



Columbus State University  
Student Handbook  
2016 - 2017



## **THE COLUMBUS STATE UNIVERSITY CREED**

**The community of scholars at Columbus State University  
is dedicated to personal and academic excellence.**

**Membership in the community obligates each  
person to a code of civil behavior.**

**As a member:**

I will practice personal and academic integrity;

I will respect the dignity of all persons;

I will respect the rights and property of others.

I will celebrate diversity, striving to learn from  
differences in people, ideas and opinions.

I will demonstrate concern for others, their  
feelings, and their need for  
support in their work and development.

**Allegiance to these ideals obligates each person to  
encourage behaviors which  
enhance freedom and respect for all  
Columbus State University  
community members.**

# **COLUMBUS STATE UNIVERSITY**

## **STUDENT HANDBOOK**

### **2016-2017**

This handbook is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. (NOTE: Policies are subject to change after the publication of this document.)

This handbook is not a contract. It is for informational purposes only and provides no rights to the reader.

## **Contents**

Information Guide . . . . .	2
2013-2018 Vision, Mission, Priorities . . . . .	4
Academic Information . . . . .	5
Student Services . . . . .	15
Davidson Student Center . . . . .	22
Student Life . . . . .	24
General Information . . . . .	27
Policies . . . . .	30
Campus Organizations . . . . .	51
Fraternities and Sororities . . . . .	52
Student Government Constitution . . . . .	56
Student Responsibilities and Rights . . . . .	63
Residence Life Community Guide . . . . .	88-109

## INFORMATION GUIDE

What	Who	Where
Absences	Instructor	Instructor's Office
Academic Problems	Provost Office	3rd Floor - Richards Hall
Admissions	Admissions Office	University Hall
Alumni Affairs	Ms. Joyner	125 Richards Hall
Athletics	Mr. Reeser	201 Lumpkin Center
Books and Supplies	Mr. Jackson	126 Davidson Center
Dean of Students	Dr. Reese	University Hall
Asst. Dean of Students	Ms. Larkin	RiverPark Campus
Disability Services	Ms. Norman	221 Schuster Center
Diversity Programs & Services	Ms. Williams	271 Davidson Center
Employment on Campus	CCD	102 Schuster Center
Fees	Business Office	University Hall
Financial Aid	Mr. Romandini	University Hall
Food Services	Mr. Anderson	116 Davidson Center
Greek Life & Student Leadership	Ms. Kelley	Greek Life Center
Health Clinic	Ms. Tew	Health & Safety Center
Housing	Ms. Secoy	Clearview Hall
I.D. Cards	University Police	Turner Center Complex
Information Technology Help Desk & Repair Shop	Mr. Lindley	CCT
International Education	Dr. McCrillis	Clearview Circle
Lost and Found	University Police	Turner Center Complex
Orientation & Parent/Family Connection	Ms. Dantley	271 Davidson Center
Parking Information	University Police	Turner Center Complex
Personal Counseling	Counseling Center	300 Schuster
Provost & VPAA	Dr. Hackett	3rd Floor-Richards Hall
Recreation	Dr. Reese	Student Recreation Center
The Saber	Editor	207 Davidson Center
Student Activities Council	Ms. Dempsey	271 Davidson Center
Student Government	President, SGA	207 Davidson Center
Student Organizations	Ms. Dempsey	271 Davidson Center
Student Records	Registrar's Office	University Hall
Testing Center	Dr. Hassenplug	205 EB Turner Center
Tutoring	ACE	116 Woodall Hall
Tutoring (Math and Science)	ACE	250 University Hall
University Police	Chief Drew	Turner Center Complex
University President	Dr. Markwood	112 Richards Hall
Veterans Affairs	Veterans Affairs Office	University Hall
Vice President for Student Affairs	Dr. Sheeks	216 Schuster

Students,

On behalf of the Student Government Association, faculty, staff, and student organizations, it is an honor to welcome you to another exciting year at Columbus State University! First, to new students, I would like to commend you on choosing Columbus State University to further your education. This is truly a wonderful institution. To returning students, I applaud you on the hard work and loyalty you have shown here at CSU; the university as a whole would not be the same without you. Whether starting, continuing, or finishing your collegiate journey this year at CSU, as you flip through the pages of this handbook, you will find helpful resources and information. Although informational, it is up to you to step outside of this handbook and explore all that Columbus State has to offer. I would like to encourage you to get involved! We would be so grateful if you attended one of our SGA Forum Meetings, which occur every other Thursday from 12:30-1:30. I also challenge you not to limit yourself to what is before you; take the initiative to leave your own individual impression on our university. The Student Government Association is the organized voice of each and every student that attends Columbus State University. We are here to provide you with fun, opportunity for self-development, and the tools to succeed. Through various events like parties, cookouts, intramural sports, dynamic speakers, and so much more! Our goal is to enhance all CSU has to offer. SGA focuses on protecting the rights of students and advocating on their behalf for the betterment of the university. I will act as your voice. I look forward to working with you to better your experience here at Columbus State. If you have a concern, feel free to contact me personally at [rogers\\_chelsey@columbusstate.edu](mailto:rogers_chelsey@columbusstate.edu). Let's have a fabulous year!



Go Cougars!

Chelsey Rogers  
Student Government Association President 2016-2017



## **Vision**

Columbus State University strives to be a first choice institution for discerning students who seek challenging programs, engaged faculty, and a vibrant, globally connected campus culture.

## **Mission**

We empower people to contribute to the advancement of our local and global communities through an emphasis on excellence in teaching and research, life-long learning, cultural enrichment, public-private partnerships, and service to others.

## **Values**

<i>Excellence</i>	Commitment to best practices in teaching and learning, scholarship and creative activity, student engagement, cultural enrichment and campus environment.
<i>Engagement</i>	Active civil participation by students, faculty and staff in the university experience.
<i>Creativity</i>	The pursuit of distinction through inquiry and innovation, challenging convention and focusing on solutions.
<i>Servant Leadership</i>	Effective, ethical leadership through empowerment and service.
<i>Inclusion</i>	Fostering and promoting a campus that embraces diverse people, ideas, views, and practices.
<i>Sustainability</i>	Commitment to behaviors that recognize and respect our environmental context.

## ACADEMIC INFORMATION

The Columbus State University catalog is the primary source for academic information concerning grades, class standing, probation, exclusion, and re-admission.

The Director of Admissions and the Registrar are available if assistance is needed in the interpretation of academic regulations.

### Admissions Office

The Admissions Office is located in University Hall. Although contact with the Admissions Office occurs primarily prior to enrollment, many services are available to currently or previously enrolled students. Staff members are available to provide assistance in meeting residency requirements for fee purposes.

### Office of the Registrar

The Office of the Registrar is located in University Hall. Staff members are available to provide services in a variety of areas, including degree requirements, registration, transfer of credit, academic transcripts, graduation, and enrollment verification. Detailed information regarding the grading system, grade point averages, academic citation, course withdrawal and refunds, graduation and honors, may be found in the Columbus State University catalog. Complete information on undergraduate and graduate programs at Columbus State University, as well as limited information about other universities, is available upon request.

### Academic Advising and Registration

Academic advising is an integral part of the educational program. Advising is the continuing interaction between student and advisor in a developmental process that involves the exchanging of information and setting of goals. This process enables the student to understand the educational and career options available.

Students admitted to Columbus State University will be assigned to either an Advising Center or a CSU department. The student will confer with the advisor each term to discuss the specific courses required to complete the degree of the student's choice. The student maintains communication with the advisor throughout the academic career.

