Scots program was created to ensure the safety of the Lyon community, especially high-risk populations, by implementing universal violence prevention strategies.

**Edwards Commons**  
[safescots@lyon.edu](mailto:safescots@lyon.edu)  
**870-307-7029**

# COMMITMENT TO DIVERSITY

All members of Lyon College benefit from the talents and experiences of our peers, the mutual respect we exercise, and the responsibilities we take for our actions under our Honor Code. Because of this, each member of the College deserves an equal opportunity to learn, teach, and grow without facing intolerance and injustice.

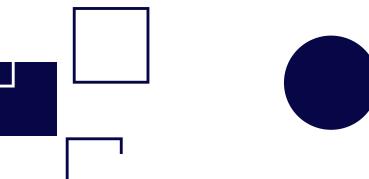
Lyon College fosters mutual respect and understanding among and for all people of different cultures, ethnicities, races, religions, sexual orientations, genders, gender identity or expression, ages, national origins, socioeconomic backgrounds, physical abilities, military status, or any other protected status. It does so by promoting a definition of diversity and acceptance that is dynamic enough to grow in the future.

To ensure such growth, the Student Government Association has created a standing Diversity Committee with a charge that includes the following:

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

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

Lyon College will not tolerate acts of discrimination based on any of the statuses described herein. If a member of the College community believes a student or students has/have been subjected to harassment, violence, or other forms of blatant discrimination based on culture, ethnicity, race, religion, sexual orientation, gender, gender identity or expression, age, national origin, socioeconomic background, physical ability, military status, and/or other protected classification, they have a duty to report the action to the Dean of Students or their designee.



# ALCOHOL POLICY

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, alcohol policy helps students develop by respecting their rights and expecting them to assume the 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:

1. 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
2. Students are to administer and enforce the alcohol policy, including oversight and design of guidelines and procedures to deal with infractions

## **Alcohol Education**

Lyon College's alcohol education program is designed to assist students in making well-informed decisions, developing healthy lifestyles, and engaging in responsible community membership. Abstinence from alcohol use and, for students of legal drinking age who choose to drink, moderate and responsible use is promoted through alcohol education.

The alcohol education program is ongoing throughout each academic year. All students must complete at least one training per semester. Successful completion of the alcohol education program is necessary before a student of legal drinking age may possess alcohol on campus.

Students who misrepresent their age or their completion of the alcohol education program are in violation of the Honor Code. Students who do not complete the alcohol education program when prompted to do so are in violation of the Honor Code and will face appropriate disciplinary action.

## **General Guidelines**

Allegations of alcohol policy violations will be referred to the Social Council except in cases where there may be a concern for students' health and well-being or in cases when constraints prevent the Social Council from conducting a speedy hearing.

Lyon College student-athletes are subject to the Lyon College Student-Athlete Handbook as well as the Lyon College Student Handbook. The Social Council will not consider potential violations of the Lyon College Student-Athlete Handbook, but the Dean of Students may investigate such allegations and take appropriate disciplinary action.

### ***Permitted Consumption***

Only students who are of legal drinking age and who have completed the alcohol education program and their non-student guests of legal drinking age may possess and consume alcoholic beverages in approved campus locations and/or at off-campus events sponsored by the College or recognized student organizations.

### ***Permitted Possession***

Possession of alcohol on campus is limited by state statutes (one case of beer and one gallon of wine or distilled beverages per person). Containers exceeding one gallon, such as kegs and punch bowls, are prohibited. Alcohol may be stored only in student rooms where at least one resident is of legal drinking age.

### ***Permitted Provisioning***

A student may provide alcohol only if they meet the requirements of being of legal drinking age and completing the alcohol education program. Student organizations and members who provide alcohol to individuals who meet the requirements shall be responsible for taking reasonable steps to ensure 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 functions, etc.).

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.

### ***Forms of Consumption***

Consumption of alcoholic beverages should be done responsibly and thoughtfully. Drinking to excess or encouraging excessive consumption is prohibited. Drinking games encourage excessive use of alcohol. These and the possession of drinking game paraphernalia that are designed to promote and encourage excessive use of alcohol are prohibited.

### ***Excessive Use***

Excessive use of alcohol in any form is prohibited. These forms include but are not limited to:

- **Binge Drinking:** A form of excessive drinking that features four or more drinks on an occasion for a woman and five or more drinks on an occasion for a man
- **Drunkenness:** A result of excess drinking that is manifested in such signs as loss of physical self-control or threatening, disruptive, or violent behavior
- **Heavy Drinking:** Eight or more drinks per week for a woman or 15 or more drinks per week for a man

### **Permitted Locations**

Residents and sponsors of events at campus locations where alcohol is permitted shall take reasonable steps to ensure that the locations remain private and accessible only to members of the Lyon College community and their guests.

Residents can exclude alcohol from their common area by majority vote. Student Life staff, including but not limited to Residence Life staff and Campus Safety, may ask residents to leave the area if these areas are over allowable capacity, residents are drinking to excess, or the group is being unreasonably noisy. Student Life staff, including but limited to Residence Life staff and Campus Safety, may also ask residents to present their state-issued IDs to determine that they are at least 21 years old. Drinking is allowed in the following locations for residents ages 21 and over:

- The Row: Inside apartments and on patios in groups of no more than four people per patio
- Student rooms wherein all assigned residents are of legal drinking age
- Faculty and Staff Residences: The hosting faculty and staff assume full responsibility for the event. Hosting faculty/staff are responsible for ensuring guests who consume alcohol are of legal drinking age and that student consumption does not violate any College policies or State or Federal laws.
- Sanctioned events that have been 21-Approved: Parties are not considered sanctioned College events unless approval is obtained and College faculty/staff are present for supervision.

**Prohibited Locations** (This list of prohibited locations is subject to change based on the identification of locations and needs.)

- The Terrace
- Flanders Reading Room
- Balconies or other high-rise structures
- Campus trails
- Highland Ropes Course
- Climbing Grotto

### **Alcohol Policy Enforcement**

The enforcement of this policy is the responsibility of the entire Lyon community. Allegations will be referred to the Social Council.

### **Individual Violations**

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 in suspension from the College, eviction from a campus residence for the current and/or following semesters, and/or expulsion from the College.

### **Organization and Team Violations**

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

after the incident. If the organization or team 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.

### **21-Approved Events**

21-Approved status applies to sanctioned events and 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. Abstaining from alcohol use is equally acceptable as choosing to drink. This right is to be respected.

Alcohol shall not be the focus of any 21-Approved event. 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. Ultimate responsibility falls to the sponsoring entity. Sponsoring students and organizations who violate this event policy or allow it to be violated will forfeit the possibility of holding any other 21-Approved events for the rest of the academic year.

No sponsor or student organization may host an event where alcohol is present without official 21-Approved status. Sponsoring parties or student organizations who violate this event policy or allow it to be violated will forfeit the possibility of holding any other 21-Approved events for the rest of the academic year.

### **Approval Guidelines**

Each academic year, individual students and presidents of organizations that may want to sponsor a 21-Approved event shall attend an informational session, conducted by Student Life staff, that outlines the host's responsibilities at such events. Event sponsors must demonstrate completion of this session before an application for 21-Approved events will be considered.

Additionally, potential event sponsors must complete the following steps:

- Submit a 21-Approved event application at least two weeks before the event. Final approval will come from the Dean of Students or their designee.
- Provide a clear system to avoid alcohol consumption by minors and excessive consumption by guests who are of legal drinking age. Student Life staff are available to assist event sponsors in event planning.
- Include the 21-Approved event logo (provided by Student Life) on all event promotional materials
- Submit all promotional materials for approval. Publicity shall not be posted without the written approval of the event and its promotional materials.

Sponsors or student organizations who misrepresent 21-Approved status are in violation of the Honor Code and will face appropriate disciplinary action, including but not limited to loss of 21-Approved event privileges for the rest of the academic year. Misrepresentation includes serving alcohol without proper permissions, abuse of the 21-Approved logo, and/or failure to display the 21-Approved logo on event promotional materials.

### **Designated Drinking Areas**

Students and organizations sponsoring 21-Approved events are responsible for creating a designated area for the purposes of consuming alcoholic beverages by guests who are of legal drinking age. This area shall be by the entrance of the event venue. There shall only be one entrance to the event venue. Multiple exits must be available.

### **Supervising Members**

The sponsoring organization is responsible for designating two members to do the following:

- Check for valid identification (21 or older) at the designated drinking area
- Provide a wristband to each guest who is of legal drinking age and wishes to enter the designated drinking area
- Ensure that no guest is bringing more alcoholic beverages into the designated drinking area than approved party hours (i.e. one drink per hour; not to exceed four drinks). One drink is defined as 12 ounces of beer, 5 ounces of wine, or 1 ounce of liquor.
- Deny entry into the drinking area to those who appear to be intoxicated
- Deny alcoholic beverages to those who appear to be intoxicated even if the guest brought their own drinks
- Ensure that each guest consumes only the drinks they brought into the designated drinking area
- Ensure that guests within the designated drinking area do not leave their drinks unattended after they are opened
- Ensuring that no open container leaves the designated drinking area

Another two members of the sponsoring organization shall be designated to monitor outside the designated drinking area to ensure no guest of any age is consuming alcohol in the general event area.

### **Additional Event Guidelines**

Students and organizations sponsoring 21-Approved events are responsible for the following:

- Oversight of the event and shall be available for contact during the event to resolve any problems that may arise
- Escorting those who have misused alcohol to their lodging. It is the responsibility of the individual host or sponsoring organization to notify Campus Safety of this misuse immediately and refer any persons alleged to have violated the alcohol policy to the Social Council.
- Provide shuttles to and from off-campus events and ensure all guests who have consumed alcohol are limited to shuttle transportation. They cannot use their own vehicles.
- Cleaning the event area after the event. All clean-up efforts must be completed within two hours of the event's end and include debris removal, proper disposal of vomit or other human waste, and submission of any required maintenance orders.
- Pay for damages to campus property that may occur during the event.

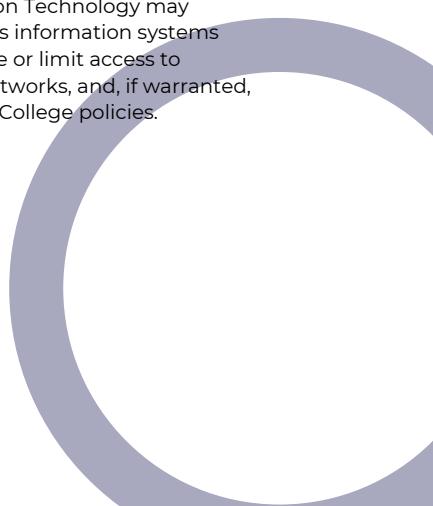


# COMPUTER & LAB POLICY

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 the sharing of knowledge, 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, the integrity of the physical facilities and controls, and all pertinent license and contractual agreements related to the College's information systems. All users shall act in accordance with these responsibilities, and the relevant local, State, and Federal laws and regulations. Failure to conduct oneself in compliance with this policy may result in denial of access to College information systems or other disciplinary action.

Lyon College provides access to a 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 by 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 the College's policies or any local, State, or Federal laws. When it has been determined that there has been a violation, the Director of Information Technology 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.



## **Computer Use**

For purposes of this policy, the following definitions shall apply.

**Electronic Communication:** use of information systems in the communicating or posting of information or material by way of email, mobile applications, an internet browser, or other such electronic tools

**Information Systems:** computers, networks, servers, and other similar devices that are administered by the College and for which the College is responsible

**Networks:** video, voice, and data networks, routers, servers, storage devices, and all cabling or electronic infrastructure employed to operate those networks

## **Access**

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 a privilege that may be suspended due to misuse. Adherence to this computer use policy by all members of the Lyon community will ensure the privacy, reliability, and usefulness of these resources.

Access to private accounts on all College computers requires a password. A student shall not give their password to anyone. Each student is responsible for all actions taken on their account and for the maintenance of their account. In particular, they should keep their account clear of unread emails. Failure to do so may result in automatic purging or cancellation of their account.

Students shall not attempt to override existing security measures. Such measures provide security and reliability for the entire Lyon community. If a student discovers a security flaw, they must report it to Lyon College Information Technology (IT) as soon as possible.

Unauthorized access to information systems is prohibited. No one should use the ID or password of another nor should anyone provide their password to another except in the cases necessary to facilitate computer maintenance and repairs. When any user terminates their relation with Lyon College, their 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.

## **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 the College's operations. 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 the College's 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 administrator.

## **Privacy**

User privacy is not guaranteed. Lyon College affirms the right to privacy of its students, faculty, and staff, and the IT staff seeks to safeguard that privacy through technological means. When College information systems are functioning properly, a user can expect the files and data they generate to be private information, unless the creator of the file or data reveals 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 IT personnel have the authority to access individual user files or data in the process of performing repair or maintenance of computing equipment the College deems reasonably necessary, including the testing of systems to ensure adequate storage capacity and performance for College needs. IT 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 the College is involved.

## ***Inappropriate Materials***

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. Students should 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 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.

## ***Misuse of Computers and Network Systems***

Misuse of College information systems is prohibited. Examples of misuse include but are not limited 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 log-on 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 under **Permitted Use**
- 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 that 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 proprietary 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 work or otherwise misinterpret one's work
- Using electronic communications to fabricate research data
- Knowingly launching or aiding in the distribution of a computer worm, virus, or other destructive programs
- 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 that could reasonably be 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 the use of any College information system, computer, or network

#### ***Response to Misuse of Computers and Network Systems***

When for reasonable cause, as such cause may be determined by the Director of IT, it is believed that an act of misuse as described in ***Misuse of Computers and Network Systems***, has occurred, then information technology 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 technology personnel reasonably believe that 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), the Director of IT may take such action as is 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 IT takes protective action as described in this section, notification will be made to an officer of the College at the first practical opportunity.

### **Appeals**

Decisions made by the Director of IT may be appealed to an appropriate College administrator. Students may appeal disciplinary actions related to their academic work to the Provost. Students may appeal disciplinary actions related to all other issues to the Dean of Students.

An appeal to the Dean of Students can be made on the following grounds:

- The evidence does not support the finding
- The sanction applied 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

The appeal must be presented in writing to the Dean of Students within three business days after receiving written notification from the Director of IT and must include a statement of the grounds for appeal. A copy of the appeal must be provided to the filing individual and the Director of IT.

Decisions made by the Dean of Students may be appealed to the Lyon College President within three business days of receiving written notification of the decision of the Dean of Students. The appeal must be presented in writing to the Lyon College President and must include a statement of the grounds for appeal. A copy of the appeal must be provided to the filing individual and the Dean of Students. The Lyon College President may affirm, reverse, or remand the decision of the Dean of Students. If a decision is remanded on appeal, the case is returned to the Dean of Students for reconsideration. The decision of the Lyon College President is final and must be made within one week of receiving the appeal.

### **Lab Use**

The Lyon College academic computer systems are intended for College-authorized educational purposes. The 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 academic computer systems is a privilege and entails responsibility. Failure to use these systems responsibly may result in the revocation of privileges.

Computers, terminals, printers, software, manuals, and supplies are considered valuable resources for the College and should be conserved. Users should utilize computing resources as efficiently as possible to minimize the impact of their work on others.

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

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

Lyon alumni and students attending other colleges and universities may be granted authorization to use college computer resources. Presentation of proof of alumni status (or a current college ID) and payment of \$20 per semester (fall, spring, or summer) is required before access is granted. The application can be made by contacting the IT office.

Groups needing access to computer resources for educational purposes may apply for special authorization from the Provost.

#### **Residence Hall Computer Access**

IT will provide access for all students to a standard set of software tools, including a word processor, spreadsheet, email, web browser, presentation builder, and other tools needed to enhance their academic studies as the need arises. These services will be available to students from all residence hall rooms and study areas, as well as the computer labs, the library, and other designated locations on campus.

IT staff will, from time to time, take the network out of service for repairs, upgrades, and routine maintenance.

Almost any fairly new computer (PC or Mac less than three years old) will be compatible with the Lyon College network, though most systems will require the addition of a network interface card before the machine will operate on the network. Before bringing a computer to campus, a student should examine this checklist closely to see if their 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

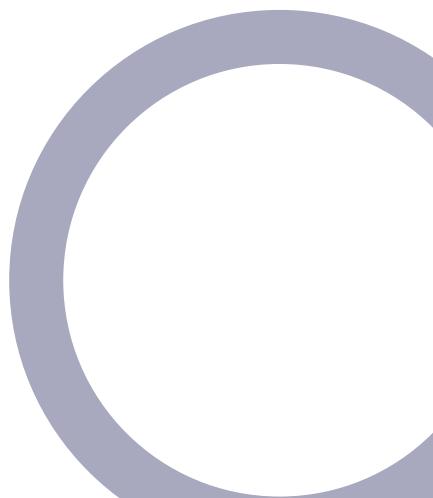


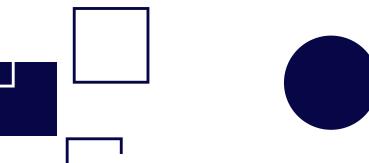
# FIRE PIT POLICY

Lyon students, staff, faculty, and recognized campus organizations may reserve the College's fire pit for their use. Others wishing to use the fire pits must have prior written permission from the Dean of Students. If no one has reserved the pit, Lyon students, staff, faculty, or recognized campus organizations may make arrangements with the Office of Student Life.

No fire pit may not be used when a burn ban has been imposed by local authorities. Lighter fluid (when carefully following the instructions printed on the container) is the only accelerant that may be used. A fire extinguisher must be acquired from the Campus Safety Office before a fire is built.

Each person using a fire pit must use caution in relation to fire and take great care in preserving the area around the pit. The fire is to be kept within the pit area and is not to extend beyond 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 and must notify Campus Safety when the fire pit is no longer in use. Any problems are to be reported immediately to Campus Safety.





# LEAVE OF ABSENCE & WITHDRAWAL POLICY

To request a leave of absence (LOA), a student must consult the Dean of Students. To be granted an LOA, a student must be in good academic standing and receive the written permission of the Provost and the Dean of Students. The LOA will include a specified date of return and, where appropriate, any conditions for return, both to be determined when the leave is granted. Students on leave will be readmitted without re-application, retain their College-supported financial aid and select housing and register at the same time as currently enrolled students.

## **Leave of Absence & Withdrawal Policy Table of Contents**

1. Withdrawal Process
2. Administrative Withdrawal
3. Leave of Absence Process
4. Return from Leave of Absence

### **Withdrawal Process**

If a student is unable to complete their academic work, they may withdraw from the College prior to mid-term. Except for medical reasons, a student may not withdraw from the College after mid-term grades are due. To withdraw from the College, a student must first consult with the Dean of Students and receive written permission from the Provost and the Dean of Students.

The student's transcript will indicate that their current courses were incomplete by recording either a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) for each course. Failure to complete the withdrawal process within three business days after initiation will cause a grade of "F" to be recorded for every course in which the student is enrolled.

Students who have withdrawn from the College and wish to return must seek a readmission review, which is completed by the Admission and Financial Aid Committee.

### **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. Social irresponsibility would involve one dramatic event or a series of lesser events that 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 Provost in the case of academic irresponsibility and will, where appropriate, be preceded by a written warning. Such students will be subject to the normal refund policy. Their transcripts will bear the designation "AW" (Administrative Withdrawal). Students may appeal an administrative withdrawal to the Lyon College President. The appeal must be presented in writing within three business days of receiving written notification of the decision.

### **Leave of Absence Process**

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 (LOA). To be granted an LOA, a student must be in academic good standing and receive written permission from the Provost and the Dean of Students. The LOA 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 an LOA may be readmitted without reapplication and without coming before the Admission and Financial Aid Committee.

Students who wish to take an LOA for medical reasons may do so at any point during the semester. An LOA for reasons other than medical reasons will not be granted after midterm grades are submitted in any given semester.

To initiate the LOA process, a student must do the following:

- Acquire a Withdrawal/Leave of Absence form from the Office of Student Life
- Provide verification of medical need (if applicable)
- Acquire the signature of the Dean of Students and other relevant offices
- Submit the completed form to the Provost for final approval

The Provost will submit the form to the Office of the Registrar. Once leave is granted, the student will receive notification from the Office of the Registrar. A student should not consider their request for LOA to be approved until the Registrar provides confirmation.

### **Returning from Leave of Absence**

When a student is ready to return from LOA, they will need to submit a return request form to the Dean of Students no later than one month before the beginning of the semester for which they wish to return. If the student is on LOA for medical reasons, the student must provide documentation from their medical provider that verifies they are well enough to return to school. If the return is approved by the Dean of Students, all appropriate parties will be notified, and the student will be approved for registration and to apply for on-campus housing (if applicable). To return from LOA, a student must do the following:

- Submit a return request form to the Dean of Students
- Provide verification of medical clearance (if applicable)
- Receive written permission from the Dean of Students
- Contact the Office of Admissions and the Office of Financial Aid
- Contact their Academic Advisor to register for courses

# PARKING & TRAFFIC POLICY

Parking on the Lyon College campus is a necessary privilege for members of the College community and visitors. Parking regulations are designed for the safety and efficient operation of Lyon College.

## **Registration**

All students, faculty, and staff are required to register their vehicles with Campus Safety and have a valid parking permit displayed on their vehicles. This policy enables Campus Safety to notify vehicle owners of an issue, to request that a vehicle be moved, and to identify unauthorized vehicles using College facilities. Students, both residential and commuter, must register their vehicles within two weeks of the beginning of classes. Failure to do so will result in fines. Students may register their vehicles in the Campus Safety office or by visiting the Campus Safety website.

## **Parking Space Allocation**

Parking is allowed only in marked spaces in designated parking lots. ADA-accessible spaces are provided in all parking lots in accordance with the Americans with Disabilities Act. Additionally, some accessible spaces feature wheelchair ramp access.

## **Campus Speed Limit**

The speed limit on campus is 20 miles per hour. Drivers should be cautious at all crosswalks. Pedestrians always have the right of way.

## **Temporary Permits**

Temporary permits for vehicles that will be used for only a short time (rentals, loaners, etc.) are available from Campus Safety for periods not to exceed two weeks. Temporary ADA permits and placards must be obtained through the Arkansas Department of Motor Vehicles. The Campus Safety Department cannot issue such permits. Permission to use ADA spaces should not be assumed without proper documentation.

## **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, in traffic circles, or in any spot other than 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.

## **Penalties**

Illegally parked vehicles are subject to citations and/or towing at the owner's expense. Warnings are not issued for parking violations. Rather, each parking violation is met with a \$50 fine that is billed to the violator's account. ADA parking violations are fined at a rate of \$100.

Citations are placed on the windshield of the violator's vehicle. It is possible for one to be blown away in the wind or to be removed by someone else. Citation copies are kept in the Campus Safety office and may be viewed during normal working hours. Despite the ticket's level of visibility, the violation remains valid. Illegally parked vehicles that are not registered on campus may be towed without warning at the discretion of the Office of Student Life.

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Fines are payable at the Business Office. 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. All processed tickets will be charged to the appropriate student's account and payments will need to reference the relevant ticket number.

## **Appeals**

Every student who receives a parking citation shall have the right to submit an appeal form within 30 days of having received the ticket. The appeal form can be found in MyLyon. The Dean of Students will decide upon all written appeals. This decision will represent the College's final position on the matter.

## **Abandoned Modes of Transportation**

A motorized vehicle will be considered abandoned if it has not moved in a one-week time period; this time may be extended with the permission of the Campus Safety Department. The owner of the abandoned vehicle will be responsible for all fees incurred from towing and storing.

## **Limitations**

Lyon College assumes no responsibility for damage, loss, or theft. 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 the Lyon College Campus Safety Department.

# PET POLICY

Lyon College allows residential students the privilege of having their family Pets live with them on campus. The future of Pet Privilege rests upon the successful administration of the Pet Policy and the willingness of students to abide by and enforce the policy. **This policy is separate from the Service and Emotional Support Animal Policy.**

## Allowable Pets

- Cats - Cats must be under 50 pounds when fully grown. Additionally, a cat will not be approved unless it is at least six months old and has lived with the student or the student's family for at least three months before living on campus. Cats must be housebroken.
- Dogs - Dogs must be under 50 pounds when fully grown. Additionally, a dog will not be approved unless it is at least one year old and has lived with the student or the student's family for at least 10 months before living on campus. Dogs must be housebroken.
- Fish - Fish must be kept in a tank that does not exceed 10 gallons.

## Application

Before applying for Pet Privileges, students should be aware that the City of Batesville prohibits certain breeds and has a separate registration process that must be followed in addition to the College's process (See City of Batesville Restrictions Section 1. (6.04.12)). The College respects all local restrictions.

Students who wish to bring their Pets to campus must complete a thorough application packet each academic year regardless of prior Pet Privilege approval. The application packet includes the Pet Privilege Application, all required vaccination documentation, proof of City of Batesville registration, and a list of references who can attest to the Pet Owner's ability to care for the Pet.

The submission of an application does not guarantee approval for a Pet to live on campus. Once all application materials have been reviewed by the Office of Student Life, the applicant will receive an approval or denial email from the Director of Campus Living. **Pets should not be brought to campus without the necessary approval.**

## Registration

Pet Owners will have two weeks following the first day of classes of the fall semester to bring their approved Pet to campus. After these two weeks, the Pet will not be allowed on campus, and the student will have to reapply for Pet Privileges for the next academic year. The arrival of a Pet beyond this timeframe will result in the inability to apply for Pet Privileges in the future.

Immediately upon the Pet's arrival, the Pet Owner must register their Pet with the Office of Student Life. The Pet will be given an Authorized Animal ID Card that must be carried by the Pet Owner at all times. Any member of the Student Life staff may ask to see an Authorized Animal ID Card. Refusal to present these credentials will result in the removal of the Pet from campus with no opportunity for the Pet Owner to reapply for Pet Privileges.

### **Deposits, Fees, and Fines**

The following fees and fines apply. All students applying to bring their Pets to campus should familiarize themselves with the deposit, fee, and fine structure. Deposits, fees, and fines apply regardless of circumstances. All deposits, fees, and fines will appear on a student's account.

- \$50 non-refundable cleaning fee per semester
- \$200 refundable cleaning deposit per semester
- \$250 unauthorized building entry fee
- \$300 non-refundable pet housing fee
- \$500 unauthorized pet fine

### **Living Arrangements**

#### **Room Selection**

Students who wish to bring their Pets to campus will go through the standard room selection process. Only one Pet per room is allowable. Pets must live with their owners only.

Students who do not have Pets can request to live in designated Pet-friendly Housing. However, applications from students who wish to bring Pets to campus are a priority. The Office of Student Life reserves the right to relocate a student living in Pet-friendly Housing without a Pet to another available space on campus.

#### **Roommates**

The Pet Owner and their roommate must complete a Pet-friendly Roommate Agreement within the first two weeks of the Pet's arrival on campus. The Pet-Friendly Roommate Agreement allows all residents to share their thoughts and develop individual/mutual expectations about acceptable and unacceptable issues associated with living with a Pet. Residents should request a meeting with their Resident Assistant and revise their original agreement if changes are needed during the semester.

#### **Allowable Spaces**

Pets are only allowed inside Pet-friendly Housing facilities and other designated Pet-friendly campus spaces. *Pets are prohibited from entering any building on campus that is not Pet-friendly Housing.* Repeated violations of this policy will result in the removal of the Pet from campus with no opportunity for the Pet Owner to reapply for Pet Privileges.

### **Pet Care**

It is the Pet Owner's responsibility to take care of their Pet. If the Office of Student Life determines that the Pet Owner is not following the Pet Policy, the Pet will be removed from campus and the Pet Owner may be asked to leave Pet-friendly Housing. Should a Pet Owner be unable to care for their pet, the College will contact the student's Emergency Contact to arrange care for the pet. Should this person be unreachable or uninterested in taking care of the pet, the Office of Student Life will release the pet to a shelter.

### ***Abandonment, Neglect, or Mistreatment***

Abandonment, neglect, or mistreatment of any pet by any member of the Lyon College community will not be tolerated. No warnings will be issued. Abandonment, neglect, or mistreatment on the part of the Pet Owner will result in the removal of the Pet from the campus, and the Pet Owner will not be allowed to reapply for Pet Privileges. Removal actions will be subject to the discretion of the Office of Student Life. Abandonment, neglect, or mistreatment at the hands of a party who is not the Pet Owner will lead to measures being taken to prevent contact with the person responsible for the abuse.

### ***Waste Disposal***

Pet Owners must clean up their Pet's waste material and dispose of it properly. Pet waste bag stations are located in and around all Pet-friendly facilities. Pet Owners are required to have Pet waste bags with them at all times and dispose of them in any exterior trash can.

Pets should not be allowed to urinate on any electrical boxes or HVAC equipment. Litter boxes must be cleaned regularly and maintained to ensure reduced odors. **Pet Owners are required to dispose of old cat litter in a sealed bag or container in the exterior trash cans.** Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces.

Repeated violations of this policy will result in the removal of the Pet from campus with no opportunity for the Pet Owner to reapply for Pet Privileges.

### ***Crating***

Pet Owners who have dogs must keep their dogs properly crated while they are away from their rooms. Pet Owners who do not properly crate their dogs will be subject to application review. In situations where facilities or maintenance requests are to be fulfilled, improperly crated or uncrated dogs will cause a delay in work order completion. Repeated violations of this policy will result in the removal of the Pet from campus with no opportunity for the Pet Owner to reapply for Pet Privileges.

### ***Inspections***

The Office of Student Life will conduct room inspections to ensure the Pet Owner is maintaining healthy and appropriate Pet care and following the Pet Policy. Inspections include reviewing all Pet documentation and assessing the condition of the room and Pet to ensure proper health, cleanliness, and safety policies are

followed. Failure to maintain the upkeep of a Pet or living space will result in the removal of the Pet from campus, the application of room cleaning and/or repair charges, and no opportunity for the Pet Owner to reapply for Pet Privileges.

### **Room Damages**

The Pet Owner is responsible for preparing their residential space, especially if a young Pet is present, to reduce College property damage (cover/protect all garbage cans, remove toxic items from the pet's reach, etc.). Repeated violations of this policy will result in the removal of the Pet from campus with no opportunity for the Pet Owner to reapply for Pet Privileges.

### **Behavior**

No pet is allowed to become a disruption to the Lyon College community. A disruption consists of excessive noise, physical harm to humans, other Pets, Emotional Support Animals, Service Animals, destruction of property, and acts otherwise deemed disruptive by the Office of Student Life. Such actions will not be tolerated and will lead to the immediate removal of the Pet from campus with no opportunity for the Pet Owner to reapply for Pet Privileges.

Any animal incident that causes physical harm must be immediately reported to Campus Safety. The Director of Campus Safety or their designee has the authority to remove the animal from campus pending investigation and will notify the Office of Student Life of the situation. When appropriate, Campus Safety may also contact Animal Control to assist in the handling of animal incidents.

It is the goal of the College to encourage any individual who is uncomfortable with a particular animal to be certain their needs or feelings are communicated appropriately. These issues should be discussed with the Pet Owner or reported to the Office of Student Life. If an incident involves an employee, that concern should be communicated to the Human Resources Department.

### **Stray Animals**

Students should not attempt to adopt or assume care for stray animals that arrive on campus. Such actions will result in the application of an unauthorized animal fee and Animal Control will be called to assist in the removal of the animal from campus. Students found in violation of this policy will not be allowed to apply for Pet Privileges in the future.

### **Holidays and Breaks**

During college holidays and breaks when the Pet Owner will be away from campus, it is expected that the Pet Owner will remove the Pet from campus. There will be no exception to this rule. Failure to comply with this policy will result in the removal of the Pet from the campus, and the Pet Owner will not be allowed to reapply for Pet approval.

### **Emergency Situations**

Lyon College is not responsible for removing Pets from the residence hall during emergencies. It is the Pet Owner's responsibility. Disasters such as fires, floods,

tornadoes, etc., can leave Pets helpless and homeless. Planning can save the lives of beloved Pets. Below are tips for planning for emergency evacuation of Pets:

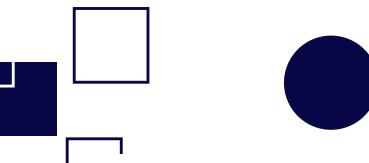
- Ask dependable friends or relatives who live away from an at-risk area if the Pet can stay with them during an emergency
- Stock an emergency Pet supply kit
- Mark the Pet's belongings with identification
- Keep multiple copies of the Pet's documentation (vaccination records, medical needs, etc.) in separate secure locations

### **Insurance Recommendation and Pet Liability**

The Office of Student Life strongly recommends that Pet Owners have insurance covering any damages, incidents, or accidents that involve the Pet. The College's property insurance only covers property that is owned by the College. It is highly recommended that students insure their personal property via their parent's homeowner's insurance or a renter's/tenant's insurance policy. If a Pet Owner plans to insure under their parent's homeowner's policy, it is important to confirm with their homeowner's insurance carrier that the student's property (including computers and other electronics) will be fully covered for loss while housed outside of the family dwelling, and inquire about the deductible and coverage limits.