Students may register for classes by logging onto the CSU website, [www.ColumbusState.edu](http://www.ColumbusState.edu), entering the CougarNet portal, and then accessing the Enrollment Services Tab. Please refer to the CSU Academic Calendar for specific dates and information regarding early registration, late registration, and schedule change.

#### Registration

A special advisement and registration period is held each semester and is published in the academic calendar. Before registration begins, all advisors set aside ample time to be available for academic advisement for the upcoming semester. Students should make an appointment each semester to take advantage of this opportunity.

#### Schedule Change

Students who do not register prior to the first day of class or who wish to change their schedules may do so during the schedule change period published in the academic calendar. Students may register via the web by using CougarNet and the Enrollment Services Tab. Please refer to the Columbus State University Class Schedules page on the web for specific dates and information regarding registration and schedule change.

#### Enrollment in Online Courses

Students who have not previously enrolled in an online course at CSU must complete the SmarterMeasure Assessment survey before they will be allowed to enroll in an online course. The survey can be found at [online.columbusstate.edu](http://online.columbusstate.edu) under the Resources tab.

## Academic Standing

The progress of all students is evaluated at the end of each semester. Determination of academic standing is based on a student's institutional and semester grade point averages, and the number of course attempts in required learning support subject areas. Students receiving financial aid should also refer to satisfactory academic progress under the financial aid section of this catalog.

### Academic Probation

Academic Probation occurs when a student's institutional grade point average falls below 2.0.

### Continued Academic Probation

Continued Academic Probation occurs when, at the end of a student's probationary semester, a student's semester grade point average is 2.0 or higher and the institutional grade point average falls below 2.0.

### Removal from Probation

Removal from Probation occurs when, at the end of a probationary semester, a student's institutional grade point average equals or exceeds the satisfactory progress levels shown below.

### Academic Exclusion

Academic Exclusion occurs when, at the end of a probationary semester, a student's semester grade point average is lower than 2.0 and the institutional grade point average falls below the satisfactory progress levels shown below. The length of exclusion resulting from grade point averages will be a minimum of one semester after the first and second exclusion, and a minimum of one calendar year after the third exclusion. Credit earned at other institutions during a mandatory exclusion period will not transfer back to Columbus State University.

### Reinstatement on Academic Probation

After the mandatory period of exclusion, as stated above, has elapsed, a student may apply for reinstatement on probation. The application must reach the Admissions Office by the published application deadline for the semester. Students must satisfy the conditions of the reinstatement before they will be eligible to register for classes for the following term.

### Satisfactory Progress Levels

<b>Total GPA hours attempted (*)</b>	<b>Minimum overall grade point average for satisfactory progress</b>
00-29	1.40
30-59	1.60
60-89	1.80
90 or more	2.00

*\* Includes transfer and Columbus State University GPA hours*

### Satisfactory Progress Levels for Students Entering Fall 2009

<b>Total GPA hours attempted (*)</b>	<b>Minimum overall grade point average for satisfactory progress</b>
00-29	2.00
30-59	2.00
60-89	2.00
90 or more	2.00



## Learning Support Academic Standing

Determination of academic standing is based on the student's overall and semester grade point averages, and the number of course attempts in required learning support subject areas.

### Learning Support Probation

Learning Support Probation occurs when a student's required learning support subject area is not satisfied after one course attempt.

### Removal from Learning Support Probation

Learning Support Probation removal occurs when a student assigned to learning support satisfies a required subject area.

### Learning Support Dismissal

Learning Support Dismissal occurs when a required learning support subject area is not satisfied after two attempts **at the foundations level English or math course**. The length of dismissal, which is based on the number of learning support course attempts without satisfying a required subject area, will be one year.

### Reinstatement on Learning Support Probation

A student may apply for reinstatement on Learning Support Probation after the mandatory period of dismissal has expired, as stated above. The application must reach the Admissions Office by the published application deadline for the semester. Students must satisfy the conditions of the reinstatement before they will be eligible to register for classes the following term.

## Class Attendance and Withdrawal

The attendance policy for classes is established by the individual faculty member. If an instructor does not provide a written policy statement during the first week of classes, a student is permitted to accumulate a total of nine (9) hours of absences in a three credit-hour course without exclusion. An instructor may exclude a student and assign the grade of "WF" upon accumulation of 10 or more hours of absences, or the equivalent in courses carrying fewer credit hours.

## Withdrawals

### Administrative Withdrawals

A student may be administratively withdrawn from the University when in the judgment of the Dean of Students, and after consulting with appropriate University officials, such as the Director of Student Health Services and/or the Director of the Counseling Center, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which poses a significant danger or threat to others or the University. All Administrative Withdrawals should be reviewed within 72 hours of the time of withdrawal and recommendation for appropriate action forwarded to the Vice President for Student Affairs.

### Course Withdrawal

Students wishing to drop a course after the last official day of the schedule change period must officially withdraw from the course through CougarNet. Prior to the W grade deadline, as listed on the CSU website, a grade of W will be assigned by the Registrar unless the instructor has already assigned a WF grade for excessive absences. A student initiating a withdrawal after the published deadline will automatically receive the grade of a WF. A student may appeal the WF grade if documentation of non-academic hardship is provided. Students may not withdraw from a required learning support

course with a grade of W while remaining in degree level courses. To remain in degree level courses, the learning support withdrawal grade will be WF and will count as a learning support attempt. Refer to the CSU website for specific dates and additional information regarding course withdrawals.

## **Medical Withdrawal**

Appeals for medical/hardship withdrawals, if the semester affected is still in session are made directly to the Dean of Students in the Schuster Center. Appeals for medical withdrawals, if the semester has ended and final grades have been posted are made to the Academic Standards Committee.

A student may be Administratively Withdrawn from the University when in the judgment of the Dean of Students, and after consulting with appropriate university officials, such as the Director of Student Health Services and/or the Director of the Counseling Center, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which poses a significant danger

or threat, the university, or a student shall, upon written request, be accorded an appropriate hearing with the Vice President for Student Affairs prior to final decision concerning his or her continued enrollment at the University. In emergency situations, a decision on medical withdrawals may be made prior to a hearing, but review of the decision may be made at the student's request. All Administrative Withdrawals should be reviewed within 72 hours of the time of withdrawal and recommendation for appropriate action forwarded to the Vice President for Student Affairs.

In addition, the student should understand that:

A. Medical/Hardship withdrawals should be processed as complete withdrawals from the University, unless a partial withdrawal is deemed appropriate by a qualified medical professional and then approved by the Dean of Students. There is no monetary refund for a partial medical withdrawal.

**Note:** Students living in on-campus housing should consider the 12 credit hour rule for residency, if they intend to request a partial withdrawal. Additional approval may be required by the Director of Residence Life to remain in housing.

B. The date of the medical withdrawal should coincide with the last date of attendance in class.

C. How the student was performing in classes prior to the medical situation or condition will not affect whether the student gets a medical withdrawal.

D. A complete medical withdrawal from the University will qualify the student for a pro-rated refund if the withdrawal date is still within the allowable period in the semester (pro-rated refunds do not continue through the entire semester). The pro-rated refund schedule for the current semester can be found at: <http://registration.columbusstate.edu/refundtbl.php>. (See the Bursar's Office for balance inquiries)

E. If a student completed a "part-of-term" course that ended prior to the medical condition, a partial withdrawal may be acceptable to receive course credit for that course. However, there will be no prorated refund for the remaining classes.

F. A student who files, or attempts to file, a fraudulent application for a medical withdrawal to avoid a failing grade or disciplinary action will be considered in violation of the Columbus State University Student Conduct Standards and subject to disciplinary charges.

**Procedure:** The Student should submit a request for a medical hardship withdrawal online at <http://sa.columbusstate.edu/forms.php>

If it is determined by qualified medical personnel and approved by the Dean of

Students that a student is not physically or mentally capable of completing this process, the student's parent, guardian, or legal next of kin (whichever is most appropriate) may act on the behalf of the student.

Once this information is received the student's case will be reviewed and a decision forwarded to the registrar. A copy of that decision will be mailed to the student.

Students who receive a medical withdrawal will have a hold placed on future course registrations. They will be required to apply for readmission through the Office of the Dean of Students.

If Student is unable to scan documentation and attach, send all supporting documents to:

**Office of the Dean of Students**

Schuster Center Columbus State University

4225 University Avenue

Columbus, Georgia 31907

FAX:(706) 507-8735

Ph:(706) 507-8730

## Academic Center for Excellence

The mission of the Academic Center for Excellence (ACE) is to provide CSU students with high quality, innovative academic advising that will enable them to make sound decisions regarding their educational, personal, and professional goals.

ACE serves as CSU's central resource for information regarding academic programs, student support services, and other campus opportunities. ACE advisors work closely with

advisors in all academic departments to provide specialized advising to transfer students, undeclared students, military students, and students who are considering changing their major. In addition to serving select majors, ACE provides general advising information for all students.



## The Academic Center for Tutoring

The Academic Center for Tutoring offers free services to help enrolled CSU students succeed in math, science, writing, and humanities. ACT tutoring methods facilitate students' ongoing development as independent learners and researchers, helping them build their confidence and skills as critical thinkers in their core courses, in courses across the curriculum, and in other professional and academic situations. Visit <http://act.columbusstate.edu/> to discover all of the services offered.

## Disability Services

The Office of Disability Services coordinates the compliance of CSU with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who present proper documentation of physical, psychological, or cognitive disabilities are

provided with individualized plans tailored to their needs. Course requirements are not waived, but reasonable accommodations will be made when appropriate to assist students in meeting the requirements. In order to receive accommodations during a semester, appropriate documentation should be presented to the Office of Disability Services as soon as possible, preferably before the beginning of the semester. Accommodations are not retroactive, but begin once the process is completed. For more information, go to <http://disability.columbusstate.edu/index.php>

## **Non-Traditional Student Services**

Adult Learners are defined as any student age 23 and older. CSU is committed to fostering an environment of success for adult learners. We understand the needs of adult learners are often different than the needs of the traditional student who is fresh out of high school. CSU has allocated resources exclusively for the adult learner. Below are a few resources designed exclusively for the adult learner:

**Adult Resource Center (ARC)** –The ARC is a designated lounge for students who are 23 and older and is located in Schuster 205. It features eleven computers, a network printer, two couches, two large study/lounge tables, white board, and FREE coffee. The ARC is an oasis for adult students who want a designated space to study, relax, and connect with other adult students.

**Academic Center for Excellence (ACE)** - ACE is a centralized advising and student retention center located on the 2nd floor of Schuster. ACE houses the adult resource center and is dedicated to adult students. ACE is open year round to provide high quality support and services to CSU students.

**Square One: Adult Re-Entry** – A college-preparatory program that is designed for students who have not yet applied to CSU. This program will refresh your reading, writing, and math skills which are needed to be successful. Square One also refreshes your academic skills, provides an orientation to CSU, and help with the admission/ financial aid process

## **First Year Experience**

Before reaching sophomore status (30 credit hours), all first-time freshmen and transfer students with fewer than 30 credits must satisfy Columbus State University's First Year Experience requirement by enrolling in a Freshman Learning Community (FRLC), comprised of two or more core courses, or the First Year Seminar (FYRS 1105), a three-hour credit course designed to help students make a successful transition to college. Students should discuss the options with an advisor to make the best choice for their individual course of study.

## **University Information and Technology Services (UITS)**

UITS provides campus wide computer support which includes hardware, software, wireless access, classrooms technologies, help desk services, computer repair shop, and training.

## **Services: (see the MyTech tab on CougarNet)**

### **Computer Labs**

- CCT 124 – (hours may vary during summer, semester breaks and holidays)  
M-Th 6am - 2am, F 6am - 11pm, S&S 7am - 10pm  
Broadway Crossing - 7am - 11pm  
Dillingham - Hours Vary with class schedules
- CSU Libraries – see posted hours

**CSU Computer Help Desk (hours may vary during semester breaks and holidays)**

- CCT 124
- Dillingham 106

**Student Repair Shop**

- Free troubleshooting, hardware/software installs, virus cleanups, and consultations
- CCT 124 - drop-off and pickup when the CCT 124 Help Desk is open
- Dillingham 106

**CougarWave WiFi**

- Campus-wide WiFi including all dorms and CSU buses

**CSU Mobile Apps**

- Student and campus information on your mobile device. [M.columbusstate.edu](http://M.columbusstate.edu)

**ResNet**

- WiFi and wired Internet access in the dorms

**NetStorage**

- Access to your network drive from off-campus

**Atomic Learning** - (see the MyTech tab on CougarNet)

- Software Tutorials

**Hardware and Software discounts**

- Apple, HP, Microsoft, SPSS, Adobe

**Personal Web Pages** - (see the MyTech tab on CougarNet)

- Free web space

**Student Computer Accounts and Passwords:**

**CougarNet** – CSU Portal, eMail, Google Apps, My Courses ([cougarnet.ColumbusState.edu](http://cougarnet.ColumbusState.edu))

**CougarView Desire2Learn (D2L)** – Learning Management System

- See link at [students.ColumbusState.edu](http://students.ColumbusState.edu) or on the “My Courses” tab in CougarNet

**Novell** – use to login to campus computers

- Username for each account: lastname\_firstname (Example: Doe\_Jane)
- Initial Password for each account: MMDDYY (Student’s date of birth - Example: June 5, 1984 = 060584)

**Secure Your Information:**

- Do NOT give password to anyone or write it down where others might see it
- Never include passwords, ID numbers, credit card numbers, or other personal information in eMail
- Do NOT open unexpected or suspicious attachments
- Never leave a laptop unattended.
- See the MyTech tab on CougarNet for more Information Security resources

**UITS Contact Information:**

- E-mail: [helpdesk@ColumbusState.edu](mailto:helpdesk@ColumbusState.edu)
- Phone: 706.507.8199
- In Person: Center for Commerce and Technology room 124 and Dillingham 106
- Facebook: Columbus State HelpDesk
- Twitter: [csuhelpdesk](https://twitter.com/csuhelpdesk)
- Student Help: MyTech tab on CougarNet
- UITS Department website: <http://www.ColumbusState.edu/uits>

**CSU Libraries**

**Visit The CSU Libraries Online:**

<http://library.columbusstate.edu/>

Columbus State University maintains two libraries: the Simon Schwob Memorial Library on the Main Campus and the Music Library at CSU's RiverPark Campus in the RiverCenter for the Performing Arts. The staff of the CSU Libraries comprises librarians and staff members who work to provide quality service for all library users. The CSU Libraries strive to contribute to the enhancement of student learning and success.

## **Schwob Library (Main Campus): 706.507.8671**

Located in the center of the CSU campus, the Schwob Library serves as CSU's premier information resource center.