As stated in the housing agreement, the College assumes no legal obligation to pay for loss of or damage to items of student's personal property occurring on campus or in its buildings. The College has delivered the contracted premises in good condition. Residents accept them in such condition and agree to keep them in such condition during the term of this agreement at their expense and to return them to College in the same condition at the termination of the agreement. Normal decay, wear, and tear are expected and are not considered property damage.

Lyon College shall not, under any circumstances, be held liable for any personal injury or damages caused by a student's Pet. Students agree to indemnify and hold Lyon College harmless from all property or injuries to persons caused wholly, in part, or resulting from a Pet that will be living with a student in their assigned residence at Lyon College.



# SERVICE & EMOTIONAL SUPPORT ANIMAL POLICY

This policy addresses the rules for approved Service or Emotional Support Animals for Individuals with Disabilities. Lyon is committed to providing reasonable accommodations to qualified students with disabilities. Students with disabilities who require the use of Service or Emotional Support Animals as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with the provisions of this policy regarding such animals. Any student who seeks to bring a Service or Emotional Support Animal to campus should first contact the Office of Academic Support & Accessibility, which will determine, on a case-by-case basis, and in collaboration with the Office of Student Life and other appropriate College components, whether to approve the student's request for a Service or Emotional Support Animal. In making this determination, the Office of Academic Support & Accessibility will consider the needs of the student and the impact of the animal on the campus community.

## **Definitions**

### ***Service Animal***

Any dog that has been individually trained to do work or perform tasks for the benefit of an Individual with a Disability. Other animals, whether wild or domestic, trained or untrained, do not qualify as Service Animals. (In some limited cases, which generally are not applicable to Lyon's campus, a miniature horse may be permitted as a Service Animal.) Examples of work or tasks provided by a Service Animal include, but are not limited to, guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, and alerting and protecting a person who is having a seizure. Service Animals are working animals, not Pets. The work or task a Service Animal has been trained to provide must be directly related to the functional limitations of the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

### ***Emotional Support Animal***

These are sometimes referred to as "Assistance Animals," "Social or Therapy Animals," "Companion Animals," and/or "Comfort Animals" and are animals that perform tasks and/or provide service, assistance, or emotional support that alleviates one or more identified symptoms or effects of an individual's disability. An Emotional Support Animal (ESA) may not assist with daily living tasks and is not required to have received special training. ESAs stay only in the student's residence; they do not accompany an Individual with a Disability at all times (i.e. ESAs do not attend class, enter the library, or visit other residence halls or dining halls).

### **Pet**

An animal kept for ordinary use and companionship. A Pet is not considered a Service Animal or an ESA. Pets are addressed in a separate policy and are not covered by this policy.

### ***Individual with a Disability***

A person who (1) has a physical or mental impairment that limits one or more of a person's major life activities or (2) has a record of having or being perceived as having a physical or mental impairment.

### **Approved Animal**

A Service Animal or ESA that has been approved to live in Lyon's housing as a reasonable accommodation under this policy.

### **Owner**

The student who has requested the accommodation and has received approval to bring the Approved Animal on campus.

### **Procedures**

#### ***Service Animals***

A resident student seeking to keep a Service Animal in housing should make a formal request to the Office of Accessibility. Requests should be submitted as soon as possible before the semester the animal is requested and by the deadlines. If the request for a Service Animal is approved, the requesting student will be asked to acknowledge, in writing, receipt of and their agreement to comply with this policy. If approved, the Office of Student Life will also make a reasonable effort to notify the other residents that a Service Animal will be in the living area. This notice will be limited to information about the animal's presence; there will be no disclosure of the student's disability. Other resident students with medical conditions who are affected by animals (e.g., severe allergies, respiratory diseases, etc.), are asked to contact the Office of Student Life if they have health or safety-related concerns about exposure to a Service Animal. Such affected students may be eligible for disability accommodation when living in proximity to a Service Animal. The Office of Student Life will collaborate as necessary to resolve conflicts related to a Service Animal. Staff members will consider the needs and/or accommodations of all resident students involved and may relocate the owner and the Approved Animal if necessary to accommodate other students with medical condition(s) who are affected by animals or in other circumstances as deemed appropriate in the sole discretion of the College.

A Service Animal may travel freely with its owner throughout the College's residential halls and other areas of the Lyon campus. A Service Animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the Service Animal's safe and effective performance of work or tasks, in which case the Service Animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

### ***Emotional Support Animals***

A resident student seeking to keep an ESA in housing must make a formal request to the Office of Academic Support & Accessibility. Requests should be submitted as soon as possible before the semester the animal is requested and by the deadlines specified by Lyon. Requests submitted after the deadline or after the student is already placed in housing may take 30 days or more.

When the need for an ESA is not readily apparent, the College may request additional official written documentation from a certified medical or mental health professional, including (1) verification of the student's disability, (2) a statement on how the animal serves as an accommodation for the documented disability, and (3) a statement on how the need for the ESA relates to the ability of the student to use and gain benefit from Lyon's housing.

If the request for an ESA is approved, the requesting student will be asked to acknowledge, in writing, receipt of and their agreement to comply with this policy. If approved, the Office of Student Life will also make a reasonable effort to notify the other residents that an ESA will be in the living area. This notice will be limited to information about the animal's presence; there will be no disclosure of the student's disability. Other resident students with medical condition(s) who are affected by animals (e.g., severe allergies, respiratory diseases, etc.) are asked to contact the Office of Student Life if they have a health or safety-related concern about exposure to an ESA. Such affected students may be eligible for disability accommodations when living in proximity to an ESA, and the Office of Student Life will collaborate as necessary to resolve conflicts related to an ESA. Staff members will consider the needs and/or accommodations of all resident students involved and the Office of Student Life may relocate the owner and approved animal if necessary to accommodate other students with medical condition(s) who are affected by animals or in other circumstances as deemed appropriate in the sole discretion of the College.

ESAs must be contained within the privately assigned residential area (room, suite, apartment) at all times, except as otherwise expressly provided. When transported outside the private residential area, ESAs must be in an animal carrier or controlled by a leash or harness. When outside the residence, the owner of an ESA shall carry their Approved Animal ID Card.

### ***Owner's Responsibility***

#### ***Campus Activities***

The owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. In addition, the Approved Animal must not pose a threat to the health, safety, or property of anyone in the Lyon community. If the College determines that the Approved Animal threatens the health, safety, or property of anyone in the Lyon community, or that the Approved Animal is adversely affecting the College's programs and activities, Lyon will take appropriate measures, up to and including a determination that the Approved Animal may no longer be permitted on campus.

### **Control**

The owner must always be in control of the animal. The care and supervision of the Approved Animal is solely the responsibility of the owner. The owner is responsible for ensuring the safety of the Approved Animal and the Lyon community. The owner must not have any past or current student conduct issues that may impact the owner's ability to care for and effectively control an animal. If Lyon determines that such conduct issues are negatively impacting the safety of the Approved Animal or the Lyon community, the College will take appropriate measures, up to and including a determination that the Approved Animal may no longer be permitted on campus.

### **Financial Responsibility**

The owner is financially responsible for the actions of the Approved Animal, including bodily injury or property damage. The owner's responsibility covers but is not limited to the replacement of furniture, carpet, windows, wall coverings, and the like. The owner is expected to cover these costs at the time of repair.

The owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to the College's premises that are assessed after the student and animal vacate the residence. The College shall have the right to bill the owner's account for unmet obligations.

The owner is financially responsible for any expense of pest treatment that is beyond routine pest control. The owner's residence may be inspected for pests as needed and the Office of Student Life will schedule any such inspection. If pests are detected upon inspection, the residence or residence hall will be treated using Lyon-approved pest control methods, and the owner is expected to cover these costs at the time they are incurred.

### **Waste Management**

The owner is responsible for ensuring the cleanup of the Approved Animal's waste and, when appropriate, must toilet the approved animal in areas designated by the College consistent with the reasonable capacity of the owner. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outdoor trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

### **Potentially Harmful Materials**

The owner understands that the College may use pesticides, pest-control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of housing, and the owner acknowledges and agrees that the College is not responsible for any harm to Approved Animals caused by such materials.

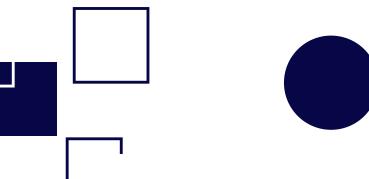
### **Pet Wellbeing**

The owner is responsible for the overall health and well-being of the Approved Animal. This includes but is not limited to:

- Vaccinations: In accordance with local ordinances and regulations, the approved animal must be immunized against diseases common to that type of animal. Dogs must have current vaccinations against rabies and wear a rabies vaccination tag. Cats should have the normal shots required for a healthy animal. **Local licensing requirements must be followed.**
- Approved Animals to be housed in the College's housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the approved animal's health. The College has the authority to direct that the Approved Animal receive timely veterinary attention (e.g., if fleas, ticks, or other pests are detected through inspection, and to require documentation demonstrating the Approved Animal has been treated).
- Owners are responsible for the routine care of Approved Animals and must provide the Approved Animal with appropriate food, clean water, exercise, mental stimulation, and grooming where necessary. Physical abuse of an Approved Animal is a violation of this policy and may be a violation of local and State law. The College reserves the right to intervene on behalf of an Approved Animal in situations of perceived abuse, neglect, a visible need for veterinary intervention, or for other concerns about the animal's wellbeing.
- Approved animals must be taken with the student if they leave campus for a prolonged period of time. Approved animals may not be left overnight unattended.
- The owner must notify the Office of Student Life in writing if the approved animal is no longer needed or is no longer in residence.
- The owner agrees to continue to abide by all other residential policies. A reasonable accommodation that may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
- The owner shall indemnify and hold harmless Lyon from all expenses, injuries, or claims arising out of the owner's control and/or use of the approved animal.

#### **Notice & Education**

Where appropriate, at the sole discretion of the College, the Office of Student Life may provide notice of or offer targeted training to members of the Lyon community most likely to come in contact with a Service Animal or ESA.



# SMALL TRANSPORTATION POLICY

The College makes no assurances that its campus is safe for the use of roller skates, skateboards, scooters (manual and motorized), hoverboards, and other like methods of small transportation, nor is there any assumption that the College can or will provide for the safety of anyone using such methods of transportation.

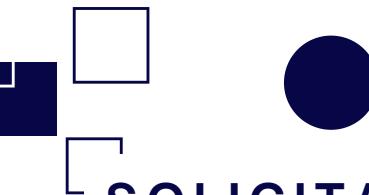
For this reason, anyone using roller skates, skateboards, scooters (manual and motorized), hoverboards, and other methods of small transportation does so with this full knowledge. Such users do assume responsibility to abide by the rules and to assume the risk by signing a waiver absolving Lyon College 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 Office of Student Life.

In addition, the following rules with regard to roller skates, skateboards, scooters (manual and motorized), hoverboards, and other methods of small transportation on campus must be observed:

- Trick riding is allowed only in parking lots. The user assumes the responsibility for obtaining and wearing the proper protective equipment (i.e. helmets, knee and elbow pads, and gloves)
- No trick riding is to involve any outdoor furniture on campus, including wooden, metal, and concrete benches, exterior walls, stairways, steps, or handrails
- Pedestrians must have the right of way at all times. The use of roller skates, skateboards, scooters (manual and motorized), hoverboards, and other methods of small transportation is not permitted on crowded sidewalks.

Bicycles left in a hallway, stairwell, or common area will be removed. Bike racks are provided outside of each residence hall. Students may not ride bicycles, skateboards, roller skates, or other small manual or motorized vehicles in the hallways, stairwells, or common areas of the residence halls. 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 halls.

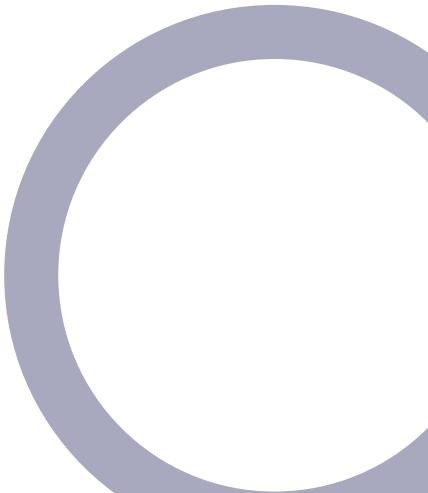




# **SOLICITATION POLICY**

The College prohibits on-campus solicitation by anyone from outside the College except through purchased advertisements in campus publications and solicitations receiving prior approval from the Dean of Students or the Vice President of Business and Finance.

Traditional fundraising activities of recognized campus organizations and the Office of Advancement are permitted in Edwards Commons or through campus mail. Students should report failures to comply with this policy to the Dean of Students or Campus Safety.



# SPONSORED TRIP POLICY

College-sponsored trips are those that: Include student participants The College or a student organization supported by the College endorses the trip The College provides transportation for participants College staff or faculty are responsible for leading and supervising students College resources cover all or part of the trip.

For all College-sponsored trips, a Vice President or their designee will designate a trip leader. 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 voluntarily and agree that their involvement includes being respectful of themselves and others, complying promptly with appropriate requests made by the trip leader, and signing and submitting the required release form before participation. Further, participants agree to cover the total 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 form that acknowledges 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 appropriate College Vice President or their designee who has assigned a 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 Office of Student Life.

## **Shared Responsibility**

Each participant will share 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 emergency personnel arrive. 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 by the Business Office may operate College vehicles. Lyon College assumes no responsibility for personal vehicles or personal contents left unattended in either personal vehicles or College-sponsored vehicles, and it 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 & Other Substances**

Allowing the 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 it 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. All College policies, and local, state, and national laws must be followed.

### **Authorized Animals**

Pets and emotional support animals are not permitted on trips sponsored under this policy. Service animals are permitted.

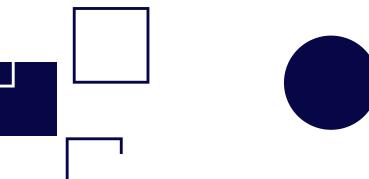
### **Non-Student Participants**

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 College student, the trip leader may request a review of the matter by the Social Council or the Dean of Students.



# SUBSTANCE POLICY

As mandated by the Drug-Free Workplace Act of 1988, this is Lyon College's policy regarding the effects of drug use and the unlawful possession of controlled substances on campus. It is the College's intent and obligation to provide a drug-free, healthy, safe, and secure environment.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on College premises or while conducting College business off campus is prohibited. Violations of this policy will result in disciplinary action, up to and including expulsion, and may have legal consequences.

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

Students must, as a condition of enrollment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off campus. Lyon College shall routinely inform students of the dangers of drug abuse, its drug-free workplace policy, including penalties for violations, and any available counseling and rehabilitation through, but not limited to, the following means:

- Inclusion of this policy in this and future editions of the student handbook
- Dissemination of information concerning the dangers of drug abuse, concerning this policy, and any available counseling or rehabilitation services

## **Drug Awareness Program**

In response to the Drug-Free Workplace Act of 1988, this document will serve as Lyon College's attempt to keep students informed about the dangers of drug abuse and any available counseling and rehabilitation services. In addition, this document will outline the penalties that may be imposed on students for drug abuse violations. (See also Lyon College's Drug-Free Workplace Policy Statement). In response to the Drug-Free Schools and Communities Act of 1989, this program has been amended to include alcohol as a controlled substance. In addition, the legal sanctions under State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol are included in this policy.

## **Counseling & Rehabilitation Services**

The Campus Clinic Director and the Director of Mental and Behavioral Health are available for confidential consultation and referral. The College cannot provide rehabilitative services. Thus, assistance from outside agencies will be the focus of this service.

## **Penalties**

Students are provided a copy of this policy and must abide by its terms, remain free of illegal drugs, and report any knowledge of acts of substance abuse or its sale under the criminal statute occurring on or off campus while conducting College business. Failing to report will result in disciplinary action up to and including expulsion, and it may also have legal implications. Such acts are to be reported to the immediate supervisor, component head, or directly to the Dean of Students.

Any user caught or reported will be counseled in the strictest of confidence and every effort will be made by the College to encourage that person to seek professional help and/or rehabilitation as stated above. Any such person refusing help will be disciplined up to and including expulsion.

Any student found illegally manufacturing, distributing, dispensing, or selling a controlled substance on College premises or while conducting College business off campus will be disciplined up to and including expulsion.

In all cases where substance abuse is reported and verified and immediate rehabilitation or counseling is not properly sought can and will have legal consequences. In all cases where substance abuse is reported, drugs are dispensed, sold, or used and the College takes disciplinary action, the student involved or implicated will have a route of appeal. Such appeals may be made through the normal disciplinary procedures found elsewhere in this handbook.

## **Tobacco Use**

This policy includes all electronic cigarettes, vaping devices, filtered and unfiltered cigarettes, cigars, cigarillos, pipes, etc., and applies equally to all students, employees, and visitors. To provide a safe and healthy environment for Lyon College students and visitors, the following areas have been designated as non-smoking zones:

- The interior space of all buildings and athletic facilities
- The exterior space within 20 feet of entrances, gates, fresh air intakes, and any areas where tobacco smoke could be drawn into buildings and athletic facilities, except for those areas officially designated as smoking areas
- Within College vehicles
- Within the Quad
- Within the common area of Young, Wilson, Whiteside, Wilson-Rogers, and McRae

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

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

### **Medical Marijuana Use**

The Arkansas Medical Marijuana Amendment of 2016 legalized the medical use of marijuana under State law for individuals who have a written certification of a qualifying medical condition from a physician and have registered with the Arkansas Department of Health. Marijuana is still illegal under Federal law. In addition, there are limits on the use and possession of medical marijuana by qualifying patients under State law.

Lyon College is subject to and will continue to follow the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The College will also follow applicable State laws and regulations.

Medical marijuana in any form shall not be had or used on any Lyon campus or owned or leased space, including campus housing, or at any College-sponsored events or activities.

### **Drug Use/Abuse Health Risks**

The following list of drugs and associated health risks are provided in compliance with Federal government regulations mandating their inclusion in this student handbook.

#### **Alcohol**

**Brain:** Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.

**Heart:** Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including:

- Cardiomyopathy - Stretching and drooping of the heart muscle
- Arrhythmias - Irregular heartbeat
- Stroke
- High blood pressure

**Liver:** Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including:

- Steatosis, or fatty liver
- Alcoholic hepatitis
- Fibrosis
- Cirrhosis

**Pancreas:** Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation in the pancreas that causes its swelling and pain (which may spread) and impairs its ability to make enzymes and hormones for proper digestion.

**Cancer:** According to the National Cancer Institute: *"There is a strong consensus that alcohol drinking can cause several types of cancer. In its Report on Carcinogens, the National Toxicology Program of the US Department of Health and Human Services lists consumption of alcoholic beverages as a known human carcinogen."*

"Clear evidence indicates that the more alcohol a person drinks--particularly the more alcohol a person drinks regularly over time--the higher his or her risk of developing an alcohol-associated cancer. Even those who have no more than one drink per day and people who binge drink (those who consume 4 or more drinks for women and 5 or more drinks for men in one sitting) have a modestly increased risk of some cancers. Based on data from 2009, an estimated 3.5% of cancer deaths in the United States (about 19,500 deaths) were alcohol related."

Clear patterns have emerged between alcohol consumption and increased risks of certain types of cancer:

- Head and neck cancer, including oral cavity, pharynx, and larynx cancers
- Esophageal cancer, particularly esophageal squamous cell carcinoma. In addition, people who inherit a deficiency in an enzyme that metabolizes alcohol have been found to have substantially increased risks of esophageal squamous cell carcinoma if they consume alcohol.
- Liver cancer
- Breast cancer: research has shown an important association between alcohol consumption and breast cancer--even one drink per day can increase a woman's risk for breast cancer by 5% to 15% compared to women who do not drink at all.
- Colorectal cancer

### **Immune System**

Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections--even up to 24 hours after getting drunk.

### **Ayahuasca**

A tea made in the Amazon from a plant containing the hallucinogen DMT, along with another vine that contains an MAO inhibitor preventing the natural breakdown of DMT in the digestive system, which enhances serotonergic activity.

**Commercial Name:** No commercial uses

**Common Forms:** Brewed as tea

**Common Ways Taken:** Swallowed as tea

**DEA Schedule:** I

### **Possible Health Effects**

- Short-term: Strong hallucinations including altered visual and auditory perceptions; increased heart rate and blood pressure; nausea; burning sensation in the stomach, tingling sensations and increased skin sensitivity
- Long-term: Possible changes to the serotonergic and immune systems, although more research is needed
- Other Health-Related Issues: Unknown
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Unknown

### **Treatment Options**

- Medications: It is not known whether ayahuasca is addictive. There are no FDA-approved medications to treat addiction to ayahuasca or other hallucinogens.
- Behavioral Therapies: More research is needed to find out if ayahuasca is

addictive and, if so, whether behavioral therapies are effective.

### **Cannabis (Marijuana/Pot/Weed)**

Marijuana is made from the hemp plant. The main psychoactive (mind-altering) chemical in marijuana is delta-9-tetrahydrocannabinol, or THC.

**Commercial Name:** Various brand names in states where the sale of marijuana is legal

**Common Forms:** Greenish-gray mixture of dried, shredded leaves, stems, seeds, and/or flowers; resin (hashish), or sticky, black liquid (hash oil)

**Common Ways Taken:** Smoked, vaped, eaten (mixed in food or brewed as tea)

**DEA Schedule:** I

#### **Possible Health Effects**

- Short-term: Enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; anxiety
- Long-term: Mental health problems, chronic cough, frequent respiratory infections
- Other Health-related Issues: THC vaping products mixed with the filler Vitamin E acetate (and possibly other chemicals) has led to serious lung illnesses and deaths. Pregnancy: babies born with problems with attention, memory, and problem solving.
- In Combination with Alcohol: Increased heart rate, blood pressure, further slowing of mental processing and reaction time.
- Withdrawal Symptoms: Irritability, trouble sleeping, decreased appetite, anxiety

#### **Treatment Options**

- Medications: There are no FDA-approved medications to treat marijuana addiction
- Behavioral Therapies: Cognitive-behavioral therapy (CBT); Contingency management, or motivational incentives; Motivational enhancement therapy (MET); Behavioral treatments geared to adolescents; Mobile medical application: reSET®

### **Central Nervous System Depressants (Benzos)**

Medications that slow brain activity, which makes them useful for treating anxiety and sleep problems.

#### **Commercial Names**

- **Barbiturates:** pentobarbital (Nembutal®)
  - **Common Forms:** Pill, capsule, liquid
  - **Common Ways Taken:** Swallowed, injected
  - **DEA Schedule:** II, III, IV
- **Benzodiazepines:** alprazolam (Xanax®), chlorodiazepoxide (Librium®), diazepam (Valium®), lorazepam (Ativan®), triazolam (Halcon®)
  - **Common Forms:** Pill, capsule, liquid
  - **Common Ways Taken:** Swallowed, snorted
  - **DEA Schedule:** IV

- **Sleep Medications: eszopiclone (Lunesta®), zaleplon (Sonata®), zolpidem (Ambien®)**
  - **Common Forms:** Pill, capsule, liquid
  - **Common Ways Taken:** Swallowed, snorted
  - **DEA Schedule:** IV

#### **Possible Health Effects**

- Short-term: Drowsiness, slurred speech, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing.
- Long-term: Unknown
- Other Health-related Issues: sleep medications are sometimes used as date rape drugs; Risk of HIV, hepatitis, and other infectious diseases from shared needles
- In Combination with Alcohol: Further slows heart rate and breathing, which can lead to death.
- Withdrawal Symptoms: Must be discussed with a health care provider; barbiturate withdrawal can cause a serious abstinence syndrome that may even include seizures.

#### **Treatment Options**

- Medications: There are no FDA-approved medications to treat addictions to prescription sedatives; lowering the dose over time must be done with the help of a health care provider
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat addiction to prescription sedatives.

#### **Cocaine (Coke/Crack)**

A powerfully addictive stimulant drug made from the leaves of the coca plant native to South America.

**Commercial Names:** Cocaine hydrochloride topical solution (low dose anesthetic used in certain medical procedures)

**Common Forms:** White powder, whitish rock crystal

**Common Ways Taken:** Snorted, smoked, injected

**DEA Schedule:** II

#### **Possible Health Effects**

- Short-term: Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma.
- Long-term: Loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss; lung damage from smoking.
- Other Health-related Issues: Pregnancy: premature delivery, low birth weight, deficits in self-regulation and attention in school-aged children prenatally exposed. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
- In Combination with Alcohol: Greater risk of cardiac toxicity than from either drug alone.

- Withdrawal Symptoms: Depression, tiredness, increased appetite, insomnia, vivid unpleasant dreams, slowed thinking and movement, restlessness

#### **Treatment Options**

- There are no FDA-approved medications to treat cocaine addiction.
- Behavioral Therapies: Cognitive-behavioral therapy (CBT), Contingency management, or motivational incentives, including vouchers; the Matrix Model; Community-based recovery groups, such as 12-step programs; Mobile medical application: reSET®

#### **Gamma-hydroxybutyrate (GHB)**

Gamma-hydroxybutyrate (GHB) is a depressant approved for use in the treatment of narcolepsy, a disorder that causes daytime “sleep attacks.”

**Commercial Names:** Gamma-hydroxybutyrate or sodium oxybate (Xyrem®)

**Common Forms:** Colorless liquid, white powder

**Common Ways Taken:** Swallowed (often combined with alcohol or other beverages)

**DEA Schedule:** I

#### **Possible Health Effects**

- Short-term: Euphoria, drowsiness, nausea, vomiting, confusion, memory loss, unconsciousness, slowed heart rate and breathing, lower body temperature, seizures, coma, death.
- Long-term: Unknown
- Other Health-related Issues: Sometimes used as a date rape drug.
- In Combination with Alcohol: Nausea, problems with breathing, greatly increased depressant effects.
- Withdrawal Symptoms: Insomnia, anxiety, tremors, sweating, increased heart rate and blood pressure, psychotic thoughts.

#### **Treatment Options**

- Medication: Benzodiazepines
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat GHB addiction.

#### **Heroin**

An opioid drug made from morphine, a natural substance extracted from the seed pod of various opium poppy plants.

**Commercial Names:** No commercial uses

**Common Forms:** White or brownish powder, or black sticky substance known as “black tar heroin”

**Common Ways Taken:** Injected, smoked, snorted

**DEA Schedule:** I

#### **Possible Health Effects**

- Short-term: Euphoria; dry mouth; itching; nausea; vomiting; analgesia; slowed breathing and heart rate.
- Long-term: Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease; pneumonia.

- Other Health-related Issues: Pregnancy: miscarriage, low birth weight, neonatal abstinence syndrome. Risk of HIV, hepatitis, and other infectious diseases from shared needles.
- In Combination with Alcohol: Dangerous slowdown of heart rate and breathing, coma, death.
- Withdrawal Symptoms: Restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps ("cold turkey").

### **Treatment Options**

- Medications: methadone, buprenorphine, naltrexone (short- and long-acting forms)
- Behavioral Therapies: Contingency management, or motivational incentives
- 12-Step facilitation therapy
- Mobile medical application: reSET-O™ used in conjunction with treatment that includes buprenorphine and contingency management

### **Inhalants**

Solvents, aerosols, and gases found in household products such as spray paints, markers, glues, and cleaning fluids; also prescription nitrites.

**Commercial Names:** Various household products; Amyl nitrite (a prescription solution) is used to relieve pain of angina attacks (chest pain).

**Common Forms:** Paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, lighter fluids, correction fluids, permanent markers, electronics cleaners and freeze sprays, glue, spray paint, hair or deodorant sprays, fabric protector sprays, aerosol computer cleaning products, vegetable oil sprays, butane lighters, propane tanks, whipped cream aerosol containers, refrigerant gases, ether, chloroform, halothane, nitrous oxide, prescription nitrites

**Common Ways Taken:** Inhaled through the nose or mouth

**DEA Schedule:** Not scheduled

### **Possible Health Effects**

- Short-term: Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition, lightheadedness, hallucinations/delusions; headaches; sudden sniffing death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation; convulsions or seizures, coma, or choking.
- Nitrites: enlarged blood vessels, enhanced sexual pleasure, increased heart rate, brief sensation of heat and excitement, dizziness, headache.
- Long-term: Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing. Nitrites: increased risk of pneumonia.
- Other Health-related Issues: Pregnancy: low birth weight, bone problems, delayed behavioral development due to brain problems, altered metabolism and body composition.
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Nausea, tremors, irritability, problems sleeping, and mood changes.

## **Treatment Options**

- Medications: There are no FDA-approved medications to treat inhalant addiction.
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat inhalant addiction

## **Ketamine**

A dissociative drug as an anesthetic in veterinary practice. Dissociative drugs are hallucinogens that cause the user to feel detached from reality.

**Commercial Names:** Ketalar®, a surgical anesthetic; Spravato™ (esketamine), prescribed for treatment resistant depression used under strict medical supervision; Ketaset, a surgical anesthesia used by veterinarians

**Common Forms:** Liquid, white powder

**Common Ways Taken:** When misused: Injected, snorted, smoked (powder added to tobacco or marijuana cigarettes), swallowed; Prescription formulas are injections or nasal sprays

**DEA Schedule:** II

## **Possible Health Effects**

- Short-term: Problems with attention, learning, and memory; dreamlike states, hallucinations; sedation; confusion; loss of memory; raised blood pressure; unconsciousness; dangerously slowed breathing.
- Long-term: Ulcers and pain in the bladder; kidney problems; stomach pain; depression; poor memory.
- Other Health-related Issues: Sometimes used as a date rape drug; Risk of HIV, hepatitis, and other infectious diseases from shared needles
- In Combination with Alcohol: Increased risk of adverse effects.
- Withdrawal symptoms: Unknown

## **Treatment Options**

- Medications: There are no FDA-approved medications to treat addiction to ketamine or other dissociative drugs.
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat addiction to dissociative drugs.

## **Khat**

Pronounced "cot," a shrub found in East Africa and southern Arabia; contains the psychoactive chemicals cathinone and cathine.

**Commercial Names:** No commercial uses

**Common Forms:** Fresh or dried leaves

**Common Ways Taken:** Chewed, brewed as tea

**DEA Schedule:** Cathinone is a Schedule I drug, making khat use illegal, but the plant is not controlled.

## **Possible Health Effects**

- Short-term: Euphoria, increased alertness and arousal, increased blood pressure and heart rate, depression, paranoia, headaches, loss of appetite, insomnia, fine tremors, loss of short-term memory.
- Long-term: Gastrointestinal disorders such as constipation, ulcers, and stomach inflammation; and increased risk of heart attack.

- Other Health-related Issues: In rare cases associated with heavy use; psychotic reactions such as fear, anxiety, grandiose delusions (fantastical beliefs that one has superior qualities such as fame, power, and wealth), hallucinations, and paranoia.
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Depressions, nightmares, low blood pressure, and lack of energy

### **Treatment Options**

- Medications: It is not known whether khat is addictive. There are no FDA-approved medications to treat addiction to khat.
- Behavioral Therapies: More research is needed to find out if khat is addictive and, if so, whether behavioral therapies are effective.

### **Kratom**

A tropical deciduous tree native to Southeast Asia, with leaves that contain many compounds, including mitragynine, a psychotropic (mind-altering) opioid. Kratom is consumed for mood-lifting effects and pain relief and as an aphrodisiac.

**Commercial Names:** None

**Common Forms:** Fresh or dried leaves, powder, liquid, gum

**Common Ways Taken:** Chewed (whole leaves); eaten (mixed in food or brewed as tea); occasionally smoked

**DEA Schedule:** Not scheduled

### **Possible Health Effects**

- Short-term: Nausea, dizziness, itching, sweating, dry mouth, constipation, increased urination, loss of appetite. Low doses: increased energy, sociability, alertness; High doses: sedation, euphoria, decreased pain.
- Long-term: Anorexia, weight loss, insomnia, skin darkening, dry mouth, frequent urination, constipation. Hallucinations with long-term use at high doses in some users.
- Other Health-related Issues: Unknown
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Muscle aches, insomnia, hostility, aggression, emotional changes, runny nose, jerky movements.