### **At the Schwob Library you can:**

- Access and use desktop computers, checkout laptops or Google Chromebooks for use anywhere in the library.
- Chat, email or text a librarian to get help with locating articles, books, and course reserves. Call the Research Clinic at 706-507-8671 for more information.
- Wireless access for your mobile devices.
- Einstein Bros. Cafe
- Comfortable seating for individual and group study.
- Quiet Zones on 2nd and 3rd floors for reading and studying.
- Group and individual study rooms on all floors
- Photocopy, scan, and print.
- Access the CSU Archives, which houses primary documents and published materials relating to the history of CSU, the city of Columbus and the southeastern region.

### **Schwob Library Hours during semesters are: (*summer semester hours varies*)**

Monday - Thursday	7:00am – 2:00am
Friday	7:00am – 5:00pm
Saturday	10:00am – 6:00pm
Sunday	10:00am – 10:00pm

### **Between semesters Schwob Library hours are**

Monday - Friday	8:00am – 5:00pm
Saturday and Sunday	Closed.

Holiday and final exam hours are as posted at the front entrance and on the library web page: <http://library.columbusstate.edu/>.

## **Music Library (RiverPark Campus): 706.641.5045**

The Music Library is CSU's first departmental library. This facility houses the libraries' music collections, including books, periodicals, and media to music. It provides computers, printers, media equipment, photocopiers, scanners, and wireless access. The Music Library is a convenient study destination for RiverPark CSU students.

### **The Music Library hours during semesters are:**

Monday - Thursday	9:00am – 11:00pm
Friday	9:00am – 5:00pm
Saturday	Closed
Sunday	2:00pm – 11:00pm

\*CSU faculty, staff and students have card access to the Music building on Sunday and Monday - Thursday, 10:00pm - 11:00pm

### **Between semesters Music Library hours are**

Monday - Thursday	9:00am – 5:30pm
Friday	9:00am – 5:00pm
Saturday and Sunday	Closed

Holiday and final exam hours are as posted at the front entrance and on the library web page: <http://library.columbusstate.edu/>.

## **Library Resources & Services Available At Both CSU Libraries:**

### **As a student you can:**

- Receive one-on-one assistance at the Research Clinic in the Schwob Library and the Music Library
- Schedule research consultations with subject librarians for more in-depth assistance with research projects.
- Access GALILEO databases for online research (articles, e-books, videos) **on and off-campus**.
- Use the GIL-Find Catalog to locate books, course reserves, journals, videos and government documents.
- Utilize GIL Express, a service whereby students can request books from other USG Libraries not available at the CSU Libraries.
- Interlibrary Loan (ILL), a service which allows students to borrow books (**not available via GIL Express**) and obtains copies of journal articles from other libraries when items are not available at the CSU Libraries – usually at no charge

### **REMEMBER TO VISIT THE CSU LIBRARIES ONLINE:**

<http://library.columbusstate.edu/>

## **Reserve Officers' Training Corps**

Columbus State University, in conjunction with the Department of the Army, maintains a Department of Military Science to acquaint students with the Army, its role in society, and fundamentals of leadership and management. ROTC aids students in developing those abilities and attitudes which will make them academically successful. The ROTC program is designed to train students to become well-educated junior officers for the active Army, the



Army National Guard, and the Army Reserve. Students may elect to take the first two years of academic instruction without any military obligation. Students who want to pursue a commission in the Army Officer Corps and who meet eligibility requirements may continue to take the last two years of ROTC instruction and be commissioned as second lieutenants upon graduation. Students who missed the first two years of Army ROTC can receive credit for the Basic Course requirements by attending a 32-day Leaders Training Course at Ft. Knox, Kentucky, between their sophomore and junior years. Those who have prior military experience or three years of JROTC can also receive credit.

The ROTC program offers two, three, and four-year scholarships for students enrolled in or contemplating enrolling in ROTC. These scholarships pay for tuition and fees or room and board and \$600 per semester for books and supplies. Scholarship students and all cadets enrolled in the last two years of the program also receive up to \$5000 per year in subsistence allowance.

For additional information contact the ROTC department, in Stanley Hall Room 110, or call 706-507-8031, 706-568-2058 or at [ArmyROTC@ColumbusState.edu](mailto:ArmyROTC@ColumbusState.edu).

## Testing Center

The CSU Testing Center is located on the second floor of the Elizabeth Bradley Turner Center. The Center conducts all institutional testing for prospective and current students, such as COMPASS, tests to fulfill general university requirements, Math Placement test, College Level Examination Program (CLEP) exams, the nursing entrance exam, and the Outcomes Assessment. The Center provides proctoring services for students of other institutions enrolled in various types of independent study and professional development courses. The Testing Center also operates a Prometric Testing Center, which delivers academic and professional licensing and certification exams such as the GRE, GACE, Praxis, CPA, MCAT, and FINRA exams, among many others.





## STUDENT SERVICES

Columbus State University offers a number of services to students that are not always apparent unless a student needs assistance in solving special problems. The staff encourages all students to seek assistance when needed.

### The Center for Career Development

The Center for Career Development provides CSU students and alumni with career-related services, such as:

- resume critiques
- career advising
- mock interviews
- job shadowing
- job posting
- volunteering
- internships / co-ops
- financial literacy
- student success

The Center for Career Development allows students to search for employment opportunities through College Central Network, an on-line job database, which can be found on the website at [career.ColumbusState.edu](http://career.ColumbusState.edu). This site includes postings for internships/ co-ops, volunteering, full-time and part-time employment.

The Center for Career Development offers a variety of career-related programs throughout the year. The on-campus recruiting program invites employers to provide informational tables at various locations both on Main Campus and at RiverPark. These opportunities provide students direct contact with hiring entities from across the region. Additionally, workshops are presented throughout the semester by area employers, including such topics as Résumé Writing, Interviewing Skills, Dining Etiquette, Dress for Success, Financial Awareness, and How to Work a Job Fair.

#### Major career events are a highlight of the year such as the:

- Spring/Fall Job & Internship Fairs, which provide students and alumni with an excellent opportunity to connect with local, regional, and national employers and school districts.
- Career Opportunities Fair and College to Career Fair at Cobb Galleria in Atlanta. The CCD provides transportation each fall and spring to these annual events.
- Professional Development Dinner, an evening of dining etiquette and networking

#### Additional Services:

##### The Office of Community Outreach

The Office of Community Outreach connects, students, faculty, staff and community members to resources and opportunities for meaningful service and public scholarship. Our goal is that campus and community members, from all sectors and backgrounds, will engage in successful applied-learning opportunities and work together to improve quality of life. To assist in the delivery of important services, build community and gain valuable experience.

- Volunteer Opportunities Fair, which connects students with local non-profits for a variety of service opportunities throughout the community.
- Annual Day of Service, CSU's way of giving back to the community by volunteering with students, faculty and staff at a local non-profit.
- CSU Cougarthon, a student-led philanthropy where students are "locked-in" to the Student Rec Center to play games, have fun and raise money and awareness for a much needed cause.
- 100 Club and Presidents National Volunteer Service Award. Awarded to students who have reached the 100-hour and 250-hour benchmark for community service hours.

## **Financial Success**

The Financial Success program provides a critical set of skills and knowledge to permit students to make informed and effective financial decisions. We believe that financial success is vital for students' personal and professional growth.

The Center for Career Development also offers career advising to assist in answering the question, "What can I do with this major?" Please visit our homepage to view information on more than 90 majors to learn more about possible occupations, potential industry employers, and job search success strategies. In addition, the CCD is proud to support the CSU Graduate School and our coordinators are available to assist with program information, application assistance, and interview preparation.

Visit our website at [Career.ColumbusState.edu](http://Career.ColumbusState.edu) or call (706) 507-8760 or email [CareerCenter@ColumbusState.edu](mailto:CareerCenter@ColumbusState.edu). The CCD is located on the first floor of the Schuster Student Success Center in suite 102 on main campus.

## **The Counseling Center**

The Counseling Center, located in room 300 of the Schuster Student Success Center, offers a variety of services to all students, staff, faculty, and alumni.

The Counseling Center staff consists of mental health professionals who are trained and experienced in facilitating personal development. A confidential atmosphere is provided where personal, social, and academic concerns may be discussed. These concerns include but are not limited to the following: anxiety management, depression, vocational and career decisions, loneliness, interpersonal relations (peers, boy/girl friend, family) and academic difficulties.

If the counseling staff is unable to provide the necessary service for a client, appropriate recommendations are discussed and referrals are made. The orientation and philosophy of the Center give equal consideration to the emotional, personal, academic and vocational aspects of each student's development.

Each semester, counseling staff present outreach programs on topics such as test anxiety reduction, personality styles, dream interpretation, learning strategies, stress management, and assertiveness training. Students are encouraged to take advantage of these free workshops.

Psychological testing is available in areas of interest, intelligence, learning problems or academic achievement, and personality. The primary purpose of the testing services is to assist students in self-awareness and to integrate this awareness into decision-making skills and rewarding behavior.

## **Diversity Programs and Services**

The Office of Diversity Programs and Services located in the Davidson Student Center, room 271, provides assistance and advocacy to minority, multicultural and international students. Special interest programming is designed for these students to encourage creative thinking, social and global awareness and retention. Students are encouraged to visit the office for individual needs and to make suggestions of interest that will benefit the University.

## **Financial Aid**

The Financial Aid Office is located in University Hall. This office coordinates scholarships, grants, part-time employment and loans. Aid is available for part-time and full-time students. Students wishing to apply for federal financial aid for fall 2016, spring 2017 or summer 2017 should complete the 2016-2017 Free Application for Federal Student Aid (FAFSA). on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (include the Columbus State University

school code of 001561). Students seeking only HOPE Scholarships do not need to complete the FAFSA but instead should apply for a Georgia Scholarship/Grant Application (GSFAPPS) on the web at [www.gafutures.org](http://www.gafutures.org)

Financial aid deadlines are: fall semester - March 15, spring semester - November 1 and summer semester - March 15. All financial aid documents should be submitted to the CSU Financial Aid Office prior to these deadlines to assure processing by the fee payment deadline for the semester. Students are encouraged to review CSU scholarship opportunities on-line at <http://scholarships.columbusstate.edu>.

## **Residence Life**

### **Contact Information**

Residence Life Office, Clearview Hall: 58 Clearview Circle;706-507-8710

The Courtyard at CSU: 3815 University Ave;706-507-8778

RiverPark Office-1011 Broadway 2nd Floor; (706) 507-8035

### **Main Campus Housing Options**

Courtyard I is a 444 bed student apartment complex that houses first year students.

Courtyard I, located at 3423 College Drive, is just a short walk from the center of campus

Courtyard II is a 356 bed apartment complex. Courtyard II, located at 3528 Gentian Boulevard, houses upperclassmen students.

Clearview Hall is a 540 bed Residence Hall located on Clearview Circle on the interior of campus. Open Fall 2016, this facility houses 540 beds for first-year students.

The Courtyard at CSU is a 444 bed student apartment complex that houses upperclassmen students. The Courtyard, located at 3815 University Ave, and is just a short walk from the center of campus. Maryland Circle includes multiple traditional homes and townhomes located in a neighborhood close to the Main Campus. Maryland Circle houses 56 upperclassmen students.

### **RiverPark Campus Housing Options**

Broadway Crossing is a 140 bed residential area. Broadway Crossing, located at 25 West 10th Street, houses first year students.

Columbus Hall is a 112 bed residential area. Columbus Hall, located at 1019 Broadway, houses first year and upperclassmen students.

Yancey at One Arsenal Place is a 31 bed residential area. Yancey at One Arsenal Place, located at 901 Front Avenue, houses upperclassmen students.

Oglethorpe is a 24 bed residential area. Oglethorpe, located at 1017 1st Avenue, houses upperclassmen students.

Fontaine is a 37 bed privately owned residential area that is managed by Columbus State University. Fontaine, located at 13 West 11th Street, houses upperclassmen students.

Rankin is a 106 bed residential area. Rankin, located at 1004 Broadway, houses upperclassmen students.

### **First Year Housing Requirement**

Columbus State University is committed to ensuring the academic and personal success of our students. In order to best fulfill this commitment, the University requires first year students to live in on campus housing for the first two semesters. In addition, we encourage students to live in University Housing throughout their tenure at CSU.

#### **First Year Automatic Exemption**

First year students are automatically exempt (no action required) from the policy if they:

- Have a permanent address residing with a parent or legal guardian and graduate from a high school in any of the following Georgia Counties: Muscogee, Harris, Chattahoochee, Marion, Talbot
- Students that graduate from a high school outside of these areas must submit an exemption request with supporting documentation proving that the parents/guardians have permanently relocated for purposes of employment to one of the above counties. Home School students will not automatically be considered exempt from the requirement.
- Have a permanent address residing with parent or legal guardian and graduate from a high school in any of the following Alabama Cities: Phenix City, Smiths Station, Ladonia, Seale, Ft. Mitchell
- Students that graduate from a high school outside of these areas must submit an exemption request with supporting documentation proving that the parents/guardians have permanently relocated for purposes of employment to one of the above cities. Home School students will not automatically be considered exempt from the requirement.
- Are 21 years or older by the first day of classes for semester entering
- Are active military
- Are a transfer student with more than 30 transferable hours completed after high school graduation
- Are a current Columbus State University student who has resided on campus for two semesters, not including summer semester

## **Services for Students Who Have Disabilities**

Students with a documented disability as described by the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA), as amended by the Amendments Act of 2008, (P.L. 110-325) may be able to receive accommodations to assist in programmatic and physical accessibility. CSU recommends contacting the Office of Disability Services in the Schuster Student Success Center, second floor, website: <http://disability@ColumbusState.edu>

The Office of Disability Services can assist students and the instructor in formulating a reasonable accommodation plan and provide support in developing appropriate accommodations for the student's disability. Course requirements will not be waived, but accommodations may be made to assist students to meet the requirements. Technical support may also be available.

## **Cougar Copy Center**

Cougar Copy Center is located in the Davidson Student Center next to the Bookstore. Cougar Copy Center offers full printing and copying services to CSU students, faculty, and staff. Services include low cost copies, fax services, resume printing, book binding, transparencies, and copy paper as well as most printing needs, from business cards to flyers, posters, newsletters, invitations, announcements, wide format posters and banners, and so much more. Graphic design and typesetting are also available. Phone (706) 507-8630 Fax (706) 507-8262. Hours are Monday - Friday 8:00 AM - 5:00 PM.

## **Student Health Services**

Student Health Services are available to Columbus State University students on Main Campus and RiverPark Campus. A per semester student health fee allows the student access to either health center. The goal of student health services is to provide quality

primary health care at a reasonable cost. Community referrals and health counseling are available through the health center. All medical care and counseling are confidential.

The **Main Campus Student Health Center** is located in Tucker Hall and is open Monday through Friday. The **RiverPark Campus Student Health Center** is located in Building 6, behind University Police and is open part-time. The hours of operation for the clinics are posted each semester.