### **Treatment Options**

- Medications: No clinical trials have been conducted on medications for kratom addiction.
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat addiction to kratom.

### **LSD (Acid)**

A hallucinogen manufactured from lysergic acid, which is found in ergot, a fungus that grows on rye and other grains. LSD is an abbreviation of the scientific name lysergic acid diethylamide.

**Commercial Names:** No commercial uses

**Common Forms:** Tablet; capsule; clear liquid; small, decorated squares of absorbent paper that liquid has been added to

**Common Ways Taken:** Swallowed, absorbed through mouth tissues (paper squares)

## **DEA Schedule: I**

### **Possible Health Effects**

- Short-term: Rapid emotional swings; distortion of a person's ability to recognize reality, think rationally, or communicate with others; raised blood pressure, heart rate, body temperature; dizziness; loss of appetite; tremors; enlarged pupils.
- Long-term: Frightening flashbacks (called Hallucinogen Persisting Perception Disorder [HPPD]); ongoing visual disturbances, disorganized thinking, paranoia, and mood swings.
- Other Health-related Issues: Unknown
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Unknown

### **Treatment Options**

- Medications: There are no FDA-approved medications to treat addiction to LSD or other hallucinogens.
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat addiction to hallucinogens.

## **MDMA (Ecstasy/Molly)**

A synthetic, psychoactive drug that has similarities to both the stimulant amphetamine and the hallucinogen mescaline. MDMA is an abbreviation of the scientific name 3,4-methylenedioxymethamphetamine.

**Commercial Names:** No commercial uses; is being researched as therapy for Post Traumatic Stress Disorder (PTSD) under strict medical supervision.

**Common Forms:** Colorful tablets with imprinted logos, capsules, powder, liquid

**Common Ways Taken:** Swallowed, snorted

### **DEA Schedule: I**

### **Possible Health Effects**

- Short-term: Lowered inhibition; enhanced sensory perception; increased heart rate and blood pressure; muscle tension; nausea; faintness; chills or sweating; sharp rise in body temperature leading to kidney failure or death.
- Long-term: Long-lasting confusion, depression, problems with attention, memory, and sleep; increased anxiety, impulsiveness; less interest in sex.
- Other Health-related Issues: Unknown
- In Combination with Alcohol: MDMA decreases some of alcohol's effects. Alcohol can increase plasma concentrations of MDMA, which may increase the risk of neurotoxic effects.
- Withdrawal Symptoms: Fatigue, loss of appetite, depression, trouble concentrating.
- Treatment Options
- Medications: There is conflicting evidence about whether MDMA addiction.
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat MDMA addiction.

## **Mescaline (Peyote)**

A hallucinogen found in disk-shaped "buttons" in the crown of several cacti, including peyote.

**Commercial Names:** No commercial uses

**Common Forms:** Fresh or dried buttons, capsule

**Common Ways Taken:** Swallowed (chewed or soaked in water and drunk)

**DEA Schedule:** I

**Possible Health Effects**

- Short-term: Enhanced perception and feeling; hallucinations; euphoria; anxiety; increased body temperature, heart rate, blood pressure; sweating; problems with movement.
- Long-term: Unknown
- Other Health-related Issues: Unknown
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Unknown

**Treatment Options**

- Medications: There are no FDA-approved medications to treat addiction to mescaline or other hallucinogens.
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat addiction to hallucinogens.

**Methamphetamine (Crystal/Meth)**

An extremely addictive stimulant amphetamine drug.

**Commercial Names:** Desoxyn used to treat Attention Deficit Hyperactivity Disorder

**Common Forms:** White powder or pill; crystal meth looks like pieces of glass or shiny blue-white "rocks" of different sizes

**Common Ways Taken:** Swallowed, snorted, smoked, injected

**DEA Schedule:** II

**Possible Health Effects**

- Short-term: Increased wakefulness and physical activity; decreased appetite; increased breathing, heart rate, blood pressure, temperature; irregular heartbeat
- Long-term: Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems, intense itching leading to skin sores from scratching
- Other Health-related Issues: Pregnancy: premature delivery; separation of the placenta from the uterus; low birth weight; lethargy; heart and brain problems; Risk of HIV, hepatitis, and other infectious diseases from shared needles.
- In Combination with Alcohol: Masks the depressant effect of alcohol, increasing risk of alcohol overdose; may increase blood pressure.
- Withdrawal Symptoms: Depression, anxiety, tiredness
- Treatment Options
- Medications: There are no FDA-approved medications to treat methamphetamine addiction
- Behavioral Therapies: Cognitive-behavioral therapy (CBT); Contingency management, or motivational incentives; the Matrix Model; 12-Step facilitation therapy; Mobile medical application: reSET®

**Over-the-Counter Medicines--Dextromethorphan (CSM)**

Psychoactive when taken in higher-than-recommended amounts.

**Commercial Names:** Various (many name brands include "DM")

**Common Forms:** Syrup, capsule

**Common Ways Taken:** Injected, snorted, swallowed, smoked (powder added to

mint, parsley, oregano, or marijuana)

**DEA Schedule:** I, II

**Common Ways Taken:** Swallowed

**DEA Schedule:** Not scheduled

**Possible Health Effects**

- Short-term: Cough relief; euphoria; slurred speech; increased heart rate and blood pressure; dizziness; nausea; vomiting.
- Long-term: Unknown
- Other Health-related Issues: Breathing problems, seizures, and increased heart rate may occur from other ingredients in cough/cold medicines.
- In Combination with Alcohol: Unknown
- Withdrawal: Unknown

**Treatment Options**

- Medications: There are no FDA-approved medications to treat addiction to dextromethorphan.
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat addiction to dextromethorphan.

### **Over-the-Counter Medicines--Loperamide**

An anti-diarrheal that can cause euphoria when taken in higher-than-recommended doses.

**Commercial Names:** Imodium®, an OTC medication for diarrhea

**Common Forms:** Tablet, capsule, or liquid

**Common Ways Taken:** Swallowed

**DEA Schedule:** Not scheduled

**Possible Health Effects**

- Short-term: Controls diarrhea symptoms. In high doses, can produce euphoria. May lessen cravings and withdrawal symptoms of other drugs.
- Long-term: Unknown
- Other Health-related Issues: Fainting, stomach pain, constipation, loss of consciousness, cardiovascular toxicity, pupil dilation, drowsiness, dizziness, and kidney failure from urinary retention.
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Severe anxiety, vomiting, and diarrhea.

**Treatment Options**

- Medications: There are no FDA-approved medications to treat loperamide addiction.
- Behavioral Therapies: The same behavioral therapies that have helped treat addiction to heroin may be used to treat addiction to loperamide; Contingency management, or motivational incentives

### **PCP (Angel Dust)**

A dissociative drug developed as an intravenous anesthetic that has been discontinued due to serious adverse effects. Dissociative drugs are hallucinogens that cause the user to feel detached from reality. PCP is an abbreviation of the scientific name, *phencyclidine*.

**Commercial Names:** No commercial uses

**Common Forms:** White or colored powder, tablet, or capsule; clear liquid

## Possible Health Effects

- Short-term: Delusions, hallucinations, paranoia, problems thinking, a sense of distance from one's environment, anxiety; Low doses: slight increase in breathing rate; increased blood pressure and heart rate; shallow breathing; face redness and sweating; numbness of the hands or feet; problems with movement; High doses: nausea; vomiting; flicking up and down of the eyes; drooling; loss of balance; dizziness; violence; seizures, coma, and death.
- Long-term: Memory loss, problems with speech and thinking, loss of appetite, anxiety.
- Other Health-related Issues: PCP has been linked to self-injury; Risk of HIV, hepatitis, and other infectious diseases from shared needles.
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Headaches, increased appetite, sleepiness, depression.

## Treatment Options

- Medications: There are no FDA-approved medications to treat addiction to PCP or other dissociative drugs.
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat addiction to dissociative drugs.

## Prescription Opioids (Oxy/Percs)

Pain relievers with an origin similar to that of heroin. Opioids can cause euphoria and are often used nonmedically, leading to overdose deaths. Prescription cough medicines that contain promethazine (an antihistamine) and codeine are sometimes combined with soda and candy in a drink called "lean" or "sizzurp."

## Commercial Names

- **Codeine (various brand names)**
  - **Common Forms:** Tablet, capsule, liquid
  - **Common Ways Taken:** Injected, swallowed (often mixed with soda and flavorings)
  - **DEA Schedule:** I, II, V
- **Fentanyl (Actiq®, Duragesic®, Sublimaze®)**
  - **Common Forms:** Lozenge, sublingual tablet, film, buccal tablet
  - **Common Ways Taken:** Injected, smoked, snorted
  - **DEA Schedule:** II
- **Hydrocodone or dihydrocodeinone (Vicodin®, Norco®, Zohydro®, and others)**
  - **Common Forms:** Capsule, liquid, tablet
  - **Common Ways Taken:** Swallowed, snorted, injected
  - **DEA Schedule:** II
- **Hydromorphone (Dilaudid®)**
  - **Common Forms:** Liquid, suppository
  - **Common Ways Taken:** Injected, rectal
  - **DEA Schedule:** II
- **Meperidine (Demerol®)**
  - **Common Forms:** Tablet, liquid
  - **Common Ways Taken:** Swallowed, snorted, injected
  - **DEA Schedule:** II

- **Methadone (Dolophine®, Methadose®)**
  - **Common Forms:** Tablet, dispersible tablet, liquid
  - **Common Ways Taken:** Swallowed, injected
  - **DEA Schedule:** II
- **Morphine (Duramorph®, MS Contin®)**
  - **Common Forms:** Tablet, liquid, capsule, suppository
  - **Common Ways Taken:** Injected, swallowed, smoked
  - **DEA Schedule:** II, III
- **Oxycodone (OxyContin®, Percodan®, Percocet®, and others)**
  - **Common Forms:** Capsule, liquid, tablet
  - **Common Ways Taken:** Swallowed, snorted, injected
  - **DEA Schedule:** II
- **Oxymorphone (Opana®)**
  - **Common Forms:** Tablet
  - **Common Ways Taken:** Swallowed, snorted, injected
  - **DEA Schedule:** II

#### **Possible Health Effects**

- Short-term: Pain relief, drowsiness, nausea, constipation, euphoria, slowed breathing, death.
- Long-term: Increased risk of overdose or addiction if misused.
- Other Health-related Issues: Pregnancy: Miscarriage, low birth weight, neonatal abstinence syndrome; Older adults: higher risk of accidental misuse because many older adults have multiple prescriptions, increasing the risk of drug-drug interactions, and breakdown of drugs slows with age; also, many older adults are treated with prescription medications for pain; Risk of HIV, hepatitis, and other infectious diseases from shared needles.
- In Combination with Alcohol: Dangerous slowing of heart rate and breathing leading to coma or death.
- Withdrawal Symptoms: Restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps ("cold turkey"), leg movements.

#### **Treatment Options**

- Medications: Methadone, Buprenorphine, Naltrexone (short- and long-acting)
- Behavioral Therapies: The same behavioral therapies that have helped treat addiction to heroin are used to treat prescription opioid addiction.

#### **Prescription Stimulants (Speed)**

Medications that increase alertness, attention, energy, blood pressure, heart rate, and breathing rate.

#### **Commercial Names**

- **Amphetamine (Adderall®)**
  - **Common Forms:** Tablet, capsule
  - **Common Ways Taken:** Swallowed, snorted, smoked, injected
  - **DEA Schedule:** II
- **Methylphenidate (Concerta®, Ritalin®)**
  - **Common Forms:** Liquid, tablet, chewable tablet, capsule
  - **Common Ways Taken:** Swallowed, snorted, smoked, injected, chewed
  - **DEA Schedule:** II

### **Possible Health Effects**

- Short-term: Increased alertness, attention, energy; increased blood pressure and heart rate; narrowed blood vessels; increased blood sugar; opened-up breathing passages; High doses: dangerously high body temperature and irregular heartbeat; heart disease; seizures.
- Long-term: Heart problems, psychosis, anger, paranoia.
- Other Health-related Issues: Risk of HIV, hepatitis, and other infectious diseases from shared needles.
- In Combination with Alcohol: Masks the depressant action of alcohol, increasing risk of alcohol overdose; may increase blood pressure.
- Withdrawal Symptoms: Depression, tiredness, sleep problems.

### **Treatment Options**

- Medications: There are no FDA-approved medications to treat stimulant addiction.
- Behavioral Therapies: Behavioral therapies that have helped treat addiction to cocaine or methamphetamine may be useful in treating prescription stimulant addiction; Mobile medical application: reSET®

### ***Psilocybin (Magic Mushrooms/Shrooms)***

A hallucinogen in certain types of mushrooms that grow in parts of South America, Mexico, and the United States.

**Common Names:** No commercial uses; being researched as therapy for treatment-resistant depression under strict medical supervision.

**Common Forms:** Fresh or dried mushrooms with long, slender stems topped by caps with dark gills

**Common Ways Taken:** Swallowed (eaten, brewed as tea, or added to other foods)

**DEA Schedule:** I

### **Possible Health Effects**

- Short-term: Hallucinations, altered perception of time, inability to tell fantasy from reality, panic, muscle relaxation or weakness, problems with movement, enlarged pupils, nausea, vomiting, drowsiness.
- Long-term: Risk of flashbacks and memory problems.
- Other Health-related Issues: Risk of poisoning if a poisonous mushroom is accidentally used.
- In Combination with Alcohol: May decrease the perceived effects of alcohol.
- Withdrawal Symptoms: Unknown

### **Treatment Options**

- Medications: It is not known whether psilocybin is addictive. There are no FDA-approved medications to treat addiction to psilocybin or other hallucinogens.
- Behavioral Therapies: More research is needed to find out if psilocybin is addictive and whether behavioral therapies can be used to treat addiction to this or other hallucinogens.

### ***Rohypnol (Flunitrazepam/Roofies)***

A benzodiazepine chemically similar to prescription sedatives such as Valium® and Xanax® that may be misused for its psychotropic effects. Rohypnol has been used to commit sexual assaults because of its strong sedation effects. In these cases,

offenders may dissolve the drug in a person's drink without their knowledge.

**Commercial Names:** Flunitrazepam, Rohypnol®

**Common Forms:** Tablet

**Common Ways Taken:** Swallowed (as a pill or as dissolved in a drink), snorted

**DEA Schedule:** IV - Rohypnol® is not approved for medical use in the United States; it is available as a prescription sleep aid in other countries

**Possible Health Effects**

- Short-term: Drowsiness, sedation, sleep; amnesia, blackout; decreased anxiety; muscle relaxation, impaired reaction time and motor coordination; impaired mental functioning and judgment; confusion; aggression; excitability; slurred speech; headache; slowed breathing and heart rate.
- Long-term: Unknown
- Other Health-related Issues: Unknown
- In Combination with Alcohol: Severe sedation, unconsciousness, and slowed heart rate and breathing, which can lead to death.
- Withdrawal Symptoms: Headache; muscle pain; extreme anxiety, tension, restlessness, confusion, irritability; numbness and tingling of hands or feet; hallucinations, delirium, convulsions, seizures, or shock.

**Treatment Options**

- Medications: There are no FDA-approved medications to treat addiction to Rohypnol® or other prescription sedatives.
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat addiction to Rohypnol® or other prescription sedatives.

### ***Salvia***

A dissociative drug (Salvia divinorum) that is an herb in the mint family native to southern Mexico. Dissociative drugs are hallucinogens that cause the user to feel detached from reality.

**Common Names:** Sold legally in most states as Salvia divinorum

**Common Forms:** Fresh or dried leaves

**Common Ways Taken:** Smoked, chewed, or brewed as tea

**DEA Schedule:** Not Scheduled (but labeled drug of concern by DEA and illegal in some states)

**Possible Health Effects**

- Short Term: Short-lived but intense hallucinations; altered visual perception, mood, body sensations; mood swings, feelings of detachment from one's body; sweating.
- Long-term: Unknown
- Other Health-related Issues: Unknown
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Unknown

**Treatment Options**

- Medications: It is not known whether salvia is addictive. There are no FDA-approved medications to treat addiction to salvia or other dissociative drugs.
- Behavioral Therapies: More research is needed to find out if salvia is addictive, but behavioral therapies can be used to treat addiction to dissociative drugs.

### **Steroids (Anabolic)**

Man-made substances used to treat conditions caused by low levels of steroid hormones in the body and misused to enhance athletic and sexual performance and physical appearance.

**Common Names:** Nandrolone (Oxandrin®), oxandrolone (Anadrol®), oxymetholone (Anadrol-50®), testosterone cypionate (Depo-testosterone®)

**Common Forms:** Tablet, capsule, liquid drops, gel, cream, patch, injectable solution

**Common Ways Taken:** Injected, swallowed, applied to skin

**DEA Schedule:** III

#### **Possible Health Effects**

- Short-term: Builds muscles, improved athletic performance. Acne, fluid retention (especially in the hands and feet), oily skin, yellowing of the skin, infection.
- Long-term: Kidney damage or failure; liver damage; high blood pressure, enlarged heart, or changes in cholesterol leading to increased risk of stroke or heart attack, even in young people; aggression; extreme mood swings; anger ("roid rage"); extreme irritability; delusions; impaired judgment.
- Other Health-related Issues: Males: shrunken testicles, lowered sperm count, infertility, baldness, development of breasts; Females: facial hair, male-pattern baldness, enlargement of the clitoris, deepened voice; Adolescents: stunted growth; Risk of HIV, hepatitis, and other infectious diseases from shared needles.
- In Combination with Alcohol: Increased risk of violent behavior.
- Withdrawal Symptoms: Mood swings; tiredness; restlessness; loss of appetite; insomnia; lowered sex drive; depression, sometimes leading to suicide attempts.

#### **Treatment Options**

- Medications: Hormone therapy
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat steroid addiction.

### **Synthetic Cannabinoids (K2/Spice)**

A wide variety of herbal mixtures containing man-made cannabinoid chemicals related to THC in marijuana but often much stronger and more dangerous.

Sometimes misleadingly called "synthetic marijuana" and marketed as a "natural," "safe," legal alternative to marijuana.

**Common Names:** No commercial uses, but new formulations are sold under various names to attract young adults. Many formulations have been outlawed.

**Common Forms:** Dried, shredded plant material that looks like potpourri and is sometimes sold as "incense"

**Common Ways Taken:** Smoked, swallowed (brewed as tea)

**DEA Schedule:** I

#### **Possible Health Effects**

- Short-term: Increased heart rate; vomiting; agitation; confusion; hallucinations, anxiety, paranoia; increased blood pressure.
- Long-term: Unknown
- Other Health-related Issues: Use of synthetic cannabinoids has led to an increase in emergency room visits in certain areas.
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Headaches, anxiety, depression, irritability.

## Treatment Options

- Medications: There are no FDA-approved medications to treat K2/Spice addiction.
- Behavioral Therapies: More research is needed to find out if behavioral therapies can be used to treat synthetic cannabinoid addiction.

## **Synthetic Cathinones (Bath Salts/Flakka)**

An emerging family of drugs containing one or more synthetic chemicals related to cathinone, a stimulant found naturally in the khat plant. Examples of such chemicals include mephedrone, methylone, and 3,4-methylenedioxypyrovalerone (MDPV).

**Common Names:** No commercial uses for ingested "bath salts." No relation to "Epsom salt," sold as a bath product.

**Common Forms:** White or brown crystalline powder sold in small plastic or foil packages labeled "not for human consumption" and sometimes sold as jewelry cleaner; tablet, capsule, liquid

**Common Ways Taken:** Swallowed, snorted, injected

**DEA Schedule:** I; Some formulations have been banned by the DEA

### Possible Health Effects

- Short-term: Increased heart rate and blood pressure; euphoria; increased sociability and sex drive; paranoia, agitation, and hallucinations; violent behavior; sweating; nausea, vomiting; insomnia; irritability; dizziness; depression; panic attacks; reduced motor control; cloudy thinking.
- Long-term: Death
- Other Health-related Issues: Risk of HIV, hepatitis, and other infectious diseases from shared needles.
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Depression, anxiety.
- Treatment Options
- Medications: There are no FDA-approved medications to treat addiction to synthetic cathinones.
- Behavioral Therapies: Cognitive-behavioral therapy (CBT); Contingency management, or motivational incentives; Motivational Enhancement Therapy (MET); Behavioral treatments geared to teens

## **Tobacco/Nicotine & Vaping**

Tobacco is a plant grown for its leaves, which are dried and fermented before use. Tobacco contains nicotine, an addictive chemical. Nicotine is sometimes extracted from the plant and is used in vaping devices.

**Common Names:** Multiple brand names

**Common Forms:** Cigarettes, vaping devices, e-cigarettes, cigars, bidis, hookahs, kreteks; Smokeless tobacco: snuff, spit tobacco, chew

**Common Ways Taken:** Smoked, snorted, chewed, vaporized

**DEA Schedule:** Not scheduled

### Possible Health Effects

- Short-term: Increased blood pressure, breathing, and heart rate. Exposes lungs to a variety of chemicals. Vaping also exposes lungs to metallic vapors created by heating the coils in the device.

- Long-term: Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia.
- Other Health-related Issues: Nicotine: in teens it can affect the development of brain circuits that control attention and learning; Tobacco products: Use while pregnant can lead to miscarriage, low birth weight, stillbirth, learning and behavior problems; Vaping products: Some are mixed with the filler Vitamin E acetate and other chemicals, leading to serious lung illnesses and deaths.
- In Combination with Alcohol: Unknown
- Withdrawal Symptoms: Irritability, attention and sleep problems, depression, increased appetite.

#### **Treatment Options**

- Medications: Bupropion (Zyban®); Varenicline (Chantix®); Nicotine replacement (gum, patch, lozenge)
- Behavioral Therapy: Cognitive-behavioral therapy (CBT); Self-help materials; Mail, phone, and internet quitting resources

\*\*Drugs are classified into five distinct categories or schedules "depending upon the drug's acceptable medical use and the drug's use or dependency potential."

\*\*\*All information in this section was pulled directly from the NIH website.

#### **Possession & Distribution of Illicit Substances**

Applicable legal sanctions under local, State, and Federal laws, for the unlawful possession or distribution of illicit drugs and alcohol are as follows.

#### **Federal Legal Sanctions**

Federal legal sanctions based on the Controlled Substance Act of 1971 are:

- Unlawful Possession
  - First Offense: Up to one year of imprisonment and/or fines up to \$5,000. Persons under 21 on first offense record of arrest, trial, and conviction erased after satisfactory completion of probation
  - Second Offense: Twice the imprisonment and fines of the first offense
- Unlawful Distribution and/or Possession with Intent to Distribute
  - First Offense: Up to 15 years imprisonment and/or fines up to \$25,000 plus three years of required special parole
  - Second Offense: Up to twice that of the first offense. For a person over 18 unlawfully distributing to a person under 21 up to twice the fine and imprisonment otherwise authorized.

#### **State Laws**

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



# TITLE IX POLICY

## **Notice of Injunction**

The United States District Court for the Eastern District of Missouri in Arkansas v. U.S. Department of Education has issued a preliminary injunction which halts the implementation of the 2024 Title IX Regulations. Throughout the State of Arkansas, the 2020 Title IX Regulations remain in effect until further notice.

## **Policy Statement**

Lyon College seeks to provide all members of the community with a safe and secure learning and work environment that is free of crime and/or policy violations motivated by discrimination, sexual and bias-related harassment, and other violations of rights. The College has a zero-tolerance policy against gender-based misconduct, sexual assault, and interpersonal violence toward any member or guest of the Lyon College community. Any individual who has been the victim of an act of violence or intimidation is urged to make an official report. A report of an act of violence or intimidation will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible within the constraints of the law.

## **Title IX of the Education Act**

Lyon College has procedures in place regarding the receipt, investigation, and resolution of complaints of sex or gender-based discrimination. The College will initiate a prompt, thorough, and impartial investigation into allegations of sex or gender-based discrimination. This investigation is designed to provide a fair and reliable determination about whether the College's nondiscrimination, sexual, and unlawful harassment, and/or gender-based misconduct, sexual assault, and intimate partner violence policies have been violated. If so, the College will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence, and address its effects.

## **Jeanne Clery Act**

### **Institutional Reporting Under the Jeanne Clery Act**

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education. In accordance with the Jeanne Clery Act, the

College will publish an annual data report every October regarding campus crime statistics and including policy and procedures, a summary of victims' rights, and an overview of educational training conducted on campus. Lyon Colelge's Clery Report can be found at [www.lyon.edu/clery-report](http://www.lyon.edu/clery-report).

### **Scope Expanded Under the Jeanne Clery Act**

Clery was amended by the Campus Sexual Violence Elimination (SaVE) Act in 2013. SaVE was signed into law as part of the Violence Against Women Act (VAWA) Reauthorization and, in part, broadens Clery requirements to mandate fuller reporting of sexual violence or sexual assault to include incidents of domestic violence, dating violence, and stalking.

### **Sexual Assault, Domestic Violence, Dating Violence, & Stalking**

Sexual assault, domestic violence, dating violence, and stalking (previously referred to as Intimate Partner Violence or IPV) (collectively herein, "acts of violence or intimidation") are unacceptable and will not be tolerated. Any individual who has been the victim of an act of violence or intimidation is urged to make an official report. A report of an act of violence or intimidation will be dealt with promptly. Confidentiality will be maintained to the greatest extent reasonably possible and in accordance with State and Federal laws.

### **Jurisdiction & Applicability**

This policy applies to any allegations of discrimination on the basis of sex or gender (including perceived sex or gender), including all forms of sexual harassment, sexual violence, and acts of violence or intimidation committed by students, College employees, or third parties. Students are those registered or enrolled for credit- or non-credit bearing coursework ("students"); College employees are those employees who are full-time and part-time faculty and staff, including temps ("employees"); and third parties who are contractors, vendors, visitors, guests or others ("third parties"). This policy applies to acts of sex or gender-based discrimination and violence committed by or against students, employees, and third parties whenever the misconduct occurs.

- On Lyon College-owned or controlled property; or
- Off Lyon College-owned or controlled property, when
  - the conduct occurred in connection with an education program or activity of Lyon College, including College-sponsored study abroad, research, online, or internship programs; or
  - the conduct occurred outside of the context of an education program or activity of Lyon College, but may have the effect of interfering with, denying, or limiting an individual's ability to participate in or benefit from the College's education or work programs or activities.

Individuals who violate this policy may be accountable to both civil and/or criminal authorities, in addition to the College, for acts that constitute violations of law and College policies and procedures. Disciplinary action at the College will normally proceed concurrently with these civil and/or criminal proceedings and will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been dismissed or reduced. In addition, the College is not

required to postpone its process in order for a criminal or civil matter to be resolved but will continue proceedings in accordance with campus policies.

\*Jurisdictional Note: While the U.S. Department of Education rule issued on May 2020 stated that incidents occurring in College programs outside the United States are not considered to fall under Title IX of the Education Act, the College considers any incident that would be addressed with this policy if the parties were in the United States, to be subject to the specifics of this policy and the College response will follow the policy and procedures delineated here.

\*\*Note: When the complainant or the respondent is a minor (under the age of 18), the College will follow the reporting guidelines established by the State of Arkansas.

When the complainant and/or respondent are minors and enrolled students, the College may also report the incident to the parents/guardians of those minor students.

\*\*\*Note: When the complainant or the respondent is the Title IX Coordinator, the report should be made to the Director of Human Resources who will fulfill the duties of the Title IX Coordinator for that case.

### **Applicability**

This policy applies to students and employees as follows.

#### **Students**

Where the respondent is a student at Lyon College at the time of the alleged conduct, the alleged conduct includes sexual harassment under this policy, the alleged conduct occurs in an education program or activity of Lyon College and the alleged conduct occurs against a person in the United States, a complainant may only file a formal complaint if the complainant is participating in or attempting to participate in an education program or activity of Lyon College.

#### **Employees**

Where the respondent is an employee at Lyon College at the time of the alleged conduct, the alleged conduct includes sexual harassment under this policy, the alleged occurs in an education program or activity of Lyon College and the alleged conduct occurs against a person in the United States, a complainant may only file a formal complaint if the complainant is participating in or attempting to participate in an education program or activity of Lyon College.

#### **Definitions**

**Acts of Violence or Intimidation:** Sexual assault, sexual violence, domestic and dating violence, sexual exploitation, and stalking

**Actual Knowledge:** Includes notice of sexual harassment or allegations of sexual harassment given to the Title IX Coordinator or Lyon employee with the authority to institute corrective measures.

**Advisor:** A person of the complainant or respondent's choosing who may accompany the complainant or respondent during meetings with College personnel or other designated representative. The advisor does not represent either party, may not speak on the party's behalf, and may not participate in any other role in the process, except during the formal hearing process where the advisor is responsible for conducting the cross examination of parties and witnesses.

**Appeals Officer:** A staff and/or faculty member within the College or other designated representative who acts as the school official designated to make the final decision in regard to an appeal.

**Complainant:** The person or party who is the recipient of unwanted behavior that may violate College policy, alleged to be the victim of conduct that could constitute sexual misconduct.

**Consent:** Clear, knowing, and voluntary words or actions that give permission for specific sexual activity. Silence in and of itself, cannot be interpreted as consent. Consent is not the lack of resistance: there is no duty to fight off a sexual aggressor or a requirement of resistance, but resistance is a clear demonstration of non-consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other form of sexual activity. Previous relationship or prior consent cannot imply consent to future sexual acts. Consent cannot be given by a person who is incapacitated. Consent can be withdrawn once given, as long as that withdrawal is clearly communicated, and once consent is withdrawn, sexual activity must stop.

The respondent's belief that the complainant consented will not provide a valid defense unless the belief was actual and reasonable. In making this determination, the decision maker will consider all of the facts and circumstances the respondent knew, or reasonably should have known, at the time. In particular, the respondent's belief is not a valid defense where:

- The respondent's belief arose from the respondent's own intoxication or recklessness
- The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the complainant affirmatively consented; or
- The respondent knew or a reasonable person should have known that the complainant was unable to consent because the complainant was incapacitated, in that the complainant was asleep or unconscious, unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication, unable to communicate due to a mental or physical condition.

#### **Domestic & Dating Violence (formerly Intimate Partner Violence or IVP):**

Violence or abuse between those in an intimate interaction and/or relationship to each other. This can be between married individuals or non-married individuals who

have a dating relationship or other intimate relationship. This includes physical assault, psychological abuse, and manipulation, forcing a partner to use one type of birth control over another or none at all despite the stated desire of one partner.

See Ark. Code Ann. § 5-26-303 for definitions of domestic battery and assault in Arkansas.

See Ark. Code Ann. § 5-13-201 for definitions of battery and assault toward any person in Arkansas.

**Educational Program or Activity:** Locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the sexual harassment occurs. This includes conduct that occurs on College property or in any building owned or controlled by a student organization that is officially recognized by the College.

**Fondling[1]:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Force & Coercion:** Physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation, use of weapons or threat of use of weapons, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that they do not want to have sexual interaction, continued pressure or sexual contact beyond that point can be coercive.

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Formal Complaint:** A document signed by a complainant or signed by the Title IX coordinator alleging sexual misconduct against a respondent and requesting the College investigate the allegation of sexual misconduct defined by the gender-based misconduct policy.

**Hearing Officer:** A staff and/or faculty member within Lyon College or other designated representative who acts as the school official designated to manage the hearing process, determines the relevance of questions, and makes the final decision on responsibility. In some cases, the College may hire a professional outside the institution to serve as a hearing officer.

**Incest [2]:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. See Ark. Code Ann. § 5-26-202 for the definition of incest in Arkansas.

**Incapacitation:** A state in which someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand the “who, what, when, where, why, or how” of their sexual interaction). Incapacitation can occur mentally, physically, from a developmental disability, by alcohol or other drug use, and/or blackout. The question of what the respondent should have known is objectively based on what a reasonable person in the place of the respondent should have known about the condition of the complainant and the complainant’s capacity to give knowing consent. Incapacitation covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of drugs unbeknownst to the complainant (e.g. rape drugs).

**Investigator:** A staff and/or faculty member within Lyon College or other designated representative who acts as a neutral factfinder, who, during the course of the investigation, typically conducts interviews with the complainant, the respondent, and each third-party witness, and collects evidence.

**Mandatory Reporter:** An individual employee of the College who is required to report a suspected incident of sexual misconduct.

**Rape [3]:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. See Ark. Code Ann. § 5-14-103 for the definition of rape in Arkansas.

**Reasonable Person:** A reasonable person under similar circumstances and with similar identities to the victim.

**Reporting Party:** A third party, not the complainant or respondent, who reports a suspected incident of alleged sexual misconduct. The reporting party can be a College student or employee, or someone outside the College.

**Respondent:** The person or party responding to the complaint of unwanted behavior that may violate College policy, who has been reported to be the perpetrator of conduct that could constitute sexual misconduct.

**Responsible Employee:** Any individual who is employed by the College and not deemed to be a confidential employee or official with authority. Responsible employees are expected by the College to report sexual misconduct to the Title IX Coordinator promptly upon receiving a report of an incident of sexual misconduct.

**Retaliation:** Any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment, or against members of the College community whose role includes administering any part of

the Title IX process. Instances of retaliation will be treated as another possible instance of harassment or discrimination. Acts of retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. This includes any form of retaliation against students, student organizations, faculty, or staff.

**Sexual Assault:** The commission of an unwanted sexual act, further defined as:

- Non-consensual Sexual Contact: The deliberate touching of a person's intimate parts (including genitalia, groin, breast, or buttocks), or clothing covering any of those areas or to cause a person to touch his or her own or another person's intimate parts; with any object, by a person upon another person, that is without consent, is coerced, under threat of use of force, and/or by force.
- Non-consensual Sexual Intercourse: Any penetration (anal, oral, or vaginal) by a penis, tongue, finger, or an inanimate object, by any person upon another person, that occurs without consent, is coerced, is under threat of use of force and/or by force.

Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. Under Federal and State law, sexual assault includes, but is not limited to rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g. unwanted touching or kissing for purposes of sexual gratification), and the threat of sexual assault.

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another person including but not limited to:

- Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person
- Causing the prostitution of another person
- Recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breast, or buttocks) of another person
- Allowing third parties to observe private sexual acts
- Engaging in voyeurism (such as watching a person undress, shower, or engage in sexual activity without the consent of the person being observed)
- Knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV, without informing the other person of the infection

**Sexual Harassment:** Includes conduct on the basis of sex or gender (or perceived sex or gender) that satisfies one of the following:

- An employee of Lyon conditions the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Lyon programs and activities
- Sexual assault, dating violence, domestic violence or stalking as defined below

**Sexual Violence:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into this category, including but not limited to, acts of non-consensual sexual contact and non-consensual sexual intercourse such as rape, sexual assault, sexual battery, sexual coercion, forcible sodomy, forcible oral copulation, sexual assault with an object, forcible fondling, and threat of sexual assault. All such acts of sexual violence are forms of sexual harassment included under the protections of Title IX of the Educational Amendments of 1972.

**Stalking:** A course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class, that is unwelcome and that would cause a reasonable person to fear for their or others' safety or to suffer substantial emotional distress. A course of conduct includes a series of acts over any period of time which is repetitive and menacing; pursuit, following, harassing, and/or interfering with the peace and/or safety of another. This can include cyberstalking or other behavior or course of conduct that causes substantial emotional distress to the person to whom the conduct is directed. Stalking includes any credible threat to the victim that causes reasonable fear for the safety of the victim, the victim's family members, or others closely associated with the victim, regardless of whether the perpetrator actually intends to go through with the threats. See Ark. Code Ann. § 5-71-229 for the definition of stalking in Arkansas.

**Statutory Rape [4]:** Sexual intercourse with a person who is under the statutory age of consent. See Ark. Code Ann. § 5-14103 for the definition of statutory rape in Arkansas.

**Supportive Measures:** Includes non-disciplinary, non-punitive individualized services offered as appropriate, reasonably available, and without fee or charge to the complainant or the respondent before or after filing of a formal complaint or where no formal complaint has been filed.

**Witness:** A person or party who provides information, knowledge, or observation of behavior between the complainant or respondent.

### **Reporting Options**

The College has resources in place for an employee or student who may have experienced an act of violence or intimidation. The College strongly encourages individuals to report incidents of violence or intimidation in a timely manner. Time is a critical factor for evidence collection and preservation. An act of violence or intimidation in progress of occurring on campus is to be reported immediately and

directly to Campus Safety. However, in cases of threat of life or serious injury, contacting 9-1-1 is the first action to be taken.

### ***Confidentiality & Reporting of Offenses Under This Policy***

All College employees (faculty, staff, and administrators) are required to report actual or suspected incidents of harassment, discrimination, intimidation, and violence to appropriate officials immediately, though there are limited exceptions, referred to as confidential reporters. These distinctions are explained below.

### ***Confidential Reporters***

If a complainant would like the details of an incident to be kept confidential, the complainant may speak with the Campus Clinic Director, the Chaplain, or the Director of Mental & Behavioral Health.

The above-listed individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger to the complainant or others or abuse of a minor.

Visits to the Campus Clinic Director, Chaplain, and the Director of Mental & Behavioral Health are always free of charge to students. It is important to understand that the making of a report to a professional or non-professional counselor or advocate and seeking to maintain confidentiality has the effect that the College will be limited in its ability to investigate the particular incident or pursue disciplinary action against the respondent. Even so, confidential sources can assist the complainant in receiving other necessary protection and support, such as victim advocacy and health or mental health services.

### ***Officials with Authority***

The following positions are officials with authority:

- Title IX Coordinator
- Deputy Title IX Coordinators
- Human Resources Director
- Vice President for Student Life & Dean of Students
- Vice President for Enrollment
- Vice President for Business & Finance
- Executive Director of Strategic Marketing & Communications
- Athletic Director
- Provost & Dean of Faculty
- Associate Dean of Faculty
- President

If officials of authority are notified of sexual misconduct, they shall promptly report such sexual misconduct to the Title IX Coordinator who will take immediate action under this policy.

Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees as those details must be shared with the Title IX Coordinator. Officials with authority must promptly share all the details of the reports they receive. When a report is provided to an official with authority, the complainant may expect the institution to take immediate and

appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Officials with authority are therefore not confidential resources for reporting an incident. Officials with authority must report all relevant details about the sexual misconduct to support the College in initiating its review and action. Details would include the names of the complainant, the alleged respondent, and any witnesses, in addition to any and all other relevant facts, including the date, time, and specific location of the alleged incident, if they are known to the complainant. To the extent possible, information reported to officials with authority will be shared only with the individuals responsible for handling institution's response to the report. Officials with authority may not share information with law enforcement without the complainant's consent or unless the complainant has reported the incident to law enforcement.

In the event of being approached with an information report, officials with authority are to promptly advise the reporting individual of their role as a mandatory reporter, that confidentiality may not be expected and that there are reporting obligations to the Title IX Coordinator. Where confidentiality is desired and requested, the official with authority will immediately advise the individual as to whom they may make a confidential report.

Requests made by a complainant under this policy to the Title IX Coordinator for anonymity and/or requests that no investigation follow and/or that there be no disciplinary action taken against the respondent will be honored to the greatest extent possible. The decision will be made within the framework of Federal, State, and local laws and after consideration of whether there is a presence of serious overriding factors.

In cases indicating pattern, predation, threat, weapons, and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the complainant requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim support and remedies to the complainant and the community but will not otherwise pursue formal action. A complainant has the right, and can expect to have allegations taken seriously by the College when formally reported and to have those incidents investigated and properly resolved through these procedures.

Reports to officials with authority and/or the College may be made in person or through electronic means. Report options are provided below.

#### ***On-Campus Reporting Options***

- **Online Incident Reporting Form:** Individuals may use the Incident Reporting Form found on the College's website or at the link below, for reporting incidents alleging a violation of this policy. This form does not have to be used to make a complaint, report an incident, or receive assistance. [www.lyon.edu/file-a-title-ix-report](http://www.lyon.edu/file-a-title-ix-report)

- **Title IX Coordinator Contact:** Individuals may file a report with the Title IX Coordinator by visiting the Office of Student Life or sending an email to the link below.

Interim Title IX Coordinator: Allison Trumble  
titleix@lyon.edu

### ***Off-Campus Reporting Options***

- **Local Law Enforcement:** Reporting parties are encouraged, but not required, to make a formal report to law enforcement. Making a formal report to law enforcement will not impact the College's responsibility to investigate

### ***complaints***

- Batesville Police Department Emergency Line: 9-1-1
- Non-Emergency Line: 870-569-8111
- General Resources, Referrals, & Support Batesville Family Violence Prevention Hotline: 870-793-8111 Batesville Rape Crisis Center: 870-698-0006 National Sexual Assault Hotline: 800-656-4673 National Domestic Violence Hotline: 800-799-7233

### ***False Reports***

Deliberately making false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith are a serious offense and will be subject to appropriate disciplinary action.

### ***Requests for Formal & Informal Resolution***

The College respects and supports the protection of privacy regarding the identity of a person or persons who formally report an act of sexual misconduct. The College provides information regarding the courses of action available, obtaining medical aid, counseling, and the initiation of investigations through both the institution and local law enforcement agency if requested by the complainant. However, if the police initiate an investigation and criminal charges are filed, privacy may not be maintained.

The Title IX Coordinator must weigh formal and informal resolution requests against the College's obligation to provide a safe, non-discriminatory environment for all students, faculty, and staff members. Once the Title IX Coordinator, or any official with the authority of the College, is on notice of an act of sexual misconduct, weighing an individual's request for privacy and whether or not to move forward with the formal resolution process, must factor into consideration of overriding laws. The same applies to requests that might be made of the administration that no investigation takes place, or that discipline not be pursued. These overriding factors may include:

- The increased risk that the respondent will commit additional acts of sexual misconduct, such as:
  - Whether there have been other reports of acts of sexual misconduct about the same respondent
  - Whether the respondent has a history of arrests or records from prior schools indicating a history of sexual misconduct

- Whether the respondent threatened further acts of sexual misconduct against the complainant or others
- Whether the act of sexual misconduct was committed by multiple perpetrators
- Whether the act of sexual misconduct was committed by multiple perpetrators
- Whether the act of sexual misconduct was perpetrated with a weapon
- Whether the complainant is a minor
- Whether the College possesses other means to obtain relevant evidence of an act of violence or intimidation in order to take action of its own accord (e.g. security cameras or personal, physical evidence)
- Whether the present report reveals a pattern of perpetration or behavior (e.g. illicit use of drugs or alcohol) at a give location or by a particular group
- The presence of one or more of these factors could lead or allow the College to investigate through the formal resolution process and, if appropriate, pursue disciplinary action. If none of these factors are present, a request for privacy and an informal resolution will most likely be honored. Should the College determine that it cannot maintain privacy and/or honor an inaction request, the College will inform the complainant prior to starting an investigation. A respondent alleged to have violated this policy is afforded certain rights. One of those rights includes the ability to know one's accuser. The respondent will be provided with the name of the complainant. Further the College will, to the extent possible, only share information with those responsible for handling the College's response. The College will take steps to protect the individual(s) from retaliation or harm. Retaliation, whether by students or employees, against anyone for either filing a report and/or cooperating in an investigation will not be tolerated.

The College will also assist both the complainant and respondent in accessing available College advisors, academic, living, and work arrangements, counseling, health, and/or mental health services, no-contact order or trespass from College property, local law enforcement, if requested.

The College may not require a complainant to participate in any investigation or disciplinary proceeding. The College takes violations of this policy extremely seriously and considers it a continuing obligation to address the issue of acts of sexual misconduct. Reports of acts of sexual misconduct (including nonidentifying reports) will prompt the College to consider broader remedial actions on an ongoing basis--such as adding resources for security monitoring; increasing education and prevention efforts; conducting climate assessments and surveys, and maintaining readily available and relevant policies and practices.

### **Consolidation of Complaints**

Lyon College may consolidate formal complaints as to allegations of sexual misconduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

Where a process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural as applicable.

### **Retaliation**

Lyon College strictly prohibits retaliation by, for, or against any participant (complainant, respondent, or witness) for making a good faith report of any conduct, act, or practice believed to violate this policy, or any other College policy or standard of conduct, or participating in good faith in the College's investigation of any reported violation. Retaliatory action of any kind is subject to discipline.

Any person who thinks they have been the recipient of retaliation should contact the Title IX Coordinator immediately. Statements intended to harm or discredit another, or efforts that meet a community standards violation will be treated as retaliation.

### **Obligation to Participate & Provide Truthful Information**

Students and employees are expected to cooperate in any investigation conducted under this policy. Failure of any student or employee to cooperate in an investigation under this policy may subject the student or employee to disciplinary action. The College does not require the complainant to participate in the formal process.

### **Amnesty for Complainant & Witnesses**

Lyon College's primary concern is ensuring that individuals feel comfortable reporting a violation of this policy. As such, the College does not want to discourage reporting parties from reporting an incident because they fear that they themselves may be accused of violations of other College policies such as underage consumption of alcohol or use of drugs at the time of the incident. A complainant, in addition to bystanders and witnesses acting in good faith, who are helping others in need and/or who are reporting a violation of this policy, will not be subject to the College's disciplinary proceedings for minor violations of other College policies related to the incident. In addition, the use of alcohol and/or drugs by either party will not diminish the respondent's responsibility as consent is not valid if given while an individual is incapacitated by alcohol and/or drugs.

### **Release of Documents**

The investigative report, statements of one party shared with another party during the course of the process described herein, and any documents prepared by the College in investigating and resolving a complaint under this policy constitute education and/or personnel records, which are subject to Federal privacy laws and may not be disclosed outside of the proceedings, except as required or authorized by law. The College does not impose restrictions on the parties' redisclosure of the incident, their participation in the process stated herein, or the final outcome letter. Documents will only be exchanged between the College and the students and/or personnel involved in the report. Records collected and retained by the College under this policy may be obtained by contacting the Title IX Coordinator. It shall be

the policy of the College that any recordings or documentation leaving the custody of the Title IX office shall include redactions of any personal or identifying information of other involved parties.

### **Withdrawal, Graduation, or Resignation While Charges Pending**

When there are charges pending, the College may continue its investigation regardless of the withdrawal, the end of the term, or the resignation of the complainant and/or respondent. Additionally, the following may apply:

- **Students:** Student respondents who are scheduled to graduate during an investigation may be restricted from participation in commencement-related events. A registration hold will be placed on academic transcripts and diplomas until such time that the investigation is complete and any appeals are resolved.

If there is a finding of responsibility, the sanctions imposed begin immediately. In the event that the sanction is suspension from the College, the student respondent's degree will be conferred *after* the suspension period is completed and only after any additional sanctions have been satisfied. If the sanction imposed is expulsion, the student respondent would no longer be eligible to receive their degree or diploma. Should an investigation be underway when a semester ends and student respondents depart the campus for the break, or when student respondents choose to withdraw and/or not participate in the formal resolution process, the College process may proceed within the limits allowed. Student respondents on break may choose to participate in the proceedings or an *in-absentia* process will occur. Student respondents found responsible for violating this policy will not be permitted to return to the College unless all sanctions have been satisfied. Student respondents will not have access to an academic transcript until the disciplinary process has been concluded and only if there is not a sanction of suspension or expulsion.

- **Employees:** If an employee respondent chooses to resign with unresolved allegations or the College terminates the employee respondent during an investigation, the records of the Title IX Coordinator and Human Resources will reflect that status, and any College responses to future inquiries regarding employment references for that individual will indicate the former employee is ineligible for rehire. The College reserves the right to take additional actions against a former employee, such as being barred from campus or restricted from participation in College events to ensure the safety of the College community. In either case, the complainant will be notified of the separation of the former employee from the College.

### **Applicable Procedures Under This Policy**

#### **Standard of Evidence**

The standard of evidence used for determining a violation of this policy is the preponderance of the evidence. The preponderance of the evidence is whether or not it is deemed to have been more likely than not based on the evidence that an action occurred in violation of this policy.

## **Timeframes**

There is no time limit for reporting a violation of this policy. Nevertheless, students, employees, and third parties are encouraged to report allegations immediately in order to maximize the College's ability to obtain evidence and conduct a thorough, impartial, and reliable investigation. Failure to promptly report a violation of this policy may result in the loss of relevant evidence and witness testimony and may impair the College's ability to enforce this policy. However, in cases where the student respondent is not currently enrolled the College is not obligated to conduct a formal process under this policy.

Additionally, in a formal process, the complainant and respondent (and their advisors) will have 10 days to review the draft investigation report and evidence used and provide a written response for the investigators to consider before completion of the final investigation report. The complainant, respondent, and their advisors will have a minimum of 10 days between receipt of the final investigation report and the hearing.

## **Receipt of Report**

Upon receipt of a report of an alleged violation of this policy, the Title IX Coordinator, and/or their designees will:

- Assess the nature and circumstances of the report, including the complainant's safety and wellbeing and offer the College's immediate support and assistance
- Assess the risk to the College community
- Inform the complainant of the right to seek medical treatment, and explain the importance of obtaining and preserving forensic and other evidence
- Inform the complainant of the right to contact local law enforcement, decline to contact law enforcement, and/or seek a protective order
- Inform the complainant about College and community resources, the right to seek appropriate and available remedial and protective measures, and how to request those resources and measures
- Inform the complainant of the right to seek informal resolution (where available) or formal resolution under these procedures, gain the complainant's expressed preference for pursuing informal or formal resolution, or neither, and discuss with the complainant any concerns or barriers to participating in any College investigation and resolution under these procedures
- Explain the College's retaliation policy
- Ascertain the ages of the complainant and respondent, if known, and if either of the parties is a minor (under 18), contact the appropriate child protective service agency
- Communicate with the appropriate College officials to determine whether the report triggers any Clery Act obligations, including entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations

## **Supportive Measures**

Following the receipt of the report, the Title IX Coordinator and/or their designees will assess the nature and circumstances of the report and take prompt and effective action as is reasonably practicable under the circumstances to support and

protect the complainant and College community. This includes providing supportive measures and remedies pending the investigation and, if applicable, the hearing. These measures are available to the complainant and the respondent. Supportive measures may assist in ensuring that a thorough and impartial investigation can take place in a timely manner. Decisions regarding reasonable supportive measures will be implemented with the input of the complainant as long as the desired actions do not interfere with protecting the community from any immediate threat of harm. The Title IX Coordinator, or appropriate College personnel, may take any further protective action that they deem appropriate concerning the interaction of the parties pending the investigation and resolution including but limited to:

- Imposing a campus no-contact order (NCO) which will prohibit all communication between the complainant(s) and/or the respondent(s), including in person, through third parties, or via electronic means. NCOs are not always mutual, can be amended, and may or may not include restrictions regarding proximity while on campus. For non-affiliated third-party respondents, a criminal trespass notice can be issued.
- Directing appropriate College officials to alter the respondent's and/or complainant's academic or work schedule, College housing arrangements, and/or College employment arrangements and to maintain this alteration for as long as necessary
- Imposing emergency probation and/or suspension on an employee, student, and/or organization pending the completion of the investigation and resolution process. The College may emergency suspend a student, employee, or organization pending the completion of an investigation in cases where pattern, predation, threat, weapons, or violence is reported or when a complainant is a minor

### **Emergency Removal**

Emergency removal of a student requires specific findings:

- Conduct a prompt individualized safety and risk analysis and make the required findings of an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment
- Evaluate the applicability of disability laws to the removal decision
- Consider the appropriateness of supportive measures in lieu of an emergency removal
- Provide the respondent with notice and an immediate opportunity to challenge the emergency removal

Appeals of emergency removal under this policy will follow the appeal requirements in the student handbook under the **Extraordinary Procedures** section. In all cases in which an emergency suspension is imposed, the student, employee, or student organization will be given the option to meet with the Title IX Coordinator or in the absence of the Title IX Coordinator, a designated College administrator, prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator or designee has sole discretion to implement or stay an interim suspension and to determine its conditions and duration.

During an emergency suspension or administrative leave, a student, student organization, or employee respondent may be denied access to College housing and/or the College campus/facilities/events. As determined by the Title IX Coordinator, this restriction can include classes and/or all other College activities or privileges for which the respondent might otherwise be eligible. At the discretion of the Title IX Coordinator, alternative coursework options may be pursued, as requested, to ensure as minimal an impact as possible on the respondent. Violation of emergency suspension under this policy will be grounds for immediate expulsion or termination.

The institution will notify campus personnel of the emergency suspension on an "as needed" basis and will otherwise maintain as confidential any emergency actions or protective measures, provided confidentiality does not impair the institution's ability to provide the emergency actions or protective measures.

Any emergency or supportive measures taken will be designed to minimize the burden on the complainant and/or respondent as much as possible. In addition to the actions provided after the receipt of a report, reporting parties will be provided written notification of their options and available resources. These options are available regardless of whether the complainant discloses the incident to law enforcement. When a decision is reached to initiate an investigation or take any other action under these procedures that impacts a respondent (including the imposition of interim measures), the Title IX Coordinator and/or their designees will notify the respondent and provide the respondent with available resources and options. Violation(s) of emergency measures imposed by the Title IX Coordinator's directives and/or administrative actions may lead to additional disciplinary actions.

### **Resolution & Investigation**

For all complaints involving a Lyon-affiliated respondent. For employees, reports of violations of this policy fall outside the jurisdiction of the College grievance procedures and committees outlined in the Lyon College Personnel Policies.

Regardless of the informal or formal resolution request, the complainant and respondent will be provided a written copy of this policy as well as available resources and options.

If the complainant requests not to move forward with the formal resolution process, the College will weigh the overriding factors and determine its ability to grant this request. Should the College determine that it cannot maintain anonymity and/or honor an incation request, the College will inform the complainant prior to starting an investigation. If appropriate, the option for informal resolution of the complaint will be explored with the complainant.

A complainant may change their mind at any point in time and pursue a formal resolution process, regardless of where they are currently engaged in the informal resolution process. Some minor incidents can be resolved through informal or other interventions as long as both parties agree to participate voluntarily. Mediation is not appropriate for any form of sexual assault, intimate partner violence, or stalking

and will not be an option. Regardless of the complainant's request for an informal or formal resolution, the College is still required to provide reasonable remedies that are deemed appropriate for the situation, including but not limited to, directing appropriate College officials to alter the respondent's and/or complainant's academic schedule, College housing arrangements, and/or College employment arrangements, providing targeted training or prevention programs, and/or providing or imposing other remedies tailored to the circumstances as a form of informal resolution.

Once there is a determination that the formal resolution process will commence, the complaint will be sent to the investigator(s) for further investigation. The complaint will set forth the name of the complainant, respondent, and date(s), locations(s), and nature of the alleged misconduct.

Both the complainant and the respondent will receive a formal, written notice of investigation and potential charges. This will include prohibitions against retaliation and a listing of supportive measures in place, as well as information on how to report any additional concerns. Both the complainant and the respondent will be provided a College advisor who can assist with providing support during the process. The College advisor may be present during all meetings with College officials to serve as a guide during the disciplinary process. If the College advisor is not utilized, the complainant and/or respondent may select an alternative advisor of their choice (i.e. parent, friend, attorney, etc.). This person will act as a support person but will not represent either party. The complainant and respondent are entitled to have one advisor present during all meetings with College officials during the investigation and resolution process, should they so choose. During a hearing, the advisor will conduct the cross-examination of witnesses and other parties. Reports filed against Lyon College faculty, staff, or third parties for violations of this policy will follow the resolution process that corresponds to the employee or student status of the alleged individual (respondent).

Should the respondent carry the status of both employee and student, the Title IX Coordinator will determine the more appropriate and fitting process to invoke. For those cases that involve students or employees and the respondent is a third-party vendor or contractor, the Title IX Coordinator will work with appropriate College and local officials to determine an appropriate course of action. The College will still offer all resources and available options and ensure that protective measures are in place. In cases where an employee is reported for violations toward a student, the formal process must be followed.

### **The Investigation Process**

The formal investigation process commences with the notice of investigation being sent to both the complainant and respondent. The complaint is then forwarded to the investigator(s) designated by the Title IX Coordinator. As quickly as feasibly possible, after receipt of a report and notice to initiate an investigation from the Title IX Coordinator, the investigator(s) will notify the parties of their interview dates.

Investigations will be conducted by the investigator(s) who have received training on issues related to acts of sexual or gender-based misconduct, and how to conduct an investigation that protects the safety of the complainant and promotes accountability. The investigator(s) will identify all policies allegedly violated, coordinate and initiate a thorough, reliable, and impartial investigation by developing a strategic investigation plan including, interviewing the complainant and respondent and developing a strategic investigation plan including interviewing the complainant and respondent, and developing a credible witness list to gain information and collect evidence. Both parties have the right to suggest witnesses and provide evidence to the investigator(s) for consideration during the investigation process. Witnesses must be able to provide relevant, first-hand information regarding the incident. The appropriateness and relevancy of the witnesses and their testimony in the investigation will be determined at the investigator(s)' discretion. Under certain and appropriate circumstances, the identities of certain parties involved may be withheld from the investigative report. The investigators will provide regular updates to the complainant and respondent(s) as appropriate; students and employees are expected to participate in an investigation under this policy. Failure of any student or employee to cooperate in the investigation may be subject to disciplinary action. Should the respondent choose not to participate in the investigation, the investigator will proceed with the investigation and conclusions of the alleged policy violation.

Upon completion of the investigation, the investigator(s) will prepare a written summary of the information collected. The investigator(s) will provide an opportunity for both parties to review the investigative report prior to the determination of findings of any policy violations. The investigative report will be made available for both the complainant and respondent to review. Replication and/or distribution of the investigative report is strictly prohibited. The parties must submit any comments or supplemental information about this summary to the investigator(s) within 10 business days after review of the written summary.

The investigator(s) will then prepare the final investigative report, which provides an overview of the alleged policy violations, due diligence taken, evidence considered, and findings of fact for each allegation.

The Title IX Coordinator will review the findings, contents, conclusions, and rationale of the findings in the investigation report. The Title IX Coordinator will oversee each investigation and the sufficiency of the evidence gathered, the facts gathered support the findings, that the preponderance of evidence standard was applied, that best practices are followed, and that each allegation is addressed by the investigator(s) investigation report. The Title IX Coordinator will either accept the investigator's findings and recommendations based on the evidence collected to ensure that a preponderance of evidence was used to determine findings and that the misconduct has stopped, measures have been taken to prevent the reoccurrence of that conduct and that measures have been taken to remedy the effects of the harassment. The final report will be sent to the parties and hearing scheduled for no less than 10 days afterward.

## **Hearing Process**

The live hearing to determine responsibility will be held at a time identified by the Title IX Coordinator, not less than 10 days after the parties have received the final investigation report. The complainant and respondent may have an advisor present throughout the hearing. The hearing will take place in an appropriate space identified by the Title IX Coordinator. Virtual meetings may be necessary. Either party can request that the hearing be conducted by streamed video with the complainant and respondent in separate rooms, while simultaneously allowing the hearing officers and parties to see and hear the party or the witness answering questions. If a party does not have an advisor, the College will appoint one at no charge to the party. The Title IX Coordinator or their designee will serve as the clerk to the hearing process and assist with bringing in witnesses, managing documents, and providing other support. The Title IX Coordinator or their designee will not have any role in determining findings of responsibility.

## **Hearing Officers**

The hearing officers will manage the process of the hearing, including the determination of the relevance of questions prior to the question being asked by either advisor. There must be a minimum of two officers present for the hearing to continue. The hearing officers will explain any decision to exclude a question as not relevant.

## **Cross Examination**

Prior to the hearing, each party shall submit a list of questions to be asked by their advisor of the other party and any witnesses. All cross examinations will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

Advisors are restricted from any other form of participation during the hearing except consultation with the party and cross examination.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross examination at the live hearing, the hearing officer must not rely on any statement of that party or witness in reaching a determination regarding responsibility. The hearing officers cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

## **Recordings**

The College will create audio or audiovisual recordings or transcripts of any live hearing and make them available to the parties for inspection and review.

## **Determinations**

The hearing officers will issue a written determination regarding responsibility, which will include:

- Identification of the allegations potentially constituting sexual harassment
- A description of the procedural steps taken from the receipt of the formal complainant through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held
- Findings of fact supporting the determination
- Conclusions regarding the application of the College's code of conduct to the facts
- A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's programs or activities will be provided to the complainant
- The College's procedures and permissible bases for the complainant and respondent to appeal
- The hearing officers will provide the written determination document to the Title IX Coordinator no more than 30 days following the conclusion of the hearing.
- The Title IX Coordinator will provide the written determination simultaneously to both parties. The determination becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.
- Appropriate sanctions may include the entire range available under College policy. Appropriate sanction(s) for violation of this policy are determined by the investigator(s) upon the conclusion of their investigation and confirmed by the Title IX Coordinator. An outcome letter will be provided to both the respondent and complainant without undue delay between notifications. The letter will include the investigation findings, sanction(s), and appeal process. The investigators may determine at any point in the investigation that the matter does not involve violations of this policy. In the case of a student respondent, the case will be forwarded to the Associate Dean of Students. In the case of any employee respondent, the case will be forwarded to the Director of Human Services.

## **Acceptance of Responsibility**

The respondent may, at any time, choose to resolve the formal resolution process by notifying the investigators of their acceptance of responsibility for the alleged violation. The respondent will meet with the Title IX Coordinator to formally accept responsibility for the policy violation. The Title IX Coordinator will sanction the respondent based on the specific policy violation, the impact upon the complainant, and the impact upon the Lyon College community. A respondent who accepts responsibility limits the right for either party to appeal the decision to one ground: the sanctions fall outside the range of sanctions Lyon College has designated for this offense and the cumulative record of the respondent. Both parties will have three days to submit their request for an appeal in writing to the Title IX Coordinator.

## **Notification of Outcome**

The outcome decision will be communicated to both parties in writing without undue delay between notifications. This letter will be sent within five business days after the outcome has been decided, barring any exigent circumstances that may cause reasonable delays. The final outcome letter will include the name of the respondent; the alleged violation(s) and the outcome (i.e. responsible or not of a College policy violation); the sanction(s) imposed if any; and information regarding the appeal process. Both the complainant and respondent will be informed of the outcome.

## **Penalties**

Where there is a finding of responsibility, one or more sanctions may be imposed. Factors considered in determining sanction(s) include:

- The nature, severity of, and circumstances surrounding the violation(s)
- Previous allegations or allegations involving similar conduct
- The need to bring an end to, prevent future recurrence of and remedy the effects of the harassment, discrimination and/or retaliation will be considered

Sanctions may include but are not limited to (varies depending on role within the College):

- Warning
- Required counseling
- Required training or education
- Administrative warning: a written notice that the behavior violated College policy
- Restriction of privileges: denial of specific privileges for a definite period of time
- Restrictions will be clearly defined
- Revocation of admission
- Revocation of degree
- Withholding diploma: withholding a student's diploma for a specified period of time and/or denying student participation in commencement activities
- Probation: an encumbrance on the student/employee's good standing at the College. A subsequent violation of College policy during the probation period may result in immediate separation from the College
- Student suspension: termination of the student's enrollment and separation of the student from the College for a specific period of time
- Student expulsion: termination of the student's enrollment and permanent separation of the student from the College
- Organizational sanctions: deactivation, de-recognition, loss of privileges, loss of funding for a specific period of time
- Employee performance management process
- Employee loss of annual pay increase
- Employee loss of managerial or supervisory responsibility
- Employment demotion
- Employee suspension with or without pay
- Termination of employment

This policy prohibits a broad range of conduct. In accordance with the College's commitment to fostering an environment that is safe, inclusive, and free from discrimination and harassment, this policy provides latitude in the assignment of sanctions while supporting the College's education mission and legal obligations. Sanctions are effective immediately unless otherwise specified.