A family practice physician is available (**at the main campus only**) to see students by appointment during scheduled clinic hours. Students may be seen by a Physician Assistant or triage nurse at **both** locations.

Students who become sick or injured after hours may seek treatment at one of the local urgent care centers or emergency rooms. For medical emergencies call Emergency Medical Services (911) or Columbus State University Police (706-507-8911). For more information on hours and services, please call **706-507-8620**, or visit our website at

**<http://healthservices.ColumbusState.edu>**

The student health clinic accepts and bills all insurance plans. This is in partnership with Vivature Health, our 3rd party billing company. Students are requested to bring a copy of their insurance card when visiting the center. Current "In Network" carriers are: Aetna, Cigna, Humana, Medicare, MultiPlan and United Health Care. **Students/parents should know that the health center will never balance bill for any portion that the insurance does not pay.**

The university is not responsible for medical bills or for illness/injuries incurred in free play, physical education classes, university-sponsored intramural sports, including club sports, or other regularly scheduled classes or activities.

All students are urged to have health insurance coverage of some type. A voluntary health insurance plan is available for non-insured students. The University System of Georgia has contracted with United Health Care as the vendor for student health insurance for the coming academic year, 2016-2017. For more information, please call 706-507-8620 or visit **<http://www.uhcsr.com/columbusstate>**

### **Military Service Center**

Columbus State University is proud to have opened the Military Service Center Sprint 2015. The Military Service Center is made up of a computer lab with 5 computers and a printer as well as a lounge for our students that are active duty, veteran, reservist or dependents. The Military Service Center is located across from the Veterans Affairs Office on the lower level of University Hall.

### **Veteran Affairs**

The Office of Veterans Affairs (OVA) is located in University Hall. This office is responsible for monitoring veterans and their eligible dependents' enrollments. This includes academic progress, course reductions and withdrawals. It is recommended that students maintain close contact with their respective faculty advisors and the OVA to insure proper enrollment for their degree objective and VA approved programs.

### **Veterans Educational Benefits**

ELIGIBILITY & ENTITLEMENTS TITLE 38, U.S.C. VA Educational benefits are provided to the veteran and qualified dependents as follows:

### **Chapter 30 - Montgomery GI Bill**

Service personnel may be eligible to receive benefits if he/she initially entered active duty on or after July 1, 1985, and were discharged from active duty with an "Honorable

Discharge,” have completed your contractual active duty obligation and have contributed \$100.00 a month for 12 months of your active duty service.

## **Chapter 31 - Vocational Rehabilitation**

Vocational Rehabilitation is provided for veterans who have a service connected disability and were discharged or released from active duty under conditions other than dishonorable. The Veteran Administration determines eligibility.

## **Chapter 33 - Post-9/11 Veterans Educational Assistance Act of 2008**

Eligible individuals. Generally, an individual who served a minimum of 90 days on active duty after September 10, 2001, will be eligible for educational assistance under the Post-9/11 GI Bill. (Contact the Veterans Affairs Office for length of service requirements.) Active duty served as a member of the Armed Forces or as a result of a call or order to active duty from a reserve component under section 688, 12301(a), 12301(d), 12303(g), 12302, or 12304 of Title 10 is qualifying active duty service. Chapter 33 Entitlement. Individuals eligible under chapter 33 are generally entitled to 36 months of educational assistance. Individuals may not receive benefits under chapter 33, and 30, 31, 32, 35 of title 38 or chapter 107, 1606, or 1607 of title 10 concurrently. Individuals are limited to a maximum of 48 months of entitlement when using benefits under two or more programs. For more information on Chapter 33, please contact the Veterans Affairs office at Columbus State University.

The Department of Defense (DoD) offers members of the Armed Forces the opportunity to transfer Chapter 33 benefits to their spouse or dependent children. If a member of the Armed Forces (active duty or Selected Reserve) serves six years and reenlists for 4 more years or has at least 10 years of service, then transfer of entitlement (ToE) is possible.

While in the Armed Forces, members use the ToE website to designate, modify, and revoke a ToE request. After leaving the Armed Forces, members can provide a future effective date for use of ToE, modify the number of months transferred, or revoke entitlement transferred by submitting a written request to VA.

**NOTE:** After separating from the Armed Forces individuals cannot designate new dependents to receive transferred entitlement or amend the effective date of the initial transfer of entitlement to an earlier date.

Refer students to the Transfer of Entitlement link on the [www.gibill.va.gov](http://www.gibill.va.gov) homepage. The link explains what the member must do, what the child or spouse must do, and gives all the needed links. There are two basic steps:

Step 1: The service member (transferor) must transfer the entitlement. If approved, transfer data is put into a secure online database DoD shares with VA. That database, in addition to providing VA qualifying periods of Chapter 33 service, also provides ToE data.

Step 2: The spouse or child (transferee) must apply. The application VA Form 22-1990e; Application for Family Member to Use Transferred Benefits can be completed

Also information regarding the Fry scholarship:

Fry Scholarship

Effective August 1, 2009. The Fry Scholarship added a new eligibility criterion to Chapter 33. It provides benefit eligibility for children of active duty members of the Armed Forces who died in the line of duty after September 10, 2001.

An information sheet about the Fry Scholarship is available at [http://www.gibill.va.gov/documents/factsheets/fry\\_scholarship.pdf](http://www.gibill.va.gov/documents/factsheets/fry_scholarship.pdf)

## Chapter 35 - Dependents

Dependents of veterans with a 100% permanent service-connected disability or service-connected death are eligible for 45 months of educational entitlement.

## Chapter 1606 - Selected Reserve

Basic eligibility exists for a person who, after July 1, 1985

- Enlists, reenlists or extends an enlistment for a period of not less than six years
- Serving as a reserve officer and agrees to serve an additional six years, in addition to your current obligation.
- Complete IADT (initial active duty for training), participating in Selective Reserve training and remain in good standing. Meet the requirements to receive a high school diploma or equivalency certificate before completing IADT.

## Chapter 1607- Activated Reservists

Makes certain individuals who were activated after September 11, 2001 either eligible for education benefits or eligible for increased benefits. **Interested persons may contact the VA website at: [www.gibill.va.gov](http://www.gibill.va.gov) or the Columbus State University Veterans Affairs Office, University Hall, (706) 507-8866.**

For information regarding credit for military training, please refer to the nontraditional sources of credit under the Undergraduate Admissions section of this catalog. For information regarding credit for military service, please refer to transfer students, and non-traditional sources of credit under the major heading Admission to the University and Academic Regulations.



## DAVIDSON STUDENT CENTER

The Davidson Student Center is operated for the benefit of all Columbus State University students. The Cougar Café (main dining hall), CSU Food Court (Chick Fil A and Subway), CSU Bookstore and Cougar Copy Center are located on the first floor. Facilities located on the second floor of the building are the Student Government Association, the Office of Student Life & Development, which includes the Office of Diversity Programs & Services, Student Organizations, Orientation & Parent & Family Programs), activities, conference rooms, RSO workroom, student lounge and an auditorium.

### General Information

- A. The use of facilities in the Davidson Center may be scheduled online through CSUInvolve. Requests should be made in advance to ensure the availability of the area desired and to allow adequate time for scheduling special arrangements or services.
- B. Requests for use of facilities in the building imply that the individual or organization agrees to accept responsibility for the designated space and to abide by existing university policies and regulations.
- C. Users of the center are encouraged to keep the facilities clean and to protect the building and its contents from unnecessary abuse. In certain areas eating or drinking is prohibited.
- D. Food service catering for events must be arranged with the cafeteria manager. Outside catering is prohibited unless approved by the cafeteria manager.

### Bookstore ([www.columbusstateshop.com](http://www.columbusstateshop.com))

CSU has two bookstores, one on Main Campus and one on the RiverPark Campus, which are operated by our partner, Follett Higher Education Group. These are the only bookstores that have for sale every textbook and related course material for every class on campus. Of course, the bookstores also carry a wide selection of CSU apparel, gifts, novelties, food, beverages, software and computer peripherals.

CSU Bookstores offer several programs to help you save money:

**Text Book Rentals:** save up to 65% on many of your books (over 50% of all texts are rentable). For more information click “Text Rental” on the drop-down menu under Books.

**Early Book Program:** purchase your textbooks and course materials before the first day of class with a credit of up to \$800 based on your financial aid refund! You will need to opt into this program, which you can do on CougarNet.

**Price Match:** store will match the price on textbooks from legitimate retailers (contact store for details).

**Book Buy-back:** sell your current-edition new or used texts back to the bookstore at any time. Peak purchase periods (and highest prices) are the first and last weeks of each semester.

You can shop on line for textbooks, clothing, supplies and more, all of which can be shipped directly to you or picked up in the bookstore (saving postage and time).

And when it comes time to graduate, only the CSU Bookstore offers the Official CSU graduation regalia along with diploma frames, announcements, and class rings, which are wonderful symbols of your hard work and perseverance in earning your degree.

### RiverPark Campus Bookstore

The CSU Bookstore at the RiverPark Campus specializes in texts and materials specific



to the arts and communication. It also carries a wide array of CSU clothing, supplies and sundries and offers the same programs (e.g. Book Rental, Early Book) mentioned above.

### **CSU Dining Services ([www.columbusstatedining.com](http://www.columbusstatedining.com))**

CSU's dining program strives to provide you with a wide array of nutritious and tasty food options from comfort to health to snack and beyond. Our dining services partner is Aramark, a global leader in higher education food operations. All students living in CSU housing are required to purchase a meal plan and may select from the choices provided based on the number of hours the student has completed. For the 2016/17 school year there are three different options for dining for residents, and two specifically for commuters, though they may, of course, purchase any plan we offer

**The Cougar Café**, newly renovated last summer, is CSU's largest dining facility and is located in Davidson Hall on Main Campus. This is an all-you-care-to-eat location providing breakfast, lunch and dinner, as well as light fare during non-meal times. Choices include a made-to-order station, a grill, a full salad bar, a bakery, vegetarian and meat dishes in the hot line and an ice cream wagon with 8 flavors! (Meal plans, Cougar Cash, cash or credit cards are all acceptable.)

**The Rankin Den & Dining** facility is located on 10th Street and First Avenue at our RiverPark campus and is truly a unique college dining experience. Converted from a commercial restaurant, it, too is an all-you-care-to-eat facility (Use Cougar Cash, cash or credit cards.)

**Subway and Chick Fil A** are both located in the Cougar Food Court in Davidson. Each provides a nice treat once in a while for a different lunch or dinner (or even breakfast!). (Use Cougar Cash, cash or credit cards.)

**Einstein Bros. Bagels**, located in our Schwob Memorial Library on Main Campus, is a great way to wake up in the morning or grab a mid-day pick-me-up. Relax, read a book, study and enjoy a bagel! (Use Cougar Cash, cash or credit cards.)

**The P.O.D.s (Provisions On Demand)** are small convenience stores selling grab-n-go food, sundries, snacks and beverages. We have two – one in the Schuster Student Success Center and the other in Stanley Hall. (Use Cougar Cash, cash or credit cards.)

**The Market On Broadway**, a full scale convenience store, is located at the RiverPark campus on 10th Street and Broadway. The Market on Broadway offers fresh produce, to-go items, frozen options, beverages and a wide variety of sundries. (Use Cougar Cash, cash or credit cards.)

**Our Catering Department** offers a full range of catering services from lemonade and cookies for 10 to pizza and soda for 50 to black-tie, four course banquets for 300. Virtually any budget can be accommodated, and no party is too large or small!

## STUDENT LIFE

### Student Fees:

Information concerning student fees, such as Activities, Athletic, Health, Campus Access, Technology, Parking Deck, and Recreation Facility, can be found at <https://bursar.columbusstate.edu/fees.php>

### Campus Recreation

The Campus Recreation Department offers a co-educational program providing an opportunity for students, faculty, and staff to participate in a variety of recreational activities. Current programs include flag football, volleyball, basketball, softball, indoor and outdoor soccer, ultimate Frisbee, table tennis, racquetball, outdoor adventure trips, whitewater rafting trips, and tournaments. In addition to planned activities, courts are open for free play. Campus recreation has many programs and services such as group fitness classes, Personal training, swimming lessons, and so much more. Come get involved and find out what's happening in the SRC. For information, contact the Student Recreation Center Front Desk (706) 507- 8658.

### Student Recreation Center

Columbus State University offers a state of the art student recreation center to meet the recreation and fitness needs of the student, faculty, and staff. The student recreation center offers three basketball courts, a multi-purpose court (used for indoor soccer, volleyball, basketball, and special events), four volleyball courts, two racquetball courts, a large cardio deck, free weight and selectorized areas, an indoor track, two movement rooms, rock and bouldering walls, locker rooms, and an indoor swimming pool with a sauna, whirlpool and a lazy river. The student recreation center fee covers access into the facility for each enrolled on campus student. Faculty, staff, spouses, dependents (16 and up) and alumni may join by purchasing a monthly, semester or yearly membership. For additional information call (706) 507-8658.

### Outdoor Recreational Complex

The Outdoor Recreational Complex consists of tennis courts, outdoor handball courts, pavilion, and field. These facilities are available for student use when they are not needed for regular classes and intercollegiate competition. Columbus State University students, faculty, and staff are authorized to use the Recreational Complex. When tennis and handball courts are open for recreational use, a time limit will be imposed when all facilities are being used and other authorized personnel are waiting to use the facilities. A schedule announcing the operational hours and the assigned priorities will be posted in appropriate locations at the beginning of each semester. The complex is closed during inclement weather. Students, faculty and staff may use the courts at no charge by presenting a valid I.D. card.

### Club Sports

Campus Recreation is excited to offer Club Sport programs. Club Sports serves individual interests in different sports and recreational activities. These may be competitive, recreational or instructional. Club Sports may represent the University in intercollegiate competitions. Currently there are 11 Club Sports at CSU. Students may petition to add more!

### Office of Greek Life

Columbus State offers seventeen Greek organizations spanning across 3 Greek councils.

Recruitment for these organizations happen year round! For more information about Greek life on our campus, call (706) 507-8012. Visit the Greek Center, located in the lower level of Woodruff Gym, or visit our website <http://students.columbusstate.edu/greeks/index.php>

### **Orientation Team (ROAR Team)**

The ROAR Team consists of students who are responsible for guiding new freshmen through their first comprehensive experience at CSU. Each student goes through an extensive interview process and is chosen based on the following criteria: proven leadership experience, strong public speaking and interpersonal communication skills, academic excellence, and an exhibition of a positive attitude and school spirit. The students undergo a thorough training program where they learn team building and leadership skills to help them become more confident leaders, as well as a wealth of knowledge to aid them in helping to orient new students onto campus. They are expected to participate in all orientation sessions. In addition, they are expected to attend SROW (Southern Regional Orientation Workshop). Members are compensated financially for participating in the orientation program. For more information on how to become a member of the ROAR Team, call the Orientation Office, Davidson 279 at (706) 507-8593.