### **Remedial Actions**

Upon the receipt of a report of prohibited conduct under this policy, and/or upon the conclusion of the formal resolution process, the Title IX Coordinator may implement remedies or actions to end the harassment or discrimination, remedy its effects, and prevent its recurrence. Remedial actions may include but are not limited to:

- Referral to counseling and health services
- Referral to the employee assistance program
- Providing educational programming to the College community
- Providing a Campus Safety escort on campus, when available
- Assistance with academics, including scheduling and working with instructors in regard to assignments and exams
- Relocation and/or housing assignment alterations
- Permanently altering work arrangements for employees
- Implementing no-contact orders
- Climate surveys
- Policy modification

### **Appeals**

Any party may request appeal consideration by submitting a written appeal to the Title IX Coordinator within three days after delivery of the written finding. When a party requests an appeal, the Title IX Coordinator will share the appeal request with the other party(ies), who may file a response within three days and/or bring their own appeal on separate grounds. The Title IX Coordinator will determine the appropriate appeals officer(s) for evaluating the appeal and notify both parties in writing of the appeal request. The designated officer(s) will be individual(s) who have not been involved in the process previously. Appeals officers might include the Provost, the Director of Campus Living, the Director of Student Involvement, for employee respondents holding the position of Vice President, the President, or their designee. All appeals officers may consult with College Counsel or others as deemed appropriate. Appeal requests must be grounded in one of the following:

- New evidence exists, which was unavailable to the party submitting the appeal request at the time of the decision, and which could substantially impact the original finding or sanction. A summary of the new evidence and its potential impact must be included in the appeal request. Deliberate omission of information during an investigation by an appealing party is not sufficient grounds for appeal.
- A significant procedural error or omission occurred that may have significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, the preponderance of evidence does or does not support the findings, etc.)

- Conflict of interest or bias on the part of the Title IX Coordinator, investigators, or hearing officer(s), either generally or individually, as supported by evidence

The appeals officer(s) will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting an appeal must show that the grounds for an appeal request have been met, or that additional grounds are met. If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within three days. All appeal responses and appeal requests will be shared with each party. The appeals officer(s) may determine an outcome based on the information provided in the appeal without further action from the parties involved. In very rare circumstances, the appeals officer may determine the need for a meeting with the involved parties; the meeting is not intended to be a full rehearing of the allegation and evidence. The appeals officer(s) will meet with both the complainant and respondent equitably if necessary.

The appeals officer(s) may also refer the matter back to the investigator(s) when the appeal is granted based on new evidence to consider additional information. Appeal decisions will affirm the original decision(s) or modify the original decision and/or sanctions. The appeals officer's decision is the final determination of College violations. If the appeals officer upholds the original findings, the effective date of any sanctions imposed will be the date of the original decision letter. There[4] e will be no stay of implementation. The Title IX Coordinator will provide both the complainant and the respondent with written notice of the final outcome of the appeal within five days of the outcome of the appeals officer(s), without significant time delay between notifications. In cases where the investigative findings or appeal resolutions result in reinstatement to the College or a resumption of privileges, all reasonable attempts will be made to restore the respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

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[1] Fondling is referred to as Forcible Fondling in the Uniform Crime Reporting Program (UCR).

[2] Incest is a Nonforcible Offense in the UCR.

[3] Rape as defined in the UCR includes: Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

[4] Statutory Rape is a Nonforcible Offense in the UCR.

## Know Your Rights

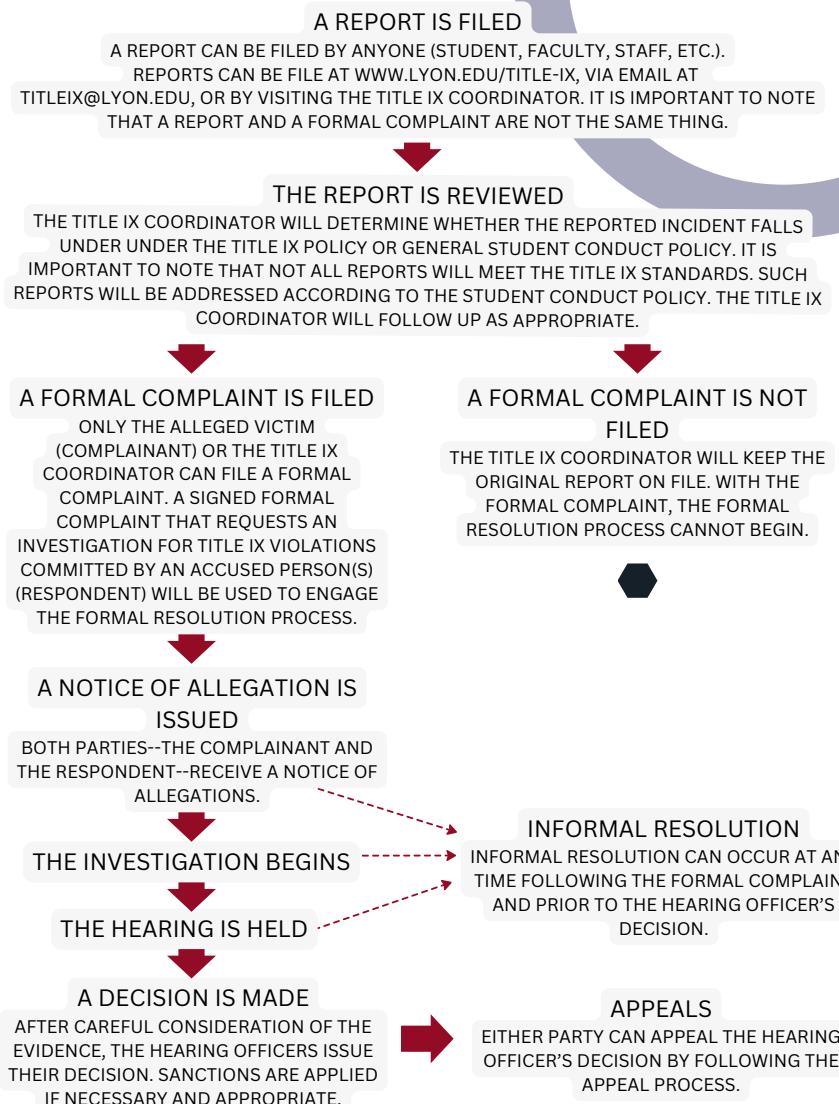
### ***Rights of the Complainant***

- The complainant may have their Lyon College Title IX advisor present during the investigative process. If the College's Title IX advisor is not utilized, the complainant may select an alternative advisor of their choice. The advisor will act as a support person but will not represent the complainant.
- The complainant has the right to have College policies and procedures followed without material deviation
- The complainant has the right to be informed in advance of any public release of information regarding the incident and the right not to have any personally identifiable information released to the public without their consent
- The complainant has the right to be informed by College officials of options to notify proper law enforcement authorities, including local police, and to be assisted by campus authorities in notifying such authorities if the complainant so chooses. This also includes the right not to be pressured to report as well.
- The complainant will be afforded similar and timely access to any information that will be used during the investigation process
- The complainant will be given periodic status updates throughout the process, which generally takes 60 days (or longer if necessary)
- The complainant will have an equal opportunity to present relevant witnesses and other information during the process
- The complainant will never be questioned directly by or be in the presence of the respondent during the investigation process
- The complainant may submit a list of questions related to the alleged incident they feel the respondent should be asked during the investigation process. Questions are asked at the discretion of the investigator(s)
- The complainant's irrelevant past conduct, including sexual history, will not be discussed or used during the investigation process except as otherwise set out in this policy
- The complainant has the right to know the outcome of the disciplinary process. There is no limitation on the re-disclosure of this information.
- The complainant has the right to a decision based solely on the evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice
- The complainant has the right to appeal the outcome of the investigative findings and any subsequent sanctions, as set out in this policy
- The complainant has the right to be treated with respect by College officials
- The complainant has the right to be notified of available on-campus and community counseling, mental health, medical, or student services for victims of sexual assault or gender-based misconduct
- The complainant has the right to preservation of privacy, to the extent possible and allowed by law

## **Rights of the Respondent**

- Respondents may have their Lyon College Title IX advisor present during the investigative process. If the College advisor is not utilized, a respondent may select an alternative advisor of their choice. This person will act as a support person or advisor but will not represent the respondent.
- Respondents have the right to have College policies and procedures followed without material deviation
- Respondents have the right to be informed in advance of any public release of information regarding the incident and the right not to have any personally identifiable information released to the public without consent
- Respondents will be afforded similar and timely access to any information that will be used during the investigation process
- Respondents will be given period status updates throughout the process, which generally takes 60 days (or longer if necessary)
- Respondents will have an equal opportunity to present relevant witnesses and other information during the process
- Respondents may submit a list of questions related to the alleged incident they feel the complainant should be asked during the investigation process. Questions asked are at the discretion of the investigator(s).
- Respondents have the right to a decision based solely on the evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- Respondents' irrelevant past conduct, including sexual history, will not be discussed or used during the investigative process
- Respondents have the right to know the outcome of the investigative process. There is no limitation on the re-disclosure of this information.
- Respondents have the right to appeal the outcome of the investigative findings and any subsequent sanctions
- Respondents have the right to be treated with respect by College officials
- Respondents have the right to be informed of and have access to campus resources for medical, counseling, and advisory services
- Respondents have the right to preservation of privacy, to the extent possible and allowed by law

## Title IX Process

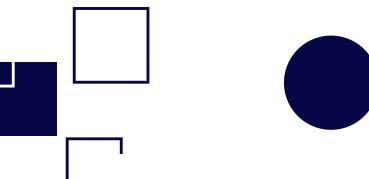




# WEAPONS POLICY

Possession, use, or storage of any weapons, including but not limited to, guns, bows and arrows, BB guns, paintball guns, water and gel pellet guns, air rifles and pistols, ammunition, knives, slingshots, explosives of any type, or other dangerous weapons are prohibited on the Lyon College campus or in any College building, including residence halls. The Office of Student Life reserves the right to determine the potential danger an object poses.

Culinary kitchen knives (those found in culinary stores or culinary departments of stores) are permitted only for cooking in the residence halls or apartments and cannot exceed nine inches in length from the point of the knife to the butt of the knife. Culinary knives should never be left unattended.



# EMERGENCY PROCEDURES

The authority to declare a College state of emergency rests with the Lyon College President. In the President's absence, the Provost, Vice President for Student Life and Dean of Students, or the President's written designee are authorized to take such action.

The following represents a general strategy to be employed if a building becomes uninhabitable due to fire, flood, contamination, loss of critical services, or designation as a crime scene subject to extended investigation. The type of response will be determined by the extent of the emergency. If necessary, the campus facilities department may be contacted for the use of Lyon College vehicles. Other resources to assist with transportation include local school districts, local churches, and mass transit companies.

Situations requiring evacuation include, but are not limited to:

- Natural gas leak
- Fire
- Flammable liquid spill/and or release
- Power failure

## **Evacuation**

Short-term Evacuations (displacement less than eight hours): Students will be moved to the nearest safe housing lounge, non-housing lounge, academic building, or athletic center.

Long-term Evacuations (displacement longer than eight hours): Students will be moved to the nearest safe facility, including but not limited to high schools, neighboring colleges, and local hotels.

## **Lockdown**

When there is a credible and imminent threat to the campus population, it may be necessary to lock down a building, a region of buildings, or the entire campus.

Lockdown is defined as a procedure by which people are secured in the rooms they are currently in and no one is allowed to leave until the situation has been resolved. A lockdown isolates bystanders from immediate danger and is most commonly used when a threat is inside a specific building.

Any properly trained employee may initiate a lockdown based upon an actual or imminent threat or violent incident. A lockdown is the response to the worst-case scenario and must be executed with appropriate urgency and seriousness.

The objectives of a lockdown are to minimize injury and death, facilitate effective response, move as many people as possible to a safe place, and neutralize the threat.

### **Shelter-in-Place**

Shelter-in-place is a procedure whereby all or a portion of the campus population remains where they are or are moved to a single or multiple specific locations on campus. It is most commonly used during bomb threats, hazardous materials releases, and weather emergencies where there is a potential risk of exposure to atmospheric contamination or the elements.

The objectives of shelter-in-place are to minimize injury and death, locate and contain any device or damage, facilitate emergency responses, and establish safe routes to designated shelter areas and/or areas of refuge.



PERSON WITH A WEAPON & SHOTS FIRED

# RESPONSE

## Person with a Weapon

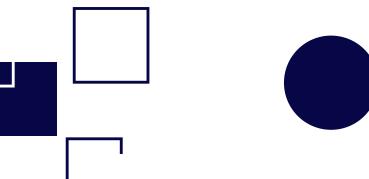
In the event that a person with a weapon is on or within the vicinity of campus, Campus Safety shall immediately investigate the report by searching for and making direct contact with the person(s) believed to be the subject of the report. If appropriate, Campus Safety may call in law enforcement personnel to assist. Until contact is made and the investigation concludes, it is a judgement call on whether an Emergency Notification System (ENS) alert is issued. These decisions will be predicated on a credible, imminent danger to the campus community.

Affecting the decision to issue an ENS alert may include:

- Number of calls received
- Posture of actions of the suspect

## Shots Fired

In the event that they confirm that shots have been fired on or within the vicinity of campus, Campus Safety will immediately call for law enforcement personnel to assist in response actions. If there is a credible and imminent threat to the campus community, an ENS alert will be issued without delay. The alert will advise the campus community to avoid the threat area and to initiate lockdown protocols.



# ACTIVE SHOOTER RESPONSE

According to the U.S. Department of Homeland Security, "an active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation."

In the event of an active shooter on campus, Campus Safety shall immediately issue an ENS alert instructing the campus community to stay away from the threat area and to initiate appropriate lockdown protocols.

The USDHS suggests the following during an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down
- When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her

## **Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## **Hide**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- **Be out of the active shooter's view**
- **Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)**
- **Not trap you or restrict your options for movement**

To prevent an active shooter from entering your hiding place:

- **Lock the door**
- **Blockade the door with heavy furniture**

If the active shooter is nearby:

- **Lock the door**
- **Silence your cell phone**
- **Turn off any source of noise (i.e., loud headphones, televisions)**
- **Hide behind large items (i.e., cabinets, desks)**
- **Remain quiet**

If evacuation and hiding out are not possible:

- **Remain calm**
- **Dial 911, if possible, to alert police to the active shooter's location**
- **If you cannot speak, leave the line open and allow the dispatcher to listen**

### **Take Action**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- **Acting as aggressively as possible against them**
- **Throwing items and improvising weapons**
- **Yelling**
- **Committing to your actions**
- 

### **Arrival of Law Enforcement**

Law enforcement's purpose on the scene is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. The first officers to arrive to the scene will not stop to help injured persons.

Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in moving the wounded from the premises.

- **Officers usually arrive in teams of four**
- **Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment**
- **Officers may be armed with shotguns, rifles, and handguns**
- **Officers may use pepper spray or tear gas to control the situation**
- **Officers may shout commands and may push individuals to the ground for their safety**

### **How to React When Law Enforcement Arrives**

- **Remain calm and follow officers' instructions**
- **Put down any items in your hands (i.e. phones, jackets, etc.)**
- **Immediately raise hands and spread fingers**
- **Keep hands visible at all times**
- **Avoid making quick movements toward officers such as holding onto them for safety**
- **Avoid pointing, screaming, and/or yelling**
- **Do not stop to ask officers for help or direction when evacuating. Just proceed in the direction from which the officers are entering the premises.**

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

### **Information to Provide to Law Enforcement or 9-1-1 Operator**

- **Location of the active shooter**
- **Number of shooters**
- **Physical description of the shooter(s)**
- **Number and type of weapons held by the shooter(s)**
- **Number of potential victims at the location**

# OTHER EMERGENCY SITUATIONS

While it is difficult to identify every possible emergency that can occur on the College campus, this section outlines emergency scenarios that are either likely or have a high consequence and will require students to evacuate, go into lockdown, or shelter in place.

## **Biological, Chemical, or Radiological Release (Actual or Threat)**

The threat or occurrence of an intentional introduction of hazardous agent(s) into the environment on or near campus is assumed in a biological, chemical, or radiological release event or threatened event.

### **Bomb Threats**

Bomb threats are delivered in a variety of ways, including live phone calls, automated phone calls, social media, notes left in restrooms, notes left elsewhere on campus, email, etc.

### **Civil Disorder**

Gathering to raise awareness of an issue or gathering to protest are rights protected by law. Most such gatherings are peaceful and warrant no intervention. However, in rare instances, a peaceful gathering may escalate into an incident requiring intervention.

Civil disorder is an action by any individual or group that poses a substantial threat to peace, life, and/or property, or any tumultuous or violent activity that creates a grave risk of causing public alarm. A relevant example is a large group of individuals gathering with the intent or ability to employ violence as a means of reaching their goal. Outside emergency agencies may be required to quell the violence.

### **Cyber Emergencies**

Cyber emergencies represent one of the most prevalent threats facing the higher education community. Computer networks are constantly attacked by those wishing to access systems for nefarious gain, disrupt services, or discredit the organization or its personnel.

## **Fire or Carbon Monoxide Incident (Threat or Actual)**

The College has fire and carbon monoxide monitoring systems to detect potential fires or leaks. Tampering or playing with fire extinguishers, smoke detectors, and exit lights, and tampering with or opening a fire alarm door under false pretenses is prohibited.

### **Hazardous Materials Incident**

A hazardous materials incident may be a spill or release of chemicals, radioactive materials, or biological materials inside a building or to the environment.

### **Hostage Incident**

A hostage situation is one in which a person(s) takes control over another person(s), demands some type of action, and doesn't allow the person(s) being held to leave. The hostage taker is not actively killing or injuring people. The hostage taker is holding people against their will.

### **Illnesses and Accidents**

Students with serious medical conditions should contact the campus clinic, a local physician, an urgent care facility, White River Medical Center Emergency Room, or call 9-1-1. If an ambulance is necessary, on-site care and transportation to White River Medical Center Emergency Room are carried out at the patient's expense.

### **Prolonged Power Outage**

A prolonged power outage little or no-notice outage that affects a large geographic area for a long time, typically more than 24 hours.

### **Suspicious Mail and Packages**

Receiving suspicious packages is rare, but personnel tasked with handling packages will be aware of warning signs.

### **Water Incident**

A water incident includes prolonged loss or disruption of water service to a College facility, changes in appearance or contaminants in water, or the presence of pathogens in contaminated water. Loss or disruption may be the result of community-wide circumstances or a localized loss of service that supplies a facility.

### **Widespread Illness or Public Health Threat**

Examples of communicable disease emergencies include meningitis (two or more cases), food poisoning (widespread), water-borne illness, Legionnaires' Disease, tuberculosis, hepatitis A, group A strep (invasive), anthrax, smallpox, plague, E. Coli, SARS, hantavirus.



# WEATHER RESPONSE

Lyon College resides in an area of the nation that experiences dynamic and sometimes hazardous weather conditions.

The National Weather Service office in Little Rock provides forecasting and warning services for 47 counties in Central Arkansas, including Batesville and the Lyon College campus. The National Weather Service offers a range of services on their website including hourly and multi-day forecasts, doppler radar imagery, hydrology forecasts, and decision support services for emergency managers.

## **Terminology**

**Watch:** A watch is issued when the risk of a hazardous weather event has increased significantly, but its occurrence, exact location, and/or exact timing are still uncertain. It is intended to provide enough lead time so that plans and preparations can be implemented.

**Warning:** A warning is issued when a hazardous weathering event posing a direct threat to life and property is occurring or imminent. Immediate action is required to protect life and property. A watch will not always be in place before a warning is issued.

**Advisory:** An advisory is issued for weather events that are occurring and may cause significant inconvenience, and may threaten life and/or property if caution is not exercised. An advisory can be considered a lesser form of warning.

## **Shelter Locations and Information Access**

The National Weather Service also offers additional relevant services, including:

- Interactive National Weather Service: This service provides real-time alerting to your mobile device via text messaging for warnings that students choose to receive
- NOAA All-Hazard Radios: NOAA All-Hazard Radios (commonly known as NOAA Weather Radios) are a first-warning device from the National Weather Service to broadcast severe weather warnings. In addition, NOAA will rebroadcast AMBER alerts, civil emergencies (e.g. hazardous materials releases within the community), and Presidential Alerts of national significance.

In all severe weather events, students should stay away from windows and large rooms (such as Nucor Auditorium and Brown Chapel). Student Life staff and other responsible persons will see that students are in designated shelter areas as defined herein.

Building	Shelter Location
<b>Residence Halls &amp; Apartments</b>	
Barton and Brown Apartments	Downstairs hallways and restrooms
Blandford Hall, Bryan Hall, Love Hall, Wilson Hall, Whiteside Hall	Lower-level hallways and lowest-level stairwells
Spragins Hall	Lower level hallway
McRae Hall, Wilson & Rogers Hall, and Hoke-McCain Hall	Ground floor hallways
Sturbridge Apartments	Seek shelter in the nearest building with a designated shelter area
<b>Academic Buildings</b>	
Alphin	Kresge Gallery and first-floor hallways and restrooms
Brown Chapel	Interior offices at the back of the chapel, foyer restrooms, back hallway restrooms, and the Bevens kitchen
Holloway Theatre	Interior hallways
Lyon	First-floor hallways and restrooms
Mabee-Simpson Library	Mailroom and lower level hallways
Derby	Basement-level interior hallways, storage rooms, and restrooms
<b>Administrative, Athletic, and Other Buildings</b>	
Admissions	Interior hallway, closets, and restrooms
Athletics Administration Offices	Seek shelter in the nearest building with a designated shelter area

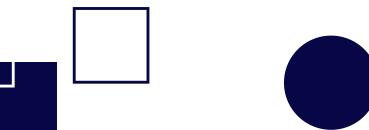
Admissions	Interior hallway, closets, and restrooms
Athletics Administration Offices	Seek shelter in the nearest building with a designated shelter area
Becknell Gymnasium	Lower-level office spaces, locker rooms, and restrooms
Bradley Manor	Lower-level interior hallways and restrooms
Edwards Commons	Lower-level interior restrooms and offices
Football Facility	Lower-level interior restrooms, offices, and storage spaces
Hatcher Wrestling Center	Interior closets and restrooms
Highland House	Lower-level interior hallways and restrooms
Information Technology	Lower-level interior hallways and restrooms
Kirk Kelley Baseball Complex	Interior closets and restrooms
LEAP	Seek shelter in the nearest building with a designated shelter area
Maintenance	Interior hallway and restrooms
Morrow Academic Center	Restrooms
Nichols	Interior restrooms, vault, and closets
Patterson Dining Hall	Walk-in freezer area
Scottish Heritage	Seek shelter in the nearest building with a designated shelter area
Soccer Offices	Seek shelter in the nearest building with a designated shelter area

### **Cancellations, Delays, and Closures**

Circumstances that require the cancellation of classes, a delay in the opening of school, or the closure of College offices sometimes occur. In such an event, any decision to cancel classes, delay the opening of school, or close College offices will be communicated via text, app, and email. Notifications will come from the Dean of Students or their designee. Students without access to cell phones or computers should tune to local media stations for announcements.

- KAIT-TV, Jonesboro (television): UHF digital channel 27; ABC/NBC/CW+affiliated
- KAAB-AM, Batesville (AM radio): 1130 AM
- KBTA-AM, Batesville (AM radio): 1340 AM
- KZLE-FM, Batesville (FM radio): 93.1 FM
- KISS-FM, Jonesboro (FM radio): 101.7 FM
- KWOZ-FM, Batesville (FM radio): 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 professors if they are unable to attend classes.



# DISAPPEARANCE & DEATH RESPONSE

## **Missing Students**

A missing student is defined as any currently registered student living on campus at Lyon College who has not been seen by friends, family members, staff, faculty, or associates for a reasonable length of time (excluding weekends, roughly 24 hours or less if the absence of elevated concern), and whose whereabouts have been questioned and brought to the attention of an official of the College community. This policy complies with the Missing Student Notification Policy and Procedures 20

USC 1092 (Section 488 of the Higher Education Opportunity Act of 2008).

Missing person reports in the College environment often result from a student changing their routine without informing their 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 their wellbeing, 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 their state of health and wellbeing. Any member of the Lyon community who has reason to believe that a student is missing should immediately report this concern to the Office of Student Life.

At the beginning of each academic year, the Student Life staff will inform students who reside on the campus of the missing student policy. Students will be informed that Lyon will notify either a family member or an individual selected by the student no later than 24 hours after the time the student is reported by others to be missing.

Students have the option of identifying an individual who will be contacted by Lyon no 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 at the time they check in to on-campus housing. This emergency information will be updated annually and kept on file.

Lyon will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.

## **Death of a Community Member**

As soon as any member of the College community becomes aware of the death of a student or employee, whether on campus or off, the Student Life office should be contacted immediately.

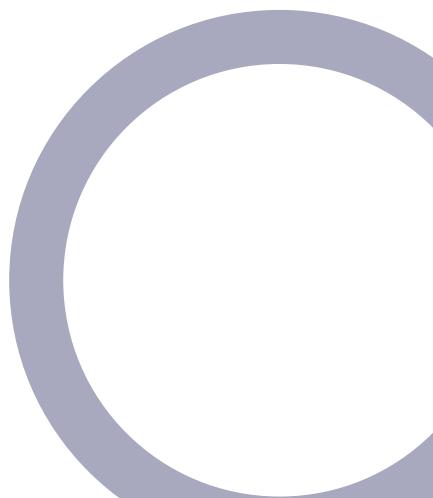


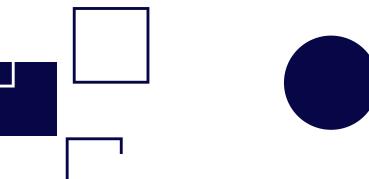
# **FAMILY NOTIFICATION & REUNIFICATION PROCESS**

The College reserves the right to contact a student's family regarding medical emergencies, prolonged unexplained absences, or when a student's behavior places enrollment in jeopardy.

After an evacuation takes place and an incident stabilizes, there may be a need to reunify evacuees with their family members. In this extremely rare instance, it is important to establish a process that is effective yet rapid. The College will establish an accessible facility, away from the incident, with ample parking and indoor space to facilitate the reunification process.

A reunification process is predicated on the fact that the College has closed due to a major emergency and family members/guardians are being asked to come to a reunification site to pick up their students. Incidents such as a tornado with widespread damage and/or injuries or an incident involving mass violence might warrant a formal reunification process.





# THE HONOR CODE & PLEDGE

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 just learning the wherewithal 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 the 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 who 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 [them]. 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.

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

Upon matriculation, every student, anyone teaching graded classes, and staff commit to abide by the Honor System. Students, anyone teaching graded classes, and staff 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 that cannot be signed in this manner (such as a piece of art or an assignment submitted electronically).

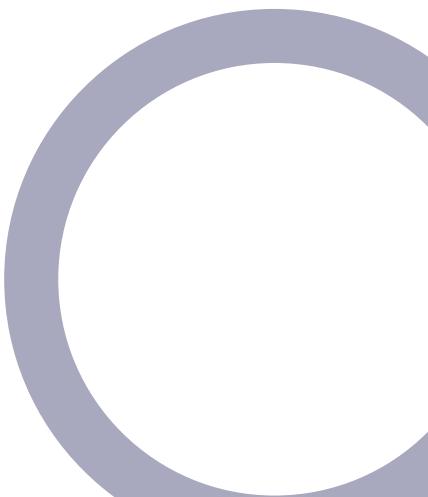
### **The Honor Pledge**

“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.”



# PLAGIARISM & HONOR

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 a blatant form 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.





# 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.

## **Membership**

The Honor Council consists of 22 students: seven seniors, seven juniors, five sophomores, and three freshmen elected by the students in each respective class as specified by the SGA Bylaws. A student who is on academic, honor, or social probation may not serve on the Honor Council. In order to ensure 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 members assuming their positions during 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 SGA Campus Life Committee acts pursuant to procedures set forth in the SGA Bylaws. The Council elects its own President, Vice President (to act in place of the president in their absence), and 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, SGA may remove a member of the Honor Council, for cause, by a  $\frac{2}{3}$  majority vote of members present within a General Assembly meeting.

## **Vacancies**

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

## **Faculty Advisor**

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 new student orientation activities, handles issues when consulted, and communicates with the Faculty Assembly.

## **Hearing Procedures**

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 Honor Council President informs them via an emailed accusation letter. Students under review by the Honor Council are responsible for checking their email at least once each day. The Dean of Students will provide hard copies upon the request of the students to whom the letters are addressed. Any inappropriate delaying of the proceedings of the Council constitutes a violation of the Honor System.

## ***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 Accused and the Accuser, conduct whatever investigation they see fit, determine a sanction, or send the matter to a full hearing.

## ***Determination of a Violation***

Upon receipt of a report and following such investigation as they deem 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 a 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 prehearing and, if necessary, at a hearing. The lot for Student Investigators excludes Council officers, 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 prehearing shall not exceed three class days unless extraordinary circumstances necessitate a longer investigation period. The Honor Council President, upon 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.

If the Accused fails to respond to the allegation letter by the last day to drop a class with a "W" of the semester following the allegation, the Accused will receive an automatic "F" or "Fail" for the course in which the suspected violation occurred. If the Accused is a senior in their last semester of coursework, their degree will be withheld until they respond to the allegation letter and complete all steps necessary

to close out the case. If the Accused is found to be in violation of the Honor Code and sanctions are levied, they must complete their sanctions by the date assigned on their hearing outcome letter. If the Violator fails to satisfy sanctions by the assigned date, they will be considered in violation of the Honor Code and will be subject to further sanctions without investigation or delay. If the Accused or Violator withdraws from Lyon College before responding to their allegation or sanctions letter or without satisfying sanctions, they will receive an automatic "F" or "Fail" for the course in which the suspected or confirmed violation occurred.

### ***Student Investigator***

Upon receiving the case referral, the Student Investigator, in consultation with the Honor Council President, selects one Lyon College senior or junior to serve as the Assistant Student Investigator to assist the Student Investigator in conducting investigation. Neither the Student Investigator nor the Assistant Student Investigator can vote in the resulting prehearing 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 prehearing as provided for in the following section.

### ***The Prehearing***

A Prehearing Committee composed of the Honor Council President, the Honor Council Secretary, and two Honor Council representatives chosen by lot by the Honor Council President 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 prehearing. 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 prehearing committee decide that the evidence is sufficient to warrant a hearing, the Honor Council President sets the time and date of the hearing and notifies the Accused via email of the specifics of the charges at least 24 hours and no more than 72 hours before the hearing.

### ***The Defense Advisor***

The Honor Council President 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 prehearing, 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 via email and informs the Accused of their right to select a Defense Advisor from the student body.

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

### ***The Hearing***

A quorum for an Honor Council hearing is seven voting Honor Council members consisting of the Honor Council Secretary and the six members of the Honor Council chosen by lot as the Hearing Panel. The Honor Council President presides over the hearing and the deliberation but does not vote. The procedures for an Honor Council hearing are as follows:

- The Honor Council President presides with the Honor Council Secretary attending every hearing. The President selects six Council members by lot to serve on the Hearing Panel. The 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.
- The Honor Council Secretary is responsible for keeping the minutes of the proceedings and recording the hearing.
- All persons presenting testimony are examined individually, in the presence of the Hearing Panel, Student Investigator, Assistant Student Investigator, Accused, and Defense Advisor.
- If more than one student is involved in the same offense, separate hearings are held, with their order determined by lot.
- All hearings are closed 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 interferes 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.
- At the beginning of each hearing, the Student Investigator reads the Statement of the Charge. The Honor Council President asks the Accused to plead "in violation" or "not in violation" to the charge.

### ***Plea of "In Violation"***

If the Accused admits to the substance of the charge, pleading in violation, they may then make a statement regarding the 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 their statement. The Student Investigator, the Assistant Student Investigator, and the Hearing Panel may question such witnesses, then they 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 the imposition of a sanction.

### ***Plea of "Not in Violation"***

If the Accused pleads not in violation to the substance of the charge, the Council proceeds to hear evidence as to the matter in dispute, normally in the following order:

- Evidence in support of the charge presented under the direction of the Student Investigator
- Evidence in answer, under the direction of the Accused
- Rebuttal evidence, under the direction of the Student Investigator
- Rebuttal evidence, under the direction of the Accused
- Closing statements by the Student, followed by closing arguments by the Accused
- The Hearing Panel then goes into executive session to determine guilt or innocence, and if necessary to determine a sanction
- 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 Honor Council President may also allow questions to be directed to witnesses by members of the Hearing Panel at appropriate times if they believe this aids in the determination of the case.
- Material evidence is allowed and the Honor Council President 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.
- All persons involved are honor-bound to hold in strict confidence all matters related to the hearing.

### ***The Decision***

The Honor Council is responsible to the Accused, the community, and the Honor System. During an investigation and hearing, the Council presumes the Accused is not in violation 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 whether or not the Accused is in violation 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 whether or not the accused is in violation 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 whether or not the Accused is in violation is made and seconded, and a  $\frac{2}{3}$  majority of the hearing panel votes for conviction, the Accused is judged in violation. Otherwise, the Accused is found not in violation, and the case is dismissed.

### **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 that 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:

- The violation is self-reported
- The Offender's response to the charges has been truthful, and/or
- When the Council is convinced that the Offender is able to live according to the Honor Code in the future

The Council is responsible for considering evidence of the Offender's truthfulness with the Council and of their ability to live according to the Honor Code in the future. However, the Council follows a procedure under which expulsion is considered first for any violation for which an in-violation 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 in violation of the Honor Code.

### **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 written permission from 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 their education at Lyon College. A suspended student may not attend classes, live on or visit the campus, or participate in College activities without written permission from the Dean of Students until the suspension period is successfully completed. A period of suspension permits the student to assess their 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 Admission and Financial Aid Committee. If the student re-enrolls and commits a subsequent violation of the Honor Code, they are 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 Honor Council President, 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 Honor Council President will communicate the outcome of the hearing to the Offender following deliberations which result in a verdict. An outcome letter will be sent via email to the Offender within five class days following the hearing. The Honor Council President 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.

### **Appeals**

After the Council renders a decision of "in violation," 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 Lyon College President or their designee. If the President initiated the Honor Council proceeding in question, they must designate the Dean of Faculty or another officer of the College to hear any appeal for that particular case. The President or their designee may affirm, reverse, or remand the decision or the sanction of the

In the event of a remanded decision, six members of the Honor Council who did not hear the first hearing will sit for the hearing after remand, along with the Honor Council President and Secretary. If necessary, the Honor Council President, with the permission of the Lyon College President, may allow a member who heard the first hearing to sit on the Hearing Panel after remand in order to reach a 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 whether the Accused is in violation or not or to determine a sanction. Honor Council.

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

### **Record Keeping**

The Honor Council Secretary, with guidance from the Dean of Students, is responsible for maintaining the records of the Honor System and for providing the Council with all case reports.

The Dean of Students is responsible for retaining all documentation listed above for permanent records. Following each hearing, the Honor Council President will promptly deliver to the Dean of Students records of proceedings in which a violation is confirmed.

The Dean of Students informs the Registrar of cases of a course grade change, administrative withdrawal, suspension, or expulsion following the proceedings and opportunities for appeal and notifies professors of sanctions when there is a chance on an assignment or test grade.

A student who is found not in violation may request that the file concerning their case be maintained. The student is informed of this during notification of the case outcome. Standard file maintenance and access rules apply. If the student does not choose this option, the Dean of Students destroys all records of allegations that 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 Honor Council President, the Dean of Students, the Dean of Faculty, the President of the College, and the College Counsel. The Dean of Students may reveal that portion of the record that is requested by someone other than those named above only with the student's written permission or upon the College's receipt of the legal process requiring production of the record or portion thereof.

The Honor Council President 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 first 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.

### **Amendments**

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, SGA discusses the proposed amendment with the Honor Council. Adoption of amendments requires a  $\frac{2}{3}$  majority of SGA members present in a General Assembly meeting.

Amendments adopted by SGA are subject to review by the Faculty Assembly and the Staff Assembly. A  $\frac{2}{3}$  majority of each of these assemblies is required to veto an amendment adopted by the SGA. Amendments adopted by 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, College President, and the Board of Trustees.

### **Break Proceedings**

Matters presented to the Honor Council for review following members' departure at the end of the semester. Allegations brought forth 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 Honor Council President, upon notification by the Dean of Students, attempts to initiate a review during the summer. In such a case, it is unnecessary that usual hearing procedures are followed. The Honor Council President appoints a Student Investigator and a Defense Advisor.

# STANDARDS OF STUDENT BEHAVIOR

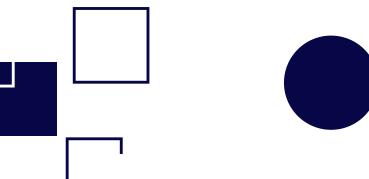
Lyon College students have established the following expectations for the general welfare of the community. These expectations grow out of students' desire to live in a productive and harmonious community. They apply both to individuals and to recognized College organizations.

Lyon College 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 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.

Student standards of behavior include:

- Concern for the safety of oneself and others: avoiding any conduct that endangers the health, safety, or personal well-being, including physical or mental abuse or threats of abuse
- Civility and due regard for others' rights: avoiding behavior that 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
- Honesty regarding official College business: non-academic College documents and files, and student identification cards. (Honesty in academic matters, which is also expected, is addressed by the Honor System.)
- Respect for property: refraining from misappropriation, theft, or misuse of the property of others or the College, vandalism, and 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
- Compliance with State gambling laws and regulations
- Compliance with State drug and alcohol regulations: abiding by the College's alcohol policy and refraining from the possession, use, or sale of controlled substances
- Compliance with College policies and procedures governing campus residences and other non-academic areas



# THE SOCIAL COUNCIL

The members of the Social Council are students strongly committed to upholding the Lyon College Social System and 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 coursework, varsity and club athletic events, student organizations, and College-sponsored student travel.

**\*Title IX cases have a different path for resolution. They are not handled by the Social Council or according to the Standards of Student Behavior.**

## **Membership**

The Social Council consists of 19 students: five seniors, five juniors, five sophomores, and four freshmen.

## **Elections**

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.

The 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 complete a statement of the intent form provided by the SGA Secretary. Candidates have a brief, informal interview with at least three members of SGA's executive officers and/or Social Council's executive officers before elections are held. This Interview Committee scores each candidate. After all of the 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 a candidate receives in the popular election is weighted 70% in calculating the candidate's overall total.

To provide continuity and consistency with the Council, the individual receiving the largest number of votes in the election for the sophomore positions and junior positions shall serve two-year terms. All other positions shall have one-year 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 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 secretary from the sophomore, junior, and senior Council members. Each year the Council selects an advisor from the faculty or staff to serve in a non-voting advisory role with the Council. The Council should seek the assistance of the Dean of Students or Dean of Faculty if it is unable to find an advisor. The Dean of Students serves as the administrative liaison for the Social Council.

### **Vacancies**

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, SGA may remove a member of the Council, for cause, by a two-thirds majority vote of the members present in a General Assembly meeting. In either case, SGA may appoint an interim Council member until the next election.

### **Hearing Procedures**

Council proceedings begin when the Dean of Students receives a written complaint related to a violation of the Standards of Student Behavior or other student handbook policies.

### **Sanction Hearing**

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

### **Determination of a Violation**

Upon receipt of any written complaint, the Dean of Students informs the Council President of the complaint. The Social Council executive officers along with either their Faculty Advisor or the Dean of Students meet within one week to determine if the complaint warrants a full investigation. A quorum of four is necessary for this meeting. They may dismiss complaints that do not seem to involve a violation of the Standards of Student Behavior or other student handbook policies. 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.

### **The Investigators**

The role of the Investigator is to be a neutral fact-finder seeking the truth regarding a complaint. Investigators shall not vote in the resulting preliminary hearing or full

hearing. Investigators are responsible for contacting all witnesses requested by both the Accuser and the Accused.

When the Council receives a complaint that warrants a full investigation, the Social 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) selected will be the Investigators for the case. The number of Investigators assigned to the case depends on the complexity of the case. Investigators choose one non-Council student to be the Assistant Investigator for each case.

In conducting the investigation, Investigators and their Assistant Investigators shall be careful not to:

1. Disclose the name of the Accused and the nature of the complaint to anyone other than those involved with the complaint
2. Disclose the name of the Accuser at any point in the investigation
3. Reveal investigation information

Upon completion of the investigation, the Investigators present all the information concerning the complaint, with names omitted, to a Preliminary Hearing Committee as provided for under "Procedures for Conduct of Hearings."

The investigation concludes with a Preliminary Hearing, as described in the next section, not more than 10 days following the receipt of the report by the Investigator. The presiding Council President, upon recommendation from the Investigator, may extend the investigation period.

When a full investigation is warranted, the Social Council President refers the case to an Investigator and ensures notice of the complaint to the accused. Letters to a student who is subject to Social Council review will be delivered via email. It is the responsibility of students under review by the Social Council to check their email at least once each day.

### ***The Prehearing***

Upon completion of a full investigation, the Social Council Vice President, three Council members are chosen on a rotating basis by the Social Council President, and the Social Council Secretary shall comprise the Preliminary Hearing Committee. The Council Vice President and 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 the committee decides not to send the case to a full hearing, then it may decide by a majority vote to issue a warning. The record of the warning shall be maintained for one calendar year and be admissible in further hearings. The Social Council Vice President shall have knowledge of the Accused's prior convictions if any exist. If a warning is not acceptable to the Accused or Victim (in cases involving a victim), the case will go 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 Dean of Students 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 will then send a notice 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 via email of the specifics of the complaint at least 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 Defense Advisor. The Accused signs a statement indicating an awareness of the complaint, the rights of the accused, and the procedures to be followed.

### ***The Defense Advisor***

The Accused may ask a full-time student to serve as the Defense Advisor or may ask the Social Council President to select one at least 24 hours before the hearing. The Defense 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 Defense Advisor's role is to help the Accused prepare a response to a complaint rather than to serve as a defense counsel.

### ***The Hearing***

The procedures for a Social Council hearing are as follows:

- A quorum for a Social Council hearing shall be six voting Council members. The Social Council President shall make a reasonable effort to achieve a 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 for 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 their absence, the Social Council Vice President, in consultation with the Dean of Students, will consult 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 over the hearing. In the absence of the President, the Vice President presides.
- The hearing is recorded and the Social Council Secretary keeps minutes of the proceedings.
- The Hearing Panel, Investigators, and the Accused (and the Defense Advisor, if applicable) may examine individuals presenting testimony.
- If more than one 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 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 Social Council President reads the complaint and asks for a plea from the Accused. If the Accused admits to the substance of the charge, the Accused may then make any statement regarding the imposition of a sanction and may present a reasonable number of witnesses to support the statement. The Investigators and Hearing Panel may question the Accused and any witnesses. The Investigators and the Accused may also make a closing statement. The Hearing Panel then goes into Executive Session to determine the imposition of the sanction. If the Accused denies the substance of the charge, the Hearing Panel proceeds to hear evidence as to the matter in dispute, normally in the following order:
  - Information gathered in relation to a complaint under the direction of the Investigators
  - Additional information in relation to a complaint under the direction of the Accused
  - Closing statements by the Investigators, followed by closing statements by the Accused
  - The Investigators and the Accused may call witnesses subject to questions by all official participants
  - 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.
  - Council members must hold in strict confidence all matters related to the hearing. Any allegation involving a breach of confidence is heard by SGA.

### ***The Decision***

The Hearing Panel makes a decision according to the Preponderance of the 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 an in-violation finding. Otherwise, the case is dismissed. In addition to the accused, the Victim (in cases involving a victim) and the Dean of Students are given written notification of all Council decisions.

### ***Penalties***

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 Standards of Student Behavior in the future. Prior to the hearing, the Dean of Students will give the Social 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, visit the campus, or be involved in College activities without written permission from the Dean of Students.

### ***Suspension***

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

### ***Recommended Withdrawal***

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

### ***Probation***

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

### ***Restitution***

The Hearing Panel may require an offender 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 the actual cost of repair, replacement, or related cost.

### ***Reprimand***

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

### ***Other Sanctions***

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

## **Appeals**

Only the Offender may appeal a decision or sanction. If new evidence arises, this evidence may be presented to the original presiding members of the Hearing Panel. If the evidence comes up after three days (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 their designee will remain in force during the appeal process unless the Lyon College President, the President's designee, or the Student judicial Panel chooses to lift some (or all) of the restrictions.

## **Student Judicial Panel**

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

### **Membership**

The Student Judicial Panel will consist of five students appointed by the SGA executive officers. In case of an appeal, three of the five will be selected by lot to serve on the panel, naming a chair from among themselves. The Administrative Coordinator for Student Life will serve as the recorder for the panel. The panel members will be selected for a one-year term.

### **Panel Proceedings**

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

- The evidence does not support the finding
- The sanction is not appropriate for the violation
- Procedural failures

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

## **Student Judicial Panel Hearing**

All persons notified to be present at the Student Judicial Panel 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.

Student Judicial Panel Hearings are closed. The presiding Social Council President and the Offender will have the right to be present. The Offender, the Social Council President, and the Student Judicial Panel 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.

### ***Student Judicial Panel Decision***

Following the presentation of charges, evidence, and witnesses, the Student Judicial Panel enters Executive Session to make a decision according to the Preponderance of Evidence by majority vote and, if necessary, assign discipline. The Student Judicial Committee Chair will notify the student of the verdict verbally as soon as possible after the completion of the hearing and will send a written notification within a reasonable length of time. The Student Judicial Panel Chair will also notify the Dean of Students of all panel decisions in writing.

### ***Further Appeals***

The Offender may file an appeal to the Lyon College President or their designee on the following grounds:

- The evidence does not support the finding
- The sanction applied 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 Lyon College President initiated the Council proceedings in question, they will designate the Dean of Faculty or another officer of the College to hear any appeal for that particular case. The appeal must be presented in writing within three 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 Offender, the Social Council President, the Dean of Students, and the Student Judicial Panel Chair.

The President of the College or their 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 Lyon College President or their designee is final.

### ***Record Keeping***

The Dean of Students maintains the Social Council records. The Social Council 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 immediately following each hearing. The Dean of Students 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 the student does not choose this option, the case file is destroyed.

Only the student named in the file, the Social Council President, the Dean of Faculty, the Dean of Students, the 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 that is requested by someone other than those named above only with the student's written permission.

The Social Council President 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 SGA once per year and to the Board of Trustees at its fall meeting.

### **Amendments**

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

### **Break Proceedings**

Cases arising after fall and spring semester classes end shall be handled administratively rather than by the Social Council unless the Accused requests normal proceedings. In cases where a review cannot be initiated during the summer or in those that must be dealt with immediately, the Dean of Students will handle the case (See "Extraordinary Procedures.")

Matters that are presented to the Social 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 Dean of Students, will attempt to initiate a review during the summer. In cases where a review cannot be initiated during the summer or for cases that must be dealt with immediately, the Dean of Students will handle the case. See Extraordinary Procedures.

### **Extraordinary Procedures**

The Dean of Students or their designee may handle extraordinary situations, such as those instances in which students are unable to take care of their needs, are judged to be a danger to themselves or others, or are suspected of a violation of the Standards of Student Behavior so severe that a Social Council hearing is unnecessary. During these procedures, the Dean of Students will meet with the accused and any witnesses deemed appropriate. The Administrative Coordinator to Student Life will keep written records of these meetings. The accused will have the opportunity to defend their actions before the Dean of Students and may choose to be accompanied by an advisor of choice from within the Lyon College community.

## **Severe Violations**

Severe violations may include but are not limited to:

- Physical harm or threats of harm to self or toward a member of the campus community
- Total destruction of campus property
- Negative representation of the Lyon College community within the local community and beyond during College-sanctioned events (i.e. explicit or implicit discrimination or abuse against persons of different races, ethnicities, cultures, gender, sexual orientation, etc., damage to other institutions' property, physical harm or threats of harm toward a member of another community)
- Hate crimes—both attempted and executed—against members of the Lyon College community and beyond

## **Penalties**

### **Expulsion**

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

### **Suspension**

The Dean of Students 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 their education at Lyon College. During the suspension period, 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 complete. A suspended student organization loses its SGA recognition for a specified period of time.

### **Mandatory Withdrawal**

The Dean of Students may require a student to withdraw 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 Dean of Students may place an Offender on probation for a specified period of time. If a subsequent incident occurs during the probationary period, either as a repetition of the first act or violation of a different College standard or policy, the Dean of Students will then consider the recent violation as well as the act of violating probation in determining disciplinary action. Violation of probation is severe and jeopardizes a student's enrollment and an organization's SGA recognition.

### **Restitution**

The Dean of Students may require an Offender 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 the actual cost of repair, replacement, or related cost.

## **Reprimand**

The Dean of Students may give a written reprimand to any Offender whose conduct breaches any part of the Standards of Student Behavior or other Student Handbook policies. Such a reprimand does not restrict the Offender in any way. It signifies that parties are given another chance to modify their behavior and conduct themselves according to the community standards.

## **Other Sanctions**

The Dean of Students 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
- Education discussion 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

## **Record Keeping**

The Dean of Students will maintain records of extraordinary procedures and will inform the Registrar of cases involving withdrawal, suspension, and expulsion. Only the student named in the file, the Social Council President, the Provost, the Dean of Students, the Associate Dean of Students, the 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 that is requested by someone other than those named above only with the student's written permission.

## **Appeals**

The Offender may file an appeal to the Lyon College President or their designee on the following grounds:

- The evidence does not support the finding
- The sanction applied 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

The appeal must be presented in writing within three business days after receiving written notification of the decision of the Dean of Students and must include a statement of the grounds for appeal. A copy of the appeal must be provided to the Offender and the Dean of Students.

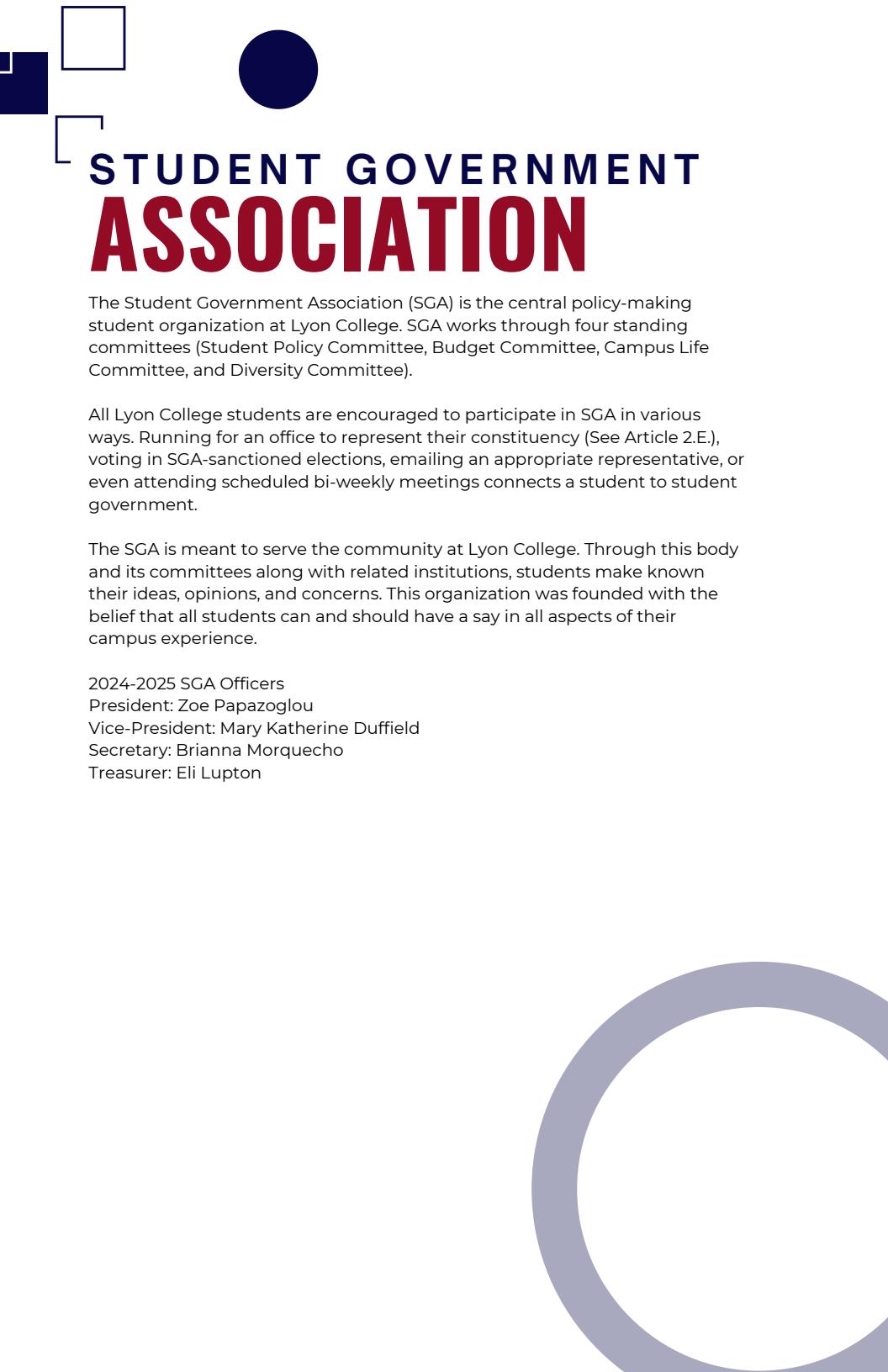
The President of the College or their designee may affirm, reverse, or remand the decision of the Dean of Students. If a decision is remanded on appeal, the case is returned to the Dean of Students for reconsideration. The decision of the Lyon College President or their designee is final and must be made within one week of receiving the appeal.

### **Individual Alcohol Violations**

The Social Council will first consider a penalty of suspension or expulsion for any case in which a student is found in violation of the alcohol policy. If neither of these penalties is warranted, the Social Council will impose a less severe penalty if it is convinced that the student can abide by the alcohol policy in the future. Such penalties may include but are not limited to:

- Probation for a stated period of time
- Suspension of any alcohol privileges
- Examination by a recognized alcohol therapist
- Community service work assignment
- Participation in an alcohol awareness/education seminar
- Social restrictions

Each sanction or a combination of them 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 Social 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 it needs to review the matter.



# STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the central policy-making student organization at Lyon College. SGA works through four standing committees (Student Policy Committee, Budget Committee, Campus Life Committee, and Diversity Committee).

All Lyon College students are encouraged to participate in SGA in various ways. Running for an office to represent their constituency (See Article 2.E.), voting in SGA-sanctioned elections, emailing an appropriate representative, or even attending scheduled bi-weekly meetings connects a student to student government.

The SGA is meant to serve the community at Lyon College. Through this body and its committees along with related institutions, students make known their ideas, opinions, and concerns. This organization was founded with the belief that all students can and should have a say in all aspects of their campus experience.

## 2024-2025 SGA Officers

President: Zoe Papazoglou

Vice-President: Mary Katherine Duffield

Secretary: Brianna Morquecho

Treasurer: Eli Lupton



SGA

# CONSTITUTION

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**

### **Name**

*The name of this organization shall be the Student Government Association (SGA) of Lyon College.*

### **Purpose**

- Promote active student participation in the governance of the Lyon College community
- Establish fair and equitable representation for the students of Lyon College
- Provide a means for republican action in student affairs
- Oversee student activities in the best interest of the students and the College
- Subsidize projects and activities that benefit the community at Lyon College
- Serve as representatives of Lyon College in the wider community and the world

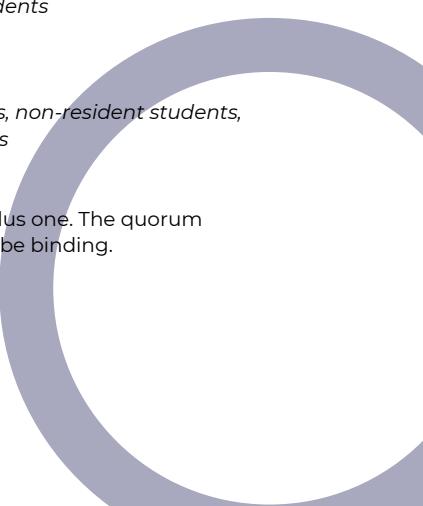
### **Jurisdiction**

*The SGA 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

### **Quorum**

A quorum is one-half of the SGA's voting members plus one. The quorum must be met for any votes taken in SGA meetings to be binding.



## **Article II: Membership**

The membership will include four executive officers, two representatives from each class, one representative from each residential unit, two at-large positions, two commuter positions, two Student-Athlete Advisory Committee (SAAC) representatives, and one international student representative.

### **Executive Officers**

There are four executive officers: President, Vice-President, Treasurer, and Secretary. They receive monthly stipends throughout their terms. Election procedures for executive officers can be found in the SGA bylaws.

#### **President**

- Calls SGA General Assembly meetings to order and presides during the remainder of the meeting
- Acts as liaison between the College administration and the students by meeting regularly with the President of the College and the Dean of Students
- Serves as an advocate for student needs
- Carries out legislation enacted by the SGA
- Participates in formal ceremonies at Lyon College as a student representative
- Attends meetings of the Board of Trustees as the official student representative
- Serves as the student member of the Faculty and Staff Assemblies, the Strategic Planning and Budget Committee, and the executive committee
- Oversees and coordinates all SGA activities
- Approves all student appointments to College committees
- Forms ad-hoc committees and appoints chairs of these committees as needed
- Makes other appointments as necessary (vacancies and appointments)

#### **Vice-President**

- Acts in the capacity of the President in their absence
- Succeeds the President if they permanently or temporarily vacate the office
- Ensures parliamentary procedure is followed during SGA meetings
- Serves on the Institutional Assessment Committee and executive committee
- Serves as the chair of the Student Policy Committee
- Serves as a student member of the Staff Assembly

#### **Treasurer**

- Approve all SGA expenditures and maintain a current itemized account book
- Reports to the General Assembly the financial condition of SGA on a regular basis
- Serves as chair of the Budget Committee
- Updates budget request forms annually
- Informs all campus organizations of the procedure to request funds
- Presents the faculty with updated request procedures during a fall and spring Faculty Assembly meeting
- Coordinates all SGA budget activities with Lyon College accounting administrators

- Informs Lyon College accounting administrators of SGA executive members who should be receiving monthly stipends within two weeks of the start of the academic calendar
- Submits a semester budget proposal through the Budget Committee, the SGA Executive Committee, and the SGA within five weeks of the start of each semester
- Informs representatives of all SGA accounts of their semester and yearly budget allocations (e.g. informs the Honor Council President in writing of the Council's annual budget)

### **Secretary**

- Publish to the student body an agenda of all matters to be considered 24 hours before each SGA General Assembly meeting
- Record all minutes of the General Assembly and report them to the student body within one week of the previous General Assembly meeting
- Serves as chair of the Campus Life Committee
- Plan, coordinate, and publicize all SGA-sponsored elections
- Serve as a student member of the Staff Assembly

### **Elected Members**

There are four kinds of elected members. The number of representatives per residential unit can be increased or decreased by a two-thirds vote of the SGA, providing that each residential unit is equally represented in number. The definition of a residential unit can be found in the SGA Bylaws under "Membership." Election procedures can be found in the SGA Bylaws. Only the student-elected members, the International Student Representative, and the Parliamentarian are voting members of the General Assembly. Student members of the SGA vote in their constituents' best interests, attend the General Assembly and committee meetings regularly, and serve on two committees or serve as head of a committee.

#### ***Residential Unit Representation***

The definition of "residential unit" can be found in the Bylaws under "Membership." Commuter students and those in College-owned housing have two representatives.

#### ***Class Representation***

Each class (Freshman, Sophomore, Junior, and Senior) has two representatives.

#### ***General Representation***

There are two at-large positions. Because the At-Large Representative position does not represent a particular class year or residential unit, it is also open to commuter and non-traditional students.

#### ***Student-Athlete Advisory Committee (SAAC) Representation***

There are two SAAC positions (one female and one male). Individuals must represent different sports.

## **Appointed Members**

### ***International Representative***

The International Student Representative is an appointed position selected by the Executive Officers in consultation with the International Student Advisor to represent the international students of Lyon College. The appointed member has all the same rights and responsibilities as student-elected members.

### ***Parliamentarian***

The Parliamentarian is a position elected by voting members of the General Assembly to maintain order and timeliness through strict adherence to established procedures, the bylaws, and the published agenda for the meeting. This member does not lose their right to vote as a student-elected member, is not considered an Executive Officer, and does not receive monthly stipends. This position is established through the Parliamentarian Bylaws. If the Parliamentarian is absent, the Vice President will be responsible for making sure parliamentary procedure is followed.

The Parliamentarian serves at all General Assembly meetings, resolves disputes, interprets the language of the SGA Constitution and Student Handbook as it stands (alternative interpretations may be argued by other members), serves as a voting member of the Policy Committee and Budget Committee, wields the gavel, and votes last in General Assembly meetings.

### **Terms**

All Executive Officers and student members shall serve a term of one year, to begin on July 1 and end on June 30 of the next year. This term coincides with the fiscal year of the College.

### ***Removal and Impeachments***

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

If SGA members vote to impeach that member, a notice of impeachment will be sent to all SGA members. If the charge for impeachment is anything except strictly attendance-related, the Dean of Students will choose one non-SGA member from

both the Honor and Social Council to conduct an investigation. At the next General Assembly meeting, these members will present their evidence to the members of SGA. If the investigators request more time to conduct their investigation, no more than one extra meeting time (two weeks) will be allocated. During this meeting, the impeached member may be removed from office. That member (and only that member) has the right to speak in their defense. Following deliberation, SGA members vote on whether to remove that member from office. The member who is subject to impeachment cannot participate in the vote and may not be present in the meeting room during the vote. A vote of two-thirds of the SGA is required for removal from office. If the required number of votes is achieved, the impeached member must leave office immediately. The office becomes vacant and must be filled in accordance with the Constitution and Bylaws of SGA.

Members of the SGA may be impeached and removed from office for the following reasons:

- Unethical behavior
- Failure to adhere to the regulations of the SGA
- Inability to fulfill the responsibilities of the office
- Absence from three or more General Assembly meetings during one semester without a legitimate excuse. The absence policy for committee meetings will be decided by committee heads. Committee heads will communicate their absence policy to Executive Officers.

### **Article III: General Assembly**

The General Assembly is the major acting arm of the SGA. It operates with a modified version of Robert's Rules of Order. The General Assembly is made up of a Core, an Essential Non-Core, and a Voluntary Non-Core.

#### **Core**

The four Executive Officers, the democratically elected Student Representatives, the International Student Representative, and the appointed Diversity Observer

#### **Essential Non-Core**

The two Deans (students and faculty) and two Faculty Representatives selected by the Faculty Assembly

#### **Voluntary Non-Core**

Any campus organization that wishes to report to SGA (i.e. Social Council, IT, Mabee-Simpson Library, etc.)

#### **Duties and Responsibilities**

The General Assembly is the legislative body of the SGA. All committees are held according to the Bylaws set by the General Assembly. The General Assembly carries the responsibilities of the SGA as listed in Article 1 and the following:

- Approves or denies all SGA financial transactions
- Approves the appointment of the student members to the Student Judicial Panel

- Acts as the student voice for preserving student rights
- Maintains an example of exemplary leadership
- Reviews, both periodically and continually, the student handbook

The General Assembly oversees and may suggest changes to any portion of the Student Handbook that involves students or student life. Changes to the Student Handbook are voted on as SGA resolutions by the Policy Committee. Any student may suggest that the Policy Committee or General Assembly review or change a portion of the Handbook. These resolutions are voted on by the Committee and, if approved, then are sent to the General Assembly. The General Assembly must have at least two weeks to review the proposed changes. Only after the two weeks have passed may motions to pass the changes be considered in order.

#### **Article IV: Committees**

Committees are the sub-acting bodies of the General Assembly. They meet regularly to discuss in greater detail the issues brought to the SGA. There are two types of committees: Standing and Ad Hoc. Standing Committees exist continuously and are focused on specific responsibilities. Ad Hoc Committees are formed to address short-term areas of concern. The SGA President, with the consent of two other Executive Officers, may form Ad Hoc Committees.

The Dean of Students or their designee, and one faculty member will serve as advisory members of the Policy Committee. The Dean of Students, or their designee, will also serve as an advisory member of the Budget Committee.

#### **Student Policy Committee**

- Continuously reviews and evaluates student life policies
- Initiates changes in policies
- Handles concerns referred by other committees involving student life policies
- Oversees the Student Handbook

#### **Budget Committee**

- Prepares and reviews the SGA budget
- Regularly reviews and approves or denies appropriations requests

#### **Campus Life Committee**

- Coordinates all elections
- Nominates students to fill vacancies within the SGA
- Oversees annual registration and sanctions of returning campus organizations
- Reviews new organization applications (sanctioning is required before an organization can request funds)
- Nominates winners of campus awards sponsored by SGA
- Sponsors activities and events at the College to promote student involvement on campus

#### **Diversity Committee**

- Communicates with peers to assess the College campus environment for any instances of hostility that may arise from a lack of commitment to diversity

- Promotes understanding and appreciation throughout the College for all aspects of diversity
- Sponsors activities and events at the College that celebrate the diversity of thought and experiences to encourage faculty and student exposure
- Recognize outstanding efforts at the College in support of diversity and inclusiveness

#### **Ad Hoc Committees**

Ad hoc committees may be formed to address specific needs. The SGA President, with approval from two other Executive Officers, may form an Ad Hoc Committee on their own initiative. In addition, any SGA member may request an Ad Hoc Committee, which the SGA will form if the Executive Officers, as before, agree to do so. In either case, the SGA President will appoint the chair and members of the Committee.

#### **Article V: Amendments**

Upon the request of two-thirds of the SGA, 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.

Students may present to the SGA President a petition signed by ten percent of the student body proposing an amendment to the SGA constitution. The SGA President is responsible for presenting the amendment to the SGA no later than 15 days after receiving it. The SGA must then follow the procedure outlined in the first paragraph of this section.

Alternatively, amendments can be proposed to the General Assembly by any member of the student body.



# SGA BYLAWS

## **Campaigns & Elections**

All SGA campaigns and elections are overseen by the SGA Campus Life Committee.

## ***Eligibility, Filing, Funding, Scheduling, & Campaigning***

Each candidate running for an executive office must maintain a 2.85 GPA from the time of the election, and each candidate running for any other position in the SGA must maintain a 2.5 GPA from the time of election.

The President and Vice-President must have participated in the SGA for four full semesters before assuming office, and the Secretary and Treasurer must have served at least two full semesters in the SGA before assuming office. The Campus Life Committee will rule on questions of candidate eligibility.

Candidates running for a representative position must be included in the constituency of that position. Candidates will run for class representative positions based on the year of enrollment. Transfer students may run for class representative positions based on academic classification as determined by total credit hours as recorded with the registrar. The Campus Life Committee will rule on questions of candidate eligibility. The criteria below should be followed:

- 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 the Membership section under "Vacancies and Appointments."
- To remain eligible, each candidate for an executive position must attend an all-candidates meeting and participate in an SGA-sanctioned and moderated forum.
- Each candidate is allowed to be on only one SGA constituency slate per election.
- 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 SGA 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.
- The Executive Officers may not receive from any source, including their 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 their expenditures upon request of the SGA Campus Life Committee shall be disqualified from the election for which they have filed.
- 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 Residential Unit Representatives and remaining positions will be held no later than the third full week of the fall semester.
- Candidates cannot place campaign materials or loiter within 30 feet of the ballot box or cause damage of any sort to the College campus with campaign materials. Candidates must abide by all College posting policies.
- Candidates may not send campus-wide emails to announce or promote their candidacy or authorize or permit such emails to be sent by another student on their behalf.
- All elections will be by secret ballot at the designated polling place. Voting shall take place on two consecutive weekdays within hours that coordinate with the opening and closing of the dining hall. In periods during election day when the dining hall is closed, the ballot boxes shall be placed in a locked, secure location.

### **Procedures for SGA-Sponsored Elections**

#### ***Intent to Run***

Prior to each SGA-sponsored election, if executed via paper ballots, the SGA Campus Life 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 residence (residence hall, room number, or commuter)
- Space for signature or initials of the voter to be signed before being issued ballot(s)

#### ***Election Day***

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. Election officials shall only be Representatives and Executive Officers of the SGA. 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 midterm 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. Only Election Officials are allowed to stay at the polling locations longer than is necessary to vote. No other organizations that are fundraising or selling merchandise may sit at the polling location. 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). If the voter makes a mistake on their ballot, the Election Official shall destroy the voter’s original ballot with the error and issue a new ballot to the voter. Any effort to tamper with an election or its results will be subjected to review by the Social Council.

## **Counting**

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

The Counting Committee shall consist of:

- The SGA Secretary
- Two non-executive members of the SGA
- One member of the faculty or staff
- One upperclassman non-SGA member

Votes will be voided if:

- The Committee cannot discern the intent of the voter
- A voter has selected more than the allotted number of candidates (over-votes)
- The SGA Secretary must announce the election results within 24 hours after the ballot counting completes

## **Ballot Integrity**

All ballots (voided and not voided) shall be kept and held under the care of the SGA Secretary. Ballots shall be kept for a period of 48 hours following each election unless extraordinary circumstances (as determined by the SGA Secretary) require a longer period, and their results recorded electronically and physically. The records shall be filed in the SGA office. Records must be clearly labeled with the following information:

- Date of election
- Position(s) voted upon
- The name of the SGA Secretary

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. The Counting Committee will also attach the signed voter information list to the record.

## **Contesting an Election**

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

## **Electronic Vote**

As directed by the SGA Secretary, and in collaboration with the College's Director of Institutional Research, SGA voting may be conducted by email. The ballots will be counted electronically, yet still may be contested by following the contestation procedures. When appropriate, the paper voting procedures listed previously will still apply.

## **Membership**

### **Residential Unit Definitions**

- Love Hall, Bryan Hall, and Blandford Hall (The Quad): Love, Bryan, and Blandford Halls are counted as one Residential Unit each.
- Spragins Hall (The Quad): Spragins Hall will be counted as two Residential Units, one being the top floor and the other consisting of the bottom floor.
- Wilson and Whiteside: Wilson and Whiteside Halls are counted as two Residential Units each.
- Wilson-Rogers Hall and McRae Hall: Wilson-Rogers and McRae Halls are to be counted as one Residential Unit each.
- Young House: The Young House residence hall shall be represented by a representative from the upper floor and a representative from the lower floor. In the case of a vacancy, two residents from the same floor may serve for that residence hall.

Members of the student Life staff living in the Barton and Brown apartments (The Row) and Young House are eligible to represent their Residential Units as Hall Representatives.

### **Additional Provisions**

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.

If no student signs up to run for SGA to represent their residence hall or apartment, then students living in the nearby halls or apartments may run in their place. For example, if there is no interest from students living in Blandford Hall to run for Blandford Hall representative, then students living in Spragins Hall, Bryan Hall, or Love Hall are eligible to run for the position (this also applies to Young House and the Row). Residents living on the Quad are not eligible to run for vacant positions in the Row or Young House and vice versa for students living in the Row or Young House. The overall number of representatives from these areas does not increase.

The Senior Class Representative candidate receiving the most votes will be the Senior Class President.

If a representative moves to a new building or off-campus, they may remain the representative for their original position as long as they keep in contact with their constituents.

### **Vacancies and Appointments**

The power to fill vacancies within the SGA, the Honor Council, and the Social Council is shared between the Campus Life Committee and the SGA President. Honor and Social Council vacancies will be filled on a rolling basis, meaning the induction process will be continuous until a full roster is assembled.

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

Vacancies in the Honor and Social Councils will be filled on a rolling application basis. The student applying will be required to obtain at least five recommendations from College community members. Each recommendation consists of a signature and paragraph describing what the applicant can contribute to the Council. In addition, Freshmen will be required to submit a letter of recommendation written by either a faculty member from their previous institution. Sophomores, Juniors, and Seniors must also submit a letter of recommendation from a member of Lyon College's faculty or staff. The Faculty Advisor associated with the Council of interest will reach out to the applicant and an interview will be conducted between an executive board, advisor, and applicant. The Councils will then determine if the applicant would be an appropriate fit with the ideals expressed for each respective organization as outlined in the Lyon College Student Handbook.

Upon notification by the SGA that a vacant seat in the SGA General Assembly requires an appointment, the Campus Life Committee shall nominate an eligible candidate. The SGA Secretary shall immediately communicate the committee's nomination to the SGA President after the committee has agreed upon a nominee.

Within 48 hours, the SGA President must approve or veto the committee's nomination and inform the SGA Secretary of their decision. If the SGA President approves the committee's nomination, the nominee is officially appointed. If the SGA President vetoes the Campus Life Committee 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. If the SGA President's veto is not overturned, the Campus Life Committee must nominate another student to fill the vacant seat and follow the same method outlined in this section.

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.

Committee vacancies will be filled by the person elected or appointed to fill the vacated SGA position. The SGA President, in consultation with the other Executive Officers, shall nominate and appoint students to the Committees and Student Judicial Panel.

### ***General Assembly Attendance***

SGA 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 in the secret ballot. Should any member reach a total of five unexcused absences, they will immediately be removed from SGA without the requirement of voting. The SGA President will announce the vacancy at the following meeting.

Absences will be excused if they are the result of College business or academic travel or if the member provides a proxy as described below. Any SGA member whose academic-related travel will cause more than three consecutive absences may be removed from the SGA by a two-thirds vote of members present. The office will be filled according to the SGA Bylaws.

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

### **Committee Attendance**

Once all positions on the SGA are filled, and before the first General Assembly meeting, the Executive Officers will meet to appoint each representative to any Ad Hoc committees.

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.

Should any member miss more than the number of absences allotted, SGA may remove the member from the position by a two-thirds vote of members present. A vacant office shall be filled according to the SGA Bylaws.

### **Parliamentarian**

The Parliamentarian is a special position elected by peers in the General Assembly. The procedure for establishing a Parliamentarian is as follows:

- A vote to select a Parliamentarian is held no later than the second General Assembly meeting in a given term
- Any Student-Elected Member with more than one semester of experience serving on SGA is eligible for this position
- Students are nominated for office by other Student Members or Executive Officers. Students may not nominate themselves.
- The nominated students may accept or decline the nomination
- Students who accept are given 30 seconds to speak on their merits. Their names are listed in a visible, prominent position in the meeting room.
- All those who have accepted the nomination must leave the room for the upcoming vote
- All remaining voting members of the General Assembly vote for their preference by stating the name of their preferred candidate in a roll call vote
- If no nominee receives a majority of the vote on the first vote, the lowest candidate is dropped and the vote is repeated
- Steps 7. and 8. are repeated until a majority vote has favored a winner

## **Cross-Membership**

A student cannot serve on both the Social Council and the Honor Council. A Social Council member may run for Honor Council, but if elected they must decide on which council to serve. The SGA President and Vice-President may not sit on the executive committees of either council. Any other member of SGA may serve in these positions. Should the current president or vice-president be elected to the Social and Honor Council for the coming term, they will be allowed to serve in both positions between Reading Day, the beginning of the Honor and Social Council terms, and July 1, the end of the SGA officer term.

## **Committee Bylaws: Budget Committee**

### **General**

Funding All student activity fee funds are overseen by the SGA Budget Committee. If a budget request is approved, all advertisements and social media posts pertaining thereto must prominently display "Sponsored by SGA." Any violations of this clause will be factored into future budget requests and may affect the outcome.

### **Budget Requests**

The SGA Treasurer will maintain a record of all budget requests made to SGA. Records must be passed down to the next Treasurer after the end of officer terms. The record must include:

- The completed budget request form
- Any stipulations added by the General Assembly to the form
- The vote outcome from both the Budget Committee and the General Assembly
- The date that both the Budget Committee and the General Assembly voted on the form

### **Allocations**

Annual allocations are made to the following entities by the SGA Budget Committee at the end of the spring semester:

- Student Activities Council
- Spragins House
- Young House
- *The Highlander*
- Senior Party
- SGA Executive Officer Stipends
- SGA Fall Retreat
- Honor and Social Council Expenses
- SGA Executive Discretionary Fund (must be approved by SGA executive officers)

The SGA Budget Committee will take precedent into account when scheduling allocations. No request can be made after money is spent. All budget requests may be reimbursed up to \$400 if they were considered no more than four weeks prior to their original submission date. A simple majority vote in the General Assembly is required for reimbursement. No money will be allocated for the sole purpose of raising funds. Budget requests cannot be increased following their submission to the SGA Budget Committee. Fundraising will be taken into account with all budget

requests. SGA may disburse the remaining funds only to recognized campus organizations. Student activity fee funds may not be directly donated to charities or not-for-profit or public entities.

### ***Specific Funding for Student-Led Organizations***

For sanctioned student-led organizations, SGA may not allocate funds in excess of \$1,200. After funds allocated from the SGA are spent, an expense report with accompanying receipts must be submitted to the SGA Treasurer. The receipts must show what the money was paid for and 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. 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.

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

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

#### **Special Provisions for Select Organizations**

The prohibition of retroactive funding in Committee Bylaws does not apply to the Student Activities Council.

The \$1,200 limit stated in Committee Bylaws does not apply to the Student Activities Council, Spragins House, Young House, *The Highlander*, Senior Party, SGA executive officer stipends, SGA retreat, SGA conferences, Radio Club, or any department within the Office of Student Life.

Following precedent, the SGA may provide food for General Assembly meetings, SGA Executive Officer stipends, and t-shirts without submitting a budget request.

### ***End-of-Semester Budget Requests***

Student activity fees should be used on Lyon College students during the semesters that they attend. SGA should strive to have no more than \$5,000 left over by the end of the semester. In an effort to combat such extraneous money remaining, end-of-semester budget requests may be submitted. Requirements are as follows:

- There must be six weeks or less remaining in the semester
- The project should aim to benefit students for at least three years
- Projects must have a physical component
- Projects should begin to benefit students at the start of the next academic year

If these requirements are met, an organization may request any amount still remaining in the SGA budget. The SGA Treasurer is responsible for informing the Lyon College community about this policy as well as opening dates and requirements. The vote on all requests of this type would occur at the last scheduled General Assembly meeting of that semester.

### **Campus Life Committee Bylaws**

The SGA Campus Life Committee is responsible for overseeing SGA-sponsored elections and the sanctioning of student organizations.

### **Student Organization Sanctioning**

All student organizations must be sanctioned by SGA to receive funds via budget requests. Any new organization must send in a completed and coherent constitution to the Committee. The Committee will give suggestions, examples, and assistance to new organizations. Once the Committee has determined that an organization is ready for consideration by the General Assembly, the SGA Secretary will place it on the agenda for the next General Assembly meeting.

### **Returning Student Organizations**

These organizations were sanctioned by SGA in the previous academic year. Returning organizations must fill out the returning organization form. The SGA Secretary will send this form to the student body no later than the second SGA General Assembly meeting. All requests for returning organizations must be filled out no later than October 1. If the forms are properly filed, as judged by the Committee, then the organization will be sanctioned immediately. If there is a discrepancy on the form, it will be sent back to the organization that filled it out for correction. Once the form has been corrected, the organization will be sanctioned. There is no time limit for the correction of a faulty form.

### **Policy Committee Bylaws**

The SGA Policy Committee has a unique ability to review and suggest changes to the entirety of the Student Handbook. A proposal from the Policy Committee to review a section of the Student Handbook may come from any source. To become a full SGA resolution, the following steps must occur:

- The Committee reviews the section of the Handbook in question or dispute
- The Committee words and designs a full proposal to be sent to the General Assembly
- The Committee votes on the proposal. A majority is needed for the vote to pass with regular scrutiny. If the vote passes, it is set on the agenda for the next General Assembly meeting. If the vote fails, a 25 percent-plus-one minority may still send the proposal to the General Assembly under heightened scrutiny. If the SGA resolution cannot gather the minority above, it dies in committee. If the vote goes to the General Assembly, two weeks are needed to consider the proposal. The proposal must have a majority (50 percent plus one) to pass under regular scrutiny or an overwhelming majority (66 percent plus one) to pass under heightened scrutiny.

- Approved SGA resolutions are referred to 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), the Board of Trustees.

### **College Committees**

The SGA 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 on the students' behalf, and to report to the General Assembly regarding all committee work. Committee representatives who fail to fulfill these duties are subject to replacement.

### **Documentation**

Documentation must be available to any core or essential Non-core member of the General Assembly upon reasoned request. The SGA Vice President will have viewing access, but not editorial access to SGA records.

### **Minutes**

The SGA Secretary will be responsible for maintaining a record of minutes from General Assembly meetings. Records must be passed down to the next Secretary after the end of officer terms. The record must include:

- The minutes as presented to the General Assembly
- The date the minutes were accepted by the General Assembly
- Any alterations to the minutes as discussed by the General Assembly

### **Amendments**

An amendment to these Bylaws may be proposed by any member of the student body to the SGA. The SGA Policy Committee may also, as a body, propose policy changes. An amendment must be submitted in writing to the General Assembly at least two weeks before voting on the amendment. The amendment must carry two-thirds of the membership of the SGA to be accepted.

# STUDENT ORGANIZATION POLICY

So 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 information and a complete listing of campus organizations, please contact the Office of Student Life.

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

## **Formation**

Any group of students may file for organizational status with the Student Government Association by presenting a constitution, a slate of officers, and a faculty or staff advisor. To initiate the process, prospective organizations should contact the Office of Student Life. The prospective organization will be recognized after a majority vote of the SGA.

## **Continuation**

All organizations must register annually by October 1. Organizations seeking continued SGA recognition should refer to the Student Government Association's Campus Life Committee Bylaws in the student handbook. Fraternities and sororities are also governed by the constitutions of the Interfraternity Council and the Panhellenic Council, respectively. Organizations that fail to renew their status by the October 1 deadline must reapply for SGA recognition.

## **Advisory Requirements**

All recognized student organizations must identify and consistently seek from a faculty or staff advisor. The advisor is responsible for representing the student organization alongside its members in Student Life meetings and certain on-campus events. The advisor must be present at all off-campus events. To review all advisor requirements, please refer to the student organization application.

## **Sponsored Events**

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

Sponsoring groups or organizations, their officers, and their advisors are responsible for fulfilling all financial and contractual obligations entered into in conjunction with 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.

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 and added to the Student Life calendar no later than October 31. Programs and activities must be planned with the knowledge of the advisor.

Sponsoring organizations, their officers, and their advisors are responsible for keeping a record of attendees at events (both on and off-campus) that are open to the general public. The advisor is responsible for directly supervising off-campus events and on-campus events that are open to the general public.

## **Event Promotion**

SGA-recognized organizations may advertise activities and events on campus. The Student Life staff will post any announcements that are submitted to the Office of Student Life office in advance of said activities and events. Organizations that do not adhere to the posting policy may be referred to the Social Council and may be ineligible for SGA funding.

## **Outside Entity Promotions**

No entity beyond the Lyon College community may post promotional materials without explicit approval from the Office of Student Life. Any outside entity wishing to post or otherwise disseminate promotional material should contact the Dean of Students. The Office of Student Life reserves the right to determine how promotional materials are disseminated.

## **Materials & Timeframes**

For those who choose to post advertisements, the following process is to be followed:

- Inform the Director of Student Involvement of the details of the event and provide them with appropriate contact information before posting advertisements
- After this communication, post advertisements in the following manner:
  - Use only painter's tape to post on glass, wood, or walls

Advertisements must be removed within 24 hours after an event. Student Life staff will remove the advertisements if they have not been taken down by organization representatives.

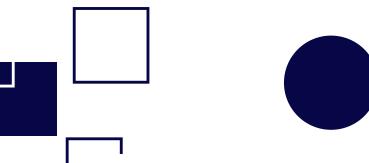
### ***Content Restrictions***

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

### ***Allowable Locations***

Besides those guidelines defined by SGA, the following should also be considered. To display promotional materials in specific buildings on campus, students should use only painter's tape unless specifically permitted to affix materials through other means, and the following policies regarding location should be observed:

- Alphin: 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: Students may post on the provided bulletin boards. Nothing is to be posted on the walls
- Lyon: Students may post on the windows only. Nothing is to be posted on the doors or walls.
- Nichols: Students may post on the glass beside the doors to either entrance. Nothing is to be posted on the walls.
- Morrow Academic Center: Students may post outside only, on the windows beside the doors or on the poster hanger quad-sidewall. Nothing is to be posted inside or on the doors.
- Holloway Theatre: 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
- Quad and Row Board: Students wishing to use the kiosk to promote events should take materials to Spragins House to have them posted inside the glass
- Edwards Commons: Students may post on the windows and on the interior walls of the elevator. Nothing is to be posted on wood or painted interior walls or on entry doors.



# RESIDENCY STATUS

Lyon is a primarily residential college. Students who are single, under the age of 21, and do not hold veteran status must either reside in College-owned housing, commute daily from their parents' primary residence no more than 45 miles from campus, or receive a written exemption from the Dean of Students.

## **Eligibility**

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

## **Exemptions**

To qualify for an automatic exemption from living in College housing, a student must be 21 years old on or before the last day to add a class 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 requirement will generally not lose any financial aid due to off-campus residency. Students who do not qualify for an automatic exemption from the residency requirement and who are granted an exemption may lose up to 30% of any Lyon institutional scholarship(s) and/or grant(s) they have been awarded.

## **Process for Consideration**

Those requesting exemptions must submit a commuter application (found in MyLyon under Student Forms).

If the request involves a medical condition, students should contact the Office of Academic Support and Accessibility.

Consideration is based on the following factors (in no particular order of importance):

- Justification for the request
- Academic standing and achievement
- Campus housing availability
- Date of submission

**No binding off-campus commitments (such as signing a lease) should be made prior to receiving written notice of exemption approval. Such arrangements will not override the residence policy.**



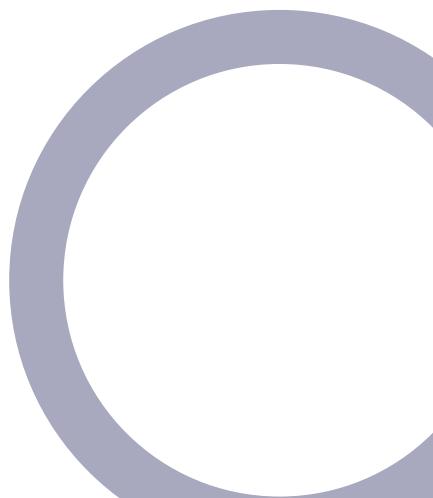
# DEPOSITS & DAMAGES POLICY

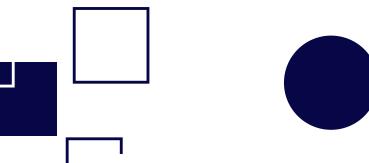
First-time entering students pay a \$100 room damage deposit. The damage deposit will be maintained to assure the College of the student's continuous occupancy for the contract period. A student room assignment will not be made until the room deposit has been received by the College. Upon officially 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.

Students are responsible for all College property furnished in the residence halls. All residents are responsible for the common areas of their assigned hall and for damage or loss in that hall that cannot be attributed to a known violator(s). Residents will be fined as a group for all damage that is beyond the expected 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.

Common area damages will be assessed to the smallest possible area (i.e. if damage occurs on the first floor of a hall, then only the first-floor residents will be charged). The RDs and RAs will make initial damage assessments. The Director of Campus Living will determine final damages and charges. Total damage charges will depend on the amount of labor and materials involved in repairing the damage.

The College does not assume any legal obligation or responsibility for injury to person or loss of or damage to personal property. Students are encouraged to purchase appropriate insurance to cover possible losses.





# FACILITIES POLICY

## **ADA Living Space**

The Office of Student Life is able to provide accommodations for persons with physical disabilities in male, female, and co-ed residence halls. Students with physical conditions requiring ADA housing will have priority for these arrangements. Such requests should be sent to the Office of Academic Support and Accessibility.

## **Bathrooms**

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.

## **Cleaning, Repairs, & Issues**

Housekeepers, under the supervision of the Maintenance Department, maintain the daily care needed for common areas (hallways, stairwells, lounges, common bathrooms, etc). Residents are responsible for cleaning their own rooms and keeping the common areas free of personal items and trash. Housekeeping is unable to permit students to use their cleaning supplies. The housekeeping staff is not assigned to buildings to clean up after individual students and/or staff members. Building a good relationship with the housekeepers will ensure that custodial concerns are taken care of promptly and efficiently.

Dishes, cookware, and/or food containers that are left in the sinks, kitchens, or common areas will be discarded by housekeeping each morning. The College will not be responsible for replacing items that are discarded under these circumstances. Dishes, cookware, and food containers should be taken to the student's room to dry. They should not be left in the common area.

Any repair issues should be reported to the student's RA or RD who will submit the appropriate work order requests to the Maintenance Department. Students who deliberately cause damage to any part of a residence hall's infrastructure will be found in violation of College policy and be fined appropriately.

## **Laundry**

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

Laundry facilities are available 24 hours per 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 and Brown laundry facilities are available for use residents who do not live in these halls at the following times: Monday-Friday from 8 a.m. until 5 p.m. and Saturday-Sunday from 8 a.m. until 1 p.m.

Machine malfunction should be immediately reported to the hall RA.

The College does not assume responsibility for theft of clothing items from laundry facilities. Thefts should be reported to the hall RA and Campus Safety. Efforts will be made to retrieve stolen items, but retrieval cannot be guaranteed.

#### **Room Assignments & Changes**

Freshmen will be assigned on a first-come basis and will be matched with a roommate according to information they provide on the housing application and contract they submit to the Office of Student Life. Housing assignments for current resident students are based primarily on seniority. Questions about housing availability should be directed to the Director of Campus Life.

#### **Common Interest Community Applications**

Housing on "The Row" (Barton & Brown) will give priority to Common Interest Communities (CIC). For information on creating a CIC, reference the CIC application process.

#### **Priority Housing**

The following areas are reserved for students who have reached the classification of at least sophomore: McRae Hall, Wilson & Rogers Hall, Barton Apartments, Brown Apartments, and Sturbridge Apartments. In general, student housing placement will be assigned in order of receipt of the housing application.

#### **Single-Occupancy Rooms**

In most cases, single rooms will only be available to those with a documented medical need. Requests for a medical-need single should be submitted to the Office of Academic Support and Accessibility and must include all appropriate documentation.

Should sufficient space be available, requests for single rooms will be considered in order of seniority. Those seeking approval may not have any previous housing infractions or Social Council violations. Some rooms in each hall may be kept empty for emergency placements. The existence of an unoccupied room does not necessarily mean that the room is available for students who prefer a single room and students should under no circumstances occupy such rooms without authorization.

Students who find themselves alone in a double room after move-in is complete should expect to be moved to another comparable room with a

roommate or to receive a newly assigned roommate at any given time. Anyone refusing to move or to accept a roommate will be charged the single room rate for the remainder of the term.

### **Room and Hall Changes**

There are designated time periods throughout semester during which students may request room or hall changes. Each is listed below along with the corresponding method of handling.

Students who attempt to change rooms or halls before receiving permission will be charged an improper check-out fee of \$100 for failing to follow room change procedures.

Students who find themselves in a situation that warrants a room or hall change after the designated period must complete all of the following steps:

- Contact the Resident Assistant (RA) of their hall to discuss the situation.
- Attempt to resolve the situation with the assistance of the RA (i.e. roommate mediation, roommate contracts, etc.).
- In the event that the situation cannot be resolved with the assistance of the RA, the Resident Director (RD) will provide further assistance.
- In the event that the situation cannot be resolved with the assistance of the RD, the student(s) must demonstrate to the Director of Campus Living that there is a need for a room or hall change and that the other student(s) involved are in agreement.

### **Semester End Changes**

At the end of the fall semester, students may make a room or hall change request for the spring semester. These requests are 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.

### **Meal Plans**

All students living in College residential units are required to have a campus meal plan. There are few exceptions to this policy. Students may request an exemption from the meal plan based on medical needs only. Dietary needs and preferences will not be considered for exemption, but if these needs or preferences are not being met, students are encouraged to discuss their concerns with the Director of Dining Services.

The College does not consider financial need or preference as grounds for exemption and will not consider requests based on such grounds. Religious exemptions are reviewed on a case-by-case basis. Students seeking a meal plan exemption based on medical need should contact the Office of Academic Support and Accessibility. Students seeking a meal plan exemption based on religious grounds must submit a written request to the Director of Campus Living. The Office of Student Life reserves the right to request further documentation if necessary.

In the event that an exemption is granted, the student will receive a prorated refund, where applicable, based on the date of approval, not the date of request.

## **General Policies**

All general campus life policies exist to create a physically, emotionally, and mentally safe environment for College residents. Such policies are intended to align with the mission of the College and to reflect the values of the larger Lyon College community. Violation of these policies will be subject to disciplinary action up to and including dismissal from College residence halls. In the most extreme cases, violators may be suspended or expelled from the College. The College has a basic expectation that no person shall engage in behavior that is disruptive to the College community, including within and around the residence halls and parking lots. Violations of these policies will result in disciplinary action.

## ***Athletic and Recreational Activities***

Athletic and recreational activities must be kept at a safe distance from the residence halls and parking lots. All athletic and recreational games and activities, including roughhousing, throwing, bouncing, or kicking of objects, are prohibited within the residence halls and parking lots.

## ***Cohabitation***

Cohabitation between couples who are romantically involved is not permitted in Lyon College housing, regardless of sexual orientation and/or gender identity. If Lyon students are found to be cohabitating, the Office of Student Life will mandate a room or hall change.

## ***Doors and Windows***

Window screens are not to be removed from residence halls and/or rooms. Missing or damaged screens will result in damage charges assessed to the resident(s). Objects may not be thrown from windows. Entering the building through windows or other surreptitious entry is prohibited. Entering or exiting a residence hall through an unauthorized entry or exit is prohibited. Emergency exits are for emergency use only.

The main entry doors of all residence halls will be locked 24 hours per day for the protection of students. Resident student ID cards will be activated to serve as main entry keys to residence halls. These cards should be used to gain access to any residence hall. Guests of residents should be met at the hall's main entrance. Propping open or entering through emergency doors is prohibited and will result in a fine.

Unauthoirized entry to restricted areas such as building mechanical rooms and custodial closets is prohibited as is venturing onto roofs and decorative balconies. Violation of this policy will result in a fine.

During times of seasonal weather changes or HVAC interruptions, windows should remain closed to ensure faster heating or cooling of the building by the central heating and air units. Students should never open windows in hallways or common areas unless explicitly directed to do so by a member of Student Life staff or maintenance.

## Keys and Access Cards

Residents are issued keys to their rooms upon moving into campus housing. Since all residence halls have card access, student ID cards will be activated to serve as keys for the main entries of the residence halls.

The assigned room key and main entry access 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 cards at all times. Students should keep their room and/or apartment door locked at all times when it isn't occupied.

Room doors should be locked at night when residents are sleeping. Any rooms found to be unlocked over a break or other extended absence will be locked by College staff. Students who are locked out following a break will be subject to lockout fees.

Lost keys and access cards should be reported immediately to the hall RA who shall follow the appropriate chain of command and procedures. A new core will be installed and new keys issued to all residents of the room or apartment. Students are responsible for the cost of replacing lost keys and/or access cards. Students will be charged \$50 per lock and key change and \$25 per lost access card. This policy is for the protection of residents and their personal belongings. Unauthorized duplication of keys is a violation of College policy and will result in disciplinary action.

Students who are locked out of their rooms during the first two weeks of the semester should contact their RA between the hours of 8 a.m. and midnight. Campus Safety should be contacted outside of those hours. Lockouts that occur within the first two weeks of a semester will not result in a charge. Lockouts beyond the first two weeks of the semester will result in a charge. See the lockout procedures section for more information.

## Fires, Fire Drills, Fire Alarms, Fire Safety Equipment

Residence hall fire drills are scheduled each semester. The purpose of fire drills is to acquaint residents with a rapid and orderly means of exit during an emergency.

Equipment designed to protect residents and their belongings from the dangers of fire is very important in Lyon's continuing efforts to make 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 on a regular basis to ensure that it is in proper working order and may enter student rooms **at any time** to conduct inspections. Residents are collectively responsible for fire safety equipment in their assigned room, suite, or apartment, and all residents of a hall are collectively responsible for fire safety equipment in common areas of the hall. Students are expected to report any malfunction or concern about fire safety equipment to the hall RA without delay.

If fire safety equipment is misused or tampered with in an individual room, suite, or apartment, the resident(s) will be referred to the Director of Campus Living and subject to the following fines.

**First Offense:** A minimum of residential probation and a \$250 fine plus the cost of any necessary repairs

**Second Offense:** Permanent dismissal from the residence halls and a \$500 fine plus the cost of any necessary repairs

The following behaviors will be considered violations of this policy:

- Setting or causing any unauthorized fire in or on College property, including the lighting of candles or incense
- Failing to participate in fire drills
- Failing to respond to a fire alarm
- Engaging, tampering with, or triggering any mechanical or electrical apparatus for the purpose of creating a false fire alarm
- Engaging, operating, tampering with, discharging, or removing any fire extinguishing equipment, emergency signs, exit signs, smoke detectors, or identification of rooms without proper authorization
- Reentering a building before doing so has been declared safe by the appropriate Lyon College staff member or emergency personnel

### **Fire Hazards**

The following items are considered fire hazards and are not permitted in residence halls:

- Sun lamps
- Halogen lamps
- Window HVAC units
- Hot plates
- Electric skillets
- Indoor grills
- Toasters and toaster ovens
- Air fryers
- Deep fryers
- Refrigerators larger than five cubic feet
- Space heaters

Microwaves are prohibited in student rooms and suites but are permitted in apartments.

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 a residence hall. These items have no way of preventing overloads and pose a serious fire risk.

Open flames of any time, inside or outside any residence hall, are prohibited (except for authorized use of the campus fire pits). This includes but is not limited to burning candles and incense.

Halls and stairways must be kept free of furniture debris, and other materials. Firecrackers, fireworks, or explosives of any kind are prohibited. Live and cut Christmas decorations, including but limited to Christmas trees, wreaths, etc. are prohibited.

### **Transportation**

Bicycles may be stored in student rooms only if it is agreed upon by all residents. Bicycles may not be parked or store in hallways, stairwells, or common areas. Bicycles left in a hallway, stairwell, or common area will be removed. Bike racks are provided outside of each residence hall. Students may not ride bicycles, skateboards, roller skates, or other small manual or motorized vehicles in the hallways, stairwells, or common areas of the residence halls. 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 halls

### **Furniture**

Furniture arrangements vary from room to room and are dependent upon the design and function of the space. No furniture may be removed or damaged.

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 common area furniture in their room will be asked to replace the furniture and will be fined \$50 per item. Residents should not place College furnishings outdoors or move furniture from one hall to another without permission from the Associate Dean of Students.

### **Guests**

Guests are allowed in the residence halls from 8 a.m. until midnight. They are not allowed to stay overnight in the residence halls. Minors are not permitted in residence halls except when accompanied by their legal guardian(s).

Residents are responsible for the behavior of their guests and will be liable for any damages that their guests cause. Residents are responsible for informing their guests of College policies. All students and guests are expected to abide by College policy at all times.

A non-resident may be requested to leave the residence halls by authorized personnel when there are necessary and sufficient reasons. Non-residents who are disruptive or who fail to follow instruction from authorized personnel. Repeat offenders will be banned from the hall(s) for a specified period.

### **Littering, Trash Disposal and Recycling**

Large common trash bins are provided in each residence hall 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 cleaning and/or damage charges. Cigarette receptacles are not to be used to dispose of personal trash other

than cigarettes.

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 provided for that purpose.

### **Noise and Quiet Hours**

Common courtesy is necessary for all residents and is expectation at all times. The primary responsibility for the enforcement of quiet hours belongs to the residents themselves. 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 audio speakers of any kind and voices should be limited to a level that will not disturb the nearest neighbor's attempts to study, sleep, or socialize.

Students are expected to be cooperative when a reasonable request to lower noise levels is made by another student. Quiet hours (periods of time when sound beyond natural ambient sound is prohibited) are periodically in effect for all residence halls. Residence Hall Quiet Hours: Sunday-Thursday from 10 p.m. until 8 a.m.; Friday-Saturday from 12 a.m. until 12 p.m. for the Quad, Young House, Wilson, McRae, Wilson & Rogers, Whiteside, and Sturbridge; Friday-Saturday from 2 a.m. until 12 p.m. on the Row.

During final exam weeks, additional restrictions for quiet hours are established to create an atmosphere conducive to studying for final exams and assignments. Students who are disruptive and fail to adhere to the finals quiet hours policy may be asked to leave campus housing for the duration of the exam period. Finals quiet hours begin at 10 p.m. on the last day of class each semester and are in effect through the time residence halls close for the semester.

### **Personal Hygiene, Sanitation, and Cleanliness**

The close nature of living in a residence hall demands that students be conscious of their personal living habits. Personal cleaning and grooming habits are important to student health. The College expects that a reasonable level of cleanliness will be maintained in student rooms, bathrooms, and common areas. Should problems or disputes arise over the issue, the Director of Campus Living will intervene.

Student Life staff will conduct regular checks of rooms for cleanliness and safety. Staff will announce the time of the inspection at least two business days before the scheduled check. Students who will not be available at the announced time may arrange an alternate time to meet with their RA. The rescheduled check will take place no later than 24 hours after the previously scheduled time. Those who have not arranged an alternate time understand that the check will be conducted in their absence. These regular checks will be a visual inspection. RAs do not conduct room searches. Student Life professional staff may conduct searches in coordination with Campus Safety when deemed necessary.

The Office of Student Life has the authority to inspect student rooms for cleanliness. Failure to maintain a basic level of cleanliness or respect for the College's property will result in disciplinary action.

**First Offense:** Mandate to clean the room within 48 hours

**Second Offense:** \$75 fine and a mandate to clean the room within 48 hours

**Third Offense:** Additional \$75 fine, mandate to clean the room within 48 hours, and a warning of dismissal

**Fourth Offense:** Permanent dismissal from College residential halls

### **Resident Meetings**

Student 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. Failure to attend will not be accepted as an excuse for not knowing the information that is provided in these meetings. If a resident cannot attend, it is expected that the resident speaks with the RD or RA prior to the meeting date and time to receive the necessary information. Failure to attend floor or building meetings may result in referral to the Director of Campus Living.

### **Decorations and Painting**

Residents are encouraged to decorate their rooms in a manner that makes them feel at home. The use of nails, screws, or hooks is prohibited. Posters may be hung, but tape marks on the walls or ceilings will result in damage charges. Alcohol and other drug-related messages are also prohibited. Any material—whether displayed inside a resident's room or on their door—that is used to fulfill a personal aesthetic preference shall not contain content that is obscene, socially inappropriate, intimidating, or patently offensive to the prevailing standards of the community.

### **Smoking**

Smoking, including electronic cigarettes, is prohibited in residence halls, apartments, 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. Areas not explicitly designated for smoking should be considered smoke-free zones.

### **Weapons and Firearms**

Possession, use, or storage of any weapons, including but not limited to, guns, bows and arrows, BB guns, paintball guns, water and gel pellet guns, air rifles and pistols, ammunition, knives, slingshots, explosives of any type, or other dangerous weapons are prohibited on the Lyon College campus or in any College building, including residence halls. The Office of Student Life reserves the right to determine the potential danger an object poses.

Culinary kitchen knives (those found in culinary stores or culinary departments of stores) are permitted only for cooking in the residence halls or apartments and cannot exceed nine inches in length from the point of the knife to the butt of the knife. Culinary knives should never be left unattended.

\*Students are encouraged to attend the Arkansas Scottish Festival that is held at Lyon College each fall. Any type of item purchased with a blade attached, including but not limited to long swords, battle axes, etc., must be removed from the College campus immediately after purchase.

#### **Heat, Air Conditioning, and Other Infrastructural Matters**

Decisions regarding heat and air conditioning, and other infrastructural matters (mechanical, cosmetic, etc.) in the residence halls are made by College administration. These decisions are data driven and are made in consideration of building integrity and, more importantly, student health and safety.

# RESIDENCE HALL PROCEDURES

To maintain a functional residence life system and ensure community standards are met, all residents shall follow proper procedures.

## **Check-in & Check-out**

### **Check-In**

The check-in process is as follows:

- Notify RLS of your arrival at the appropriate check-in location. Outside of the advertised check-in times, you may visit the Office of Student Life. The office is open from 8 a.m. until 5 p.m., Monday through Friday.
- Conduct a room inspection while completing the Room Inventory Form (RIF)
- Submit the completed RIF within 24 hours of moving in

Student Life staff will have inspected each room, taken inventory of all College furnishings, and noted any pre-existing damage. It is each student's responsibility to properly examine their room and complete the RIF in its entirety to avoid being charged for pre-existing damages.

### **Check-Out**

All students are required to move out of the residence halls within 24 hours of their last final exam. The check-out process is as follows:

- Arrange an appointment with your RA to check out or utilize the Express Check-Out option. Students using Express Check-out forfeit the opportunity to dispute damage and/or cleaning charges. DAmages will be charged commensurate with reparation expenses. Housekeeping charges for standard issues (unswept floor, undisposed trash, etc.) is \$75. Excessive mess will be charged a higher fine.
- Clean the living area thoroughly
- Remove all personal items
- Complete room inspection with an RA. Failure to check out using a formal walkthrough with your RA or using Express Check-out will result in a \$100 improper checkout fee.
- Complete RIF and return room key or use the Express Check-out envelope to return key to RA.

### **Early Arrival**

Except for students who are given written permission to return to campus before the residence halls open, no student will be allowed to move into a residence hall before the residence halls officially open. Students who arrive on campus before the official move-in date should be prepared to secure and pay for off-campus accommodations.

## **Post-Finals Stays**

There are a few conditions that will enable a student to remain in their residence hall after their last final exam. Conditional permission must be obtained from the Director of Campus Living..

## **Graduates**

Students who are receiving their diploma at commencement are allowed to remain in their residence hall. Graduates must vacate their rooms by noon on the day following Commencement.

## **Commencement Workers and Performers**

Students who are scheduled to work, perform, or otherwise fill an official role within the Commencement ceremony (ushers, choir singers, Color Guard, etc.) are allowed to remain in their residence hall. Students in these positions must vacate their rooms by noon on Commencement Day.

## **Commencement Attendees**

Students who are not graduating or playing a role in Commencement but wish to remain on campus to attend the ceremony may apply to remain on campus.

Applications are due no later than two weeks before Commencement. Applications submitted after this deadline will not be considered. An application submission does not guarantee housing will be available. Students may be required to move from their current residence. If permission is granted, fees will apply.

## **Complaints and Conflicts**

It is generally best if the resident seeks to tactfully resolve any points of concern directly with the other person(s) involved. RAs are available to help residents find resolution if one cannot be reached without mediation. Problems for which suitable solutions are not found with the RA's assistance will be taken to the appropriate RD. Residents who continue to be dissatisfied after contacting their RA and RD should see the Director of Campus Living.

## **Room Entry**

The College reserves the right to enter a student's room for the following reasons:

- Scheduled or routine housekeeping and maintenance inspections or repairs
- Investigation of concerns about student health, safety, and welfare
- Reasonable cause to believe that College rules or policies or local, state, or federal laws are being violated
- Routine inspections by Student Life staff

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 policy
- Upon entry into the living area or room, a College official "sees in plain view" any item that violates College rules

Exercising the right to 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. All inspectors must knock and identify themselves multiple times before entering any student room. If no response is received, the inspectors may enter the room under the assumption that it is vacant.

With the exception of routine RA checks, inspections of female rooms will include at least one female RLS member and a Campus Safety official or other appropriate Student Life representative. With the exception of routine RA checks, inspections of male rooms will include at least one male RLS member and a Campus Safety official or other appropriate Student Life representative.

### **Insect Control and Fire Inspections**

Students should notify their RA should insects become a concern in their living area. The residence halls are treated as needed to help eliminate insect problems. Students should remember that food and drink containers attract insects, and proper trash disposal assists in reducing pests. Additionally, removing screens from residence hall windows will allow insects into rooms.

All pest technicians and fire inspectors will be escorted by Campus Safety personnel and must knock and identify themselves multiple times before entering any student room or space where students may be present and where privacy is expected. If no response is received, the technician and their escort may enter the room under the assumption that it is vacant.

### **Lockouts**

A student who is locked out of their room should contact their RA between the hours of 8 a.m. and midnight. Campus Safety should be contacted outside of the hours of 8 a.m. and midnight.

Upon re-entering the room, a resident must show their key to the RA or Campus Safety officer to avoid a lost-key charge. Students have a 24-hour grace period to show their assigned room key to the RA or other Student Life employee to avoid this charge.

RAs have limited access to building keys and thus will not be available to provide entry after the first two weeks of the semester, by which time all students should be accustomed to carrying their keys. Following this period, students must contact Campus Safety for assistance. Student in these situations will be charged a lockout fine (see below). At no time may a student harass an RA about room entry. Repeated requests to circumvent this procedure will result in disciplinary action.

### **Lockout Fines**

**First Two Weeks of Semester: No Charge**

**First Incident Beyond Grace Period: \$10**

**Second Incident Beyond Grace Period: \$25**

**Third Incident and More: \$50 per incident**

## **Storage**

The College is not able to provide personal storage. Residents do not need to remove belongings from their rooms during the Fall Break, Thanksgiving Break, Christmas Break, or Spring Break. However, students are encouraged to remove all items of personal value from their residence halls prior to departure during any break period. Items left in residence halls or apartments over summer break will result in a housekeeping charge. The items will be donated or disposed of.

## **Application Deadlines**

Deadlines for housing applications for the upcoming term will be announced well in advance of the deadline. Application information will be emailed to all students and posted in various locations. Failure to apply by the deadline may impact a student's access to housing and the student's requested location may not be granted. Students applying for housing after July 31 will be subject to a \$100 service charge.

Applications received after this time will be processed by Student Life staff as time allows. Placement will be determined by Student Life staff. Roommate requests will not be honored after July 31. No room change requests be examined until two weeks after classes begin. Contact the RA about safety issues in this timeframe.

## **Roommate Requests**

Requests made after the application deadline will not be honored. After July 31, roommates will be assigned by Student Life staff. Requests made before the application deadline will be honored unless the request violates housing policy.

## **Hall Preference**

Students who do not indicate a hall preference on their housing application will be assigned to standard rate housing by Student Life staff as available. Students whose first choice is not available and who did not indicate a second choice will be assigned housing by Student Life staff. Students who selected premium housing as their first choice will be assigned to premium housing elsewhere if available. They will be assigned to standard housing if premium is not available. Requests to change hall selections before the initial deadline will be honored unless space is unavailable. Changes requested after the deadline will be at the discretion of Student Life staff.

# CAMPUS RESOURCES

Lyon College's amenities and programs are available to all Lyon students. Part-time students attending Lyon College are classified as degree-seeking and non-degree-seeking. Part-time students who are registered for a course may use the campus facilities appropriate for that course. Non-degree-seeking students may attend special events (plays, concerts, dances, basketball games, etc.) and activities and use the campus recreational facilities available to full-time students by enrolling in a course and paying the student activity fee. Degree-seeking students may attend special events and activities, and use the campus facilities and the student services available to full-time students by enrolling in a course and paying the student activity fee.

## **Campus Safety**

Lyon contracts with Allied Security, North America's leading security agency. At Lyon, Allied Universal, with its team of trained security professionals and vast safety resources, operates according to campus policies, monitors and secures all campus areas 24/7, maintains a friendly and visible presence, administers campus parking regulations, and optimizes services by having consistent office coverage as well as constant patrol throughout campus.

Additionally, Allied Security staff serve as liaisons to local police and emergency service authorities. Law enforcement is carried out by the Batesville Police Department and the Independence County Sheriff's Department.

In cases of emergency, members of the Lyon community should first call 9-1-1, then Campus Safety.

## **Chaplain & Service**

The College is affiliated with the Presbyterian Church USA, but the Chaplain & Service Office exists to create a space for religious experiences and exploration. Through programming, it is the goal of the Chaplain's Office that students are able to engage with various faith traditions. One core experience on campus is Chapel Hour.

Thursdays at 11 am are set aside for the College to spend time in personal reflection, prayer, meditation, and pause throughout the semester. The Chaplain's Office hosts a weekly service in Ellebracht Chapel during this time.

While the community is not required to attend, it is the College's hope that everyone in the Lyon community uses the time to pause in the busy schedule of the College.

Service is another major aspect of campus life. In addition to religious and spiritual development, the Chaplain and Service Development Office fosters a service mindset throughout the Lyon College community with an intense focus on developing future leaders in social service.

### **College Work Assignments**

College work provides opportunities for combining meaningful work experience with academic progression, personal growth, skills development, and career training. The following criteria are considered in making work assignments: the needs of the College and the student's career interests and abilities. Students who qualify for work-study should contact the Financial Aid Office. Work study status is not required to qualify for College work assignments. For more information, contact the Office of Student Life or the Career Center.

### **Commuter Lounge**

The commuter lounge is available to all commuter students and features quiet space for studying basic amenities, and collaborative space. The lounge is located in the Flanders Reading Room on the second floor of the Lyon building.

### **Dining Services**

The College dining service offers several meal plan options ranging from a standard meal plan to unlimited dining. The dining hall offers dining choices that allow students to select from a variety of pizzas, comfort foods, a salad bar, deli and grilled sandwiches, vegetarian options, and baker Brenda's legendary desserts. The dining hall also features soft-serve ice cream and cones. Menus are published and posted in the dining hall every week.

### **Flex Dollars**

Dining services also include Flex dollars. Flex dollars are coded onto student ID cards and may be used in the dining hall, the Lyon Den, or the Salty Dog. Additional Flex dollars may be purchased and added to student ID cards by contacting Fresh Ideas.

### **Non-residential Students**

Non-residential students may purchase meals at current prices, add Flex dollars to their ID card, or contact the cashier to purchase a commuter meal plan.

### **The Lyon Den**

The Lyon Den, located on the lower floor of Edwards Commons, offers a variety of grill items, sandwiches, wraps, snacks, and soft drinks. Flex dollars can be used to purchase items from the Lyon Den. Students may also swipe their ID card to use a meal from their plan for a grab-and-go meal.

### **The Salty Dog**

The Salty Dog Coffee Shop is located in the Morrow Academic Center and offers a variety of specialty espresso drinks, smoothies, coffee, tea, pastries, and more. The Salty Dog only accepts cash, credit, or Flex dollars. Students cannot use their meal swipes at this location.

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## **Fitness & Recreation**

### **Basketball Courts**

The outdoor basketball courts are located next to the Scottish Heritage building.

### **Climbing Grotto**

The climbing grotto features bouldering courses (on rotation) and is located between the Young Houses and Edwards Commons.

### **Bryan Lake**

Bryan Lake can be used for fishing. An Arkansas fishing license is required for this activity.

\*Students should not disturb or attempt to feed the Bryan Lake geese and ducks.

### **Cardio Room**

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

### **Disc Golf**

The 18-hole disc golf course weaves throughout the Lyon College campus. Discs can be rented from the LEAP office or students can purchase their own at the Scot Shop.

### **Garner Student Recreation Center**

The Garner Student Recreation Center is located at the back of Becknell Gymnasium and features a full-size basketball court that can be converted to accommodate other sports and activities. While this space will be used periodically for athletics teams, it is primarily for use by the general student population. Questions about reserving the rec center should be directed to the Office of Student Life.

### **LEAP Trail System**

The trail features miles of wooded biking and hiking pathways. The trailhead is located behind the Lyon building.

### **Sand Volleyball**

The sand volleyball court is located just east of Becknell Gymnasium.

### **Tennis Courts**

The tennis courts are located east of Becknell Gymnasium.

### **Weight Room**

The Weight Room is primarily used by student-athletes during official team fitness sessions. However, the space is available to all students. The Weight Room is located in Becknell Gymnasium. The hours of operation are announced by the Athletics Department.

## **Health & Wellness**

The Lyon College Health and Wellness Center is committed to the well-being of the whole person. The Center consists of two divisions: the Campus Clinic and the Behavioral and Mental Health Office.

### **Mental & Behavioral Health**

Lyon College's Mental and Behavioral Health Office is located in Edwards Commons. It is partnered with the White River Health System Behavioral Health Clinic and is committed to helping the Lyon community achieve maximum mental and behavioral wellness through both preventative and reactive care. A full-time licensed, professional counselor provides counseling, consultations, outreach, workshops, and many more mental and behavioral health services to Lyon students, faculty, and staff at no cost. The Mental and Behavioral Health Office also provides access to White River Health System's mental and behavioral health services and facilities, including medication management and in-patient and out-patient services.

The Mental and Behavioral Health Office's services are supplemented by The JOSH Project (Joint Outreach for Scots' Health). Founded in loving memory of Dr. Josh Brooks, '04, The JOSH Project promotes social, emotional, and psychological wellness for the Lyon community. Through The JOSH Project, Lyon provides preventative care through regular screenings, workshops (including orientation programming), mental health aid training to faculty, staff, and students, and increased awareness of the importance of mental health.

The Behavioral and Mental Health Office is located on the bottom floor of Edwards Commons. All services are provided free of charge to Lyon College students.

### **24/7 Emergency Lifelines**

**Suicide and Crisis Lifeline: 9-8-8**

**Family Violence Prevention: 870-793-8111**

**The Trevor Project: 866-488-7386**

**JED Emergency Line Text START to 741-741**

**Call 800-273-TALK (8255)**

**TransLifeline: 877-565-8860**

### **Campus Clinic**

The Campus Clinic places great emphasis on preventative care through educational and screening programs, sexual education and STI prevention, and healthy personal habits. The clinic is also equipped to provide reactive care to some medical emergencies, such as minor injury treatment and overdose. Through its partnership with ARCare, the Campus Clinic offers telehealth services that provide access to healthcare providers, medication management, and referrals to off-campus health facilities. In cases of immediate or after-hours emergency, members of the Lyon College community should call 9-1-1 and then Campus Safety.

The Campus Clinic is located on the bottom floor of Edwards Commons. All services are provided free of charge to Lyon College students.

All students must complete a health form which allows the clinic to maintain accurate information regarding their health. Student immunization requirements follow those established by the laws of the State of Arkansas:

- All students who were born after January 1, 1957, are required to provide proof of immunity against mumps, measles, and rubella.
- Documentation may be provided by Arkansas school records, a physician's record, or Health Department records and must include two doses of Rubeola (measles), one dose of Mumps, 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 completed in the US or Canada during the last six months or they must complete such a screening through the local health department (for a nominal fee) promptly upon arrival at Lyon. Further requirements may be imposed for students with a positive TB screening before enrollment can be continued.

### **ID Cards**

Personal College identification cards are made for all new students during Becoming a Scot. IDs will be provided during move-in or they may be picked up at the IT office. The identification card is used for obtaining packages in the Mail Room, meals in the dining hall, checking out library materials, admission to athletic events, use of physical education facilities and equipment, and 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.

Each card has a magnetic strip and a bar code that identifies 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 the IT office. Bring nonworking cards to the IT office so the staff may determine the reason the card is not working. Cards that fail to function but show no visible damage will be replaced free of charge. Do not punch holes in the cards. Do not let a pet, service, or emotional support animal chew on the card. Do not bend the card. Students will be charged \$10 to replace damaged or lost ID cards.

### **LEAP**

The Lyon Education and Adventure Program (LEAP) provides opportunities for students, faculty, and staff to have fun, learn, grow, and develop outdoor skills, leadership skills, and an appreciation for the environment.

Outdoor recreational trips are at the forefront of the program along with workshops and clinics to learn new skills in the outdoors and apply them to the classroom and life. Not only can people participate in outdoor trips and adventures but they also have the opportunity to join the leadership development program to gain new leadership experiences.

LEAP's Leadership Development Program was created to develop and foster leadership skills not only in the backcountry but also to teach transferable skills for life challenges. Students in this program have many responsibilities and are put into peer-to-peer mentoring situations, which help further develop leadership qualities. Although our outdoor experiences are recreational, each one will become a learning experience for beginners as well as for experienced individuals.

### **The Safe Scots Program**

The Lyon College Safe Scots program is a grant-funded program that is designed to combat dating violence, domestic violence, sexual assault, and stalking crime (DVSAS) on the Lyon College campus. While Lyon's campus is generally safe, DVSAS is a real concern for individuals in every environment. Rather than implementing the predicted low-key, proactive prevention/education program, campus leadership has shifted its emphasis to building a strong, coordinated network of effective prevention/intervention, and comprehensive services. Through Safe Scots, Lyon College is committed to ensuring that students are safe, free to focus on education, and understand how to build healthy relationships with their peers.

### **Scot Shop**

The Scot Shop offers Lyon Scots merchandise, school supplies, and refreshments. It is open to the general public and accepts cash, checks, all major credit cards, and Apple Pay. The Scot Shop has an online store with the majority of in-store merchandise available for purchase. Textbooks are no longer carried in the Scot Shop. Required texts for Lyon courses are available through the online bookstore. Scan the QR code below to access the Scot Shop's online store. Eligible students may choose to receive a Credit Authorization from the Business Office. Credit authorizations may be used for textbook purchases and class supplies with approval from the Business Office.

### **Student Mail Services**

#### **Student Mailboxes**

Student mailboxes are located in Edwards Commons. All new full-time students must come to the Information Services Center in the lower level of the Library once they arrive on campus to receive their mailbox assignment and pick up their key. Non-resident students will not be assigned a mailbox but may request one when they arrive on campus. Part-time students may also request a box, depending on availability. If a student loses their key, a replacement can be issued at the cost of \$25 to the student. Students are responsible for their mailboxes and will be charged for any damage to them. Students should check their mailboxes daily when on campus.

#### **Mail Service Schedule**

Typically, student mail is in student boxes by noon every weekday excluding holidays during the school year. Mail services do not take place on Saturdays and Sundays. If a student has trouble with their mailbox or questions about campus mail services, they should contact Information Services.

### **Incoming Mail**

Students should follow the address format when having mail delivered to them.

Name

Lyon College Campus Box [number]  
2300 Highland Road  
Batesville, AR 72501-3699

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

When a student receives a package, they will be notified via email sent to their @lyon.edu email address. This notification email will arrive from noreply@sqbxmail.com (please ensure that this email is not marked as spam so it is not sent to a spam folder).

Packages may be picked up between 8 a.m. and 4:30 p.m., Monday through Friday. Packages left in the mailroom for more than 30 days will be marked as abandoned and returned to the sender unless the Mail Room is otherwise notified. This does not apply to packages that arrive when school is not in session (i.e. Summer Break, Winter Break). Packages that arrive during these times will be held until the student returns the following semester.

### **Outgoing Mail**

Outgoing mail requiring postage may be taken to the Mail Room where staff can place the correct postage on mail pieces. Individuals will need to pay for this postage at that time (cash only). Mail must be in the mailroom before 1 p.m. daily to leave campus that day.

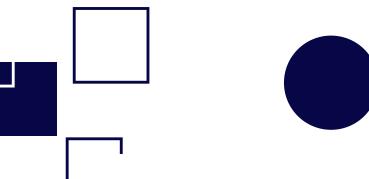
Outgoing stamped mail should be placed in the appropriate slot located by the student mailboxes in Edwards Commons. Outgoing mail is picked up once daily. Outgoing stamped mail can also be taken to the Mail Room on the lower level of the library.

Students may also ship Fed-Ex and UPS packages through the Mail Room. Students must pay for shipping at that time (cash only). These packages need to be in the Mail Room before 10 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.

### **Graduating & Non-returning Students**

When leaving campus for the summer or after graduating, students should submit a change of address/address forwarding form. The Mail Room is only able to forward USPS mail for 30 days. Students will need to fill out a permanent change of address form directly with the entities they order items from (Amazon, Target, Wal-Mart, etc.). The Mail Room does not forward general publications such as magazines, flyers, or other promotional mailings, and it is unable to forward FedEx or UPS packages. Those packages will be returned to the shipper.

Graduating students and non-returning students will need to return their mailbox keys to the mailroom. Otherwise, they will be charged \$25 for the unreturned key. Students must surrender their mailbox keys to the Mail Room. They must not leave their mailbox keys in their dorm rooms or with another party to turn in on their behalf.



# COMMUNITY INFORMATION

## **Around Town**

### **Arts & Culture**

Batesville Area Arts Council  
Batesville Community Theatre  
Batesville Symphony League  
Gallery 246  
Independence County Library  
Levitt Amp Series  
North Arkansas Dance Theatre

### **Entertainment**

*Hollywood Bowl*  
*The Melba Theater*  
*Oaks 7 VIP Cinema*  
*Tomahawk Chop Company*

### **Recreation**

#### **Outdoors**

Batesville Greenway  
Polk Bayou  
White River  
Jamestown Crag

#### **Parks**

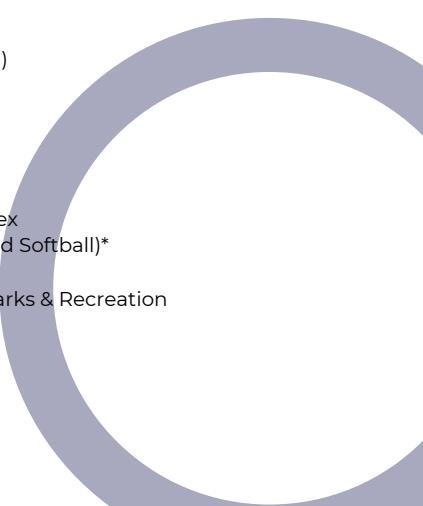
Kennedy Park  
Main Street Pocket Park  
Maxfield Park  
Riverside Park  
Sara Low Memorial Dog Park  
West Side Splash Pad

### **Sports & Physical Activity**

Batesville Recreation & Aquatics Center\*

- Fitness Center
- Indoor & Outdoor Swimming Pools
- Multi-Use Courts (Basketball, Pickleball, Volleyball)
- Racquetball Courts
- Walking Track
- Batesville Municipal Golf Course\*
- The Course at EAgle Mountain (Golf)
- East Main Sports Complex (Soccer)\*
- Paul H. "Rocky" Willmuth Shooting Sports Complex
- Terry Sims Diamond Sports Complex (Baseball and Softball)\*

\*Facilities must be reserved through the Batesville Parks & Recreation Department





# CAMPUS DIRECTORY

## Academics

Career Development.....	careercenter@lyon.edu
First Year Advising.....	fyadvising@lyon.edu
International Education.....	international@lyon.edu
Library.....	mslibrary@lyon.edu
Morrow Academic Center.....	academicsupport@lyon.edu
Provost.....	provost@lyon.edu
Registrar.....	registrar@lyon.edu
• Academic Records	
• Registration Assistance	
• Veteran Benefits	

Admissions.....	admissions@lyon.edu
• Financial Aid	
• Work Study	

## Business Office

Cashier.....	cashier@lyon.edu
Event Scheduling.....	events@lyon.edu
Facilities.....	facilities@lyon.edu
Human Resources.....	hr@lyon.edu
Information Services.....	print@lyon.edu
• Mail Room	
• Print Shop	

IT.....	support@lyon.edu
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President's Office.....	president@lyon.edu
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## Student Life

Campus Clinic.....	campusclinic@lyon.edu
Campus Safety.....	campus.safety@lyon.edu
Dean of Students.....	deanofstudents@lyon.edu
LEAP.....	leap@lyon.edu
Main.....	studentlife@lyon.edu
Mental & Behavioral Health.....	counselor@lyon.edu
Chaplain & Service.....	chaplain@lyon.edu
Safe Scots.....	safescots@lyon.edu
Student Activities.....	sac@lyon.edu

Dining.....	bingermann@freshideasfood.com
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# COMMUNITY DIRECTORY

## **City of Batesville**

Animal Control.....	870-698-2424
City Hall.....	870-698-2400
Fire Department (Non-emergency).....	870-698-2439
Parks & Recreation.....	870-698-2427
Police Department (Non-emergency).....	870-698-8111

## **Community**

Alpha Pregnancy Center.....	870-316-7860
Batesville Area Chamber of Commerce.....	870-793-2378
Batesville PRIDE.....	870-805-8543
Children's Advocacy Center.....	870-569-8099
Family Violence Prevention.....	870-793-8111
Humane Society of Independence County.....	870-793-8816
Independence County Sheriff's Department.....	870-307-7318
United States Postal Service.....	800-275-8777

## **Financial**

Bank of Cave City.....	870-793-2717
Centennial Bank.....	870-793-7373
Citizens Bank.....	870-793-4441
First Community Bank.....	870-612-3400
FNBC.....	870-698-9800
Merchants & Planters Bank.....	870-793-3600
NEA Federal Credit Union.....	870-336-6645
Southern Bank.....	870-612-1212

## **Healthcare**

### ***Chiropractor***

Batesville Chiropractic Wellness.....	870-569-4954
Batesville Spine and Health Solutions.....	870-569-4909
Family Chiropractic Care.....	870-251-2560
Power Chiropractic Clinic.....	870-569-8127

### ***Dentists***

Baker Family Dental Care.....	870-793-4151
Batesville Dental Care.....	870-793-7520
Beller Dental.....	870-698-1837
Paul W. Hance, DDS, PA.....	870-698-2121

### ***Eye Doctors***

Batesville Eye Care Center.....	870-698-4400
Ladd Eye Center.....	870-793-6857
White River Eye Care.....	870-793-4681

### ***General***

Independence County Department of Health.....	870-793-8848
White River Health.....	870-262-1450
White River Medical Center Emergency Room.....	870-262-1200
UAMS.....	870-793-2540

### ***Urgent Care***

ARCare Batesville.....	870-307-0001
ARCare Southside.....	870-569-4934
Sherwood Urgent Care.....	870-793-5800
White River Family Care After Hours.....	870-793-1126