## **The Saber**

Columbus State University students publish their own newspaper, The Saber, during fall and spring semesters. The Saber provides a means for students, faculty and staff to express their views, in both guest editorials and letters to the editors. The editor and staff have full responsibility for preparing the publication and they gain valuable journalistic experience. Staff positions are open to all students who meet the qualifications.

## **Student Government**

Students play an important part in the policy and decision making process at Columbus State University. The Student Government Association handles matters concerned with the general welfare of the student body. The legislative branch of the SGA, composed of Senators from each college elected by the student body during spring semester and one representative from each campus organization, is responsible for decisions relating to student issues. The SGA is subdivided into committees that touch almost every phase of student life (elections, homecoming, etc.). These committees send recommendations to the governing body for action. Students also serve with faculty and administrators on various standing committees and have full voting status.

The executive branch of SGA is the Executive Committee which consists of the President, the Vice President of Scholastic Affairs, the Vice President of Finance, the Speaker of the Senate and the Speaker of the Representatives. The committee administers student government and acts on student grievances, ideas, and comments.

The Judicial Council is the representative of the Judicial Branch. It consists of a panel of six students, five justices elected by the forum and a campus elected, Chief Justice. Its purpose is to sit as a student court and render decisions on certain university and student government policies that affect students and serve as student representatives on judicial hearings as requested. It also functions as a sub-committee of the University Grievance Committee. The Judicial Council reports to the forum on its activities.

## **Student Activities Council**

The Student Activities Council, referred to as SAC, is the student-run organization responsible for a variety of events for CSU's student body. The purpose of this organization is to contribute to the social, recreational, and educational development of the CSU community through programs and services. SAC is made up of committees that are responsible for a specific type of event programming. These committees include; Cinema, Speakers & Comedians and Special Events. Membership on these committees is on a volunteer basis and there are no membership fees. To sign up for a committee, students can visit the SAC Office in the Davidson Student Center room 268. Students can help plan and promote different events on campus. SAC is a great way to be involved on campus, gain life experiences, and make new friends! SAC's door is always open and students are encouraged to come by, call the office at 706-568-8595, or email [sac@columbusstate.edu](mailto:sac@columbusstate.edu) for more information.

## **Student Leadership Positions**

Paid student leadership positions on campus are limited. Therefore, students may not hold dual positions among the following without prior approval of the Dean of Students: SGA President, SGA Vice President of Scholastic Affairs, SGA Vice President of Finance, SGA Chief Justice, Saber Editor, Saber Associate Editors, Student Activities Council President and chairs.

## GENERAL INFORMATION

### Continuing Education

Check out Columbus State University's Continuing Education online at **ColumbusState.edu/CE**. Continuing Education offers professional development and certificate programs, as well as fun classes for your personal and career development. We also offer a wide range of online courses. Pick up a catalog today. Classes are held on campus at the **Elizabeth Bradley Turner Center** and downtown at the **Rankin Arts Center** located at 1004 Broadway. For more information on our exceptional centers, call 706.507.8070 or visit our website at [ColumbusState.edu/CE](http://ColumbusState.edu/CE).

### Emergencies

In the event of an emergency on any CSU Property (Main Campus and RiverPark Campus), students should contact the University Police Office immediately at (706) 507-8911. Students should call this number and report the nature of the emergency (accident, illness, commission of a crime, etc.) and the exact location where the emergency has occurred. Help will be dispatched according to the nature of the incident. Students should remain at the location until help arrives.

In the event a student needs to be located due to an emergency, such as a serious accident, serious illness, or death, which has occurred off campus, please call University Police at 706-507-8911. ONLY EMERGENCY notifications will be made.

### Behavioral Assessment and Recommendation Team (BART)

BART is the program used by faculty, staff, and students to report incidents of behavior that may threaten the safety and well-being of Columbus State University students, faculty, staff, and visitors. However, if there is an active or immediate risk of violence to self or others, University Police should be contacted at 706-507-8911.

### Student ID Cards

Your Cougar Access Card serves many purposes. It is the official student ID of Columbus State University. The Cougar Access Card allows you to check out books in the library, attend campus events, use the recreational complex and access your meal plan. This ID card is good for your entire university career at Columbus State University. Cards are made at the University Police Department on Main Campus and the RiverPark Campus. The first card is free, but there is a charge of \$15.00 for any replacement cards. These fees must be paid at the Bursar's Office in University Hall, before a replacement card can be given. If you have questions regarding your card, you may call University Police at (706) 507-8911.

### Intercollegiate Athletics

The university is a Division II member of the National Collegiate Athletic Association, and the Peach Belt Conference. The Director of Athletics administers intercollegiate athletics in accordance with the regulations of the NCAA and the policies of a faculty-student Athletic Committee. Women compete in intercollegiate basketball, softball, tennis, cross country, soccer, golf, volleyball, and track & field. Men compete in intercollegiate baseball, basketball, cross country, golf, tennis, and track & field. Any student interested in competing on any sports team should contact the Athletic Director. The Athletic Department also supports a Dance Team and nationally-ranked co-ed Cheerleading Squad.

### Lost and Found

The Lost and Found service provided by the University Police Office is located at the University Police Department. Items turned in will be logged and retained for 30 days. All

unclaimed items after thirty (30) days will be disposed of by donation to local charities. Every means available will be used by the University Police Office to return all property to the original owner.

## **Campus Mail Center**

Campus Mail Center is a full service campus post office, with its mailing and shipping services available to all students, faculty, and staff. You can purchase stamps, shipping supplies, envelopes, etc. You can ship your packages through either UPS and USPS. Resident students can access their mail boxes 24 hours a day, 7 days a week in our lobby.

## **Payments by Check**

Students may pay university fees by check. A fee of thirty dollars or five percent, whichever is greater, will be charged for any returned check. If a check is returned, subsequent payments by the student must be made in cash or money order for a one-year period. Should any student have more than one check returned to the university, that student may be placed on a cash basis indefinitely.

## **Rings**

The CSU class ring is a symbol of pride and dedication in earning a degree from Columbus State University. The CSU class ring is unique to the students and alumni of Columbus State University. The CSU class ring and pendant are available through the Columbus State University Bookstore.

## **Telephone Calls**

University telephones are used for official business only. Emergency phones are located in elevators and in parking lot areas. The phones in the parking lots are freestanding “poles” with blue lights attached to the top of the pole. They are single button devices that dial the University Police Office.

## **Traditions**

There are a number of activities that occur annually on the CSU campus. These events have proven to be popular with the university community and have become recognized as “traditions”.

### **Cougar Kickoff**

Cougar Kickoff takes place during the first week of each semester. It is a full week of fun events that help you get to know CSU and your fellow Cougars! Traditional signature events include, Riverpark Picnic, Main Campus Picnic, Campus Bike Ride, Color Party, Meet the Greeks, and many more! For more information, and a full schedule of events, visit our website at [students.columbusstate.edu/cougarkickoff](http://students.columbusstate.edu/cougarkickoff)

### **Main Campus and RiverPark Picnics**

On the first Wednesday of the school year, the entire campus gathers around the Clock Tower for food and entertainment. Students can also gather at Woodruff Park for a picnic and enjoy our RiverPark campus. Student organizations are present and excited to recruit new members, while other students mingle and make new friends! It's a fun way to kick off the school year.

### **Freshman Convocation**

Freshman Convocation is a formal ceremony held at the beginning of each academic year. During this event, entering freshman hear from CSU administrators, alumni and professionals in the field. They are also formally inducted into the CSU community of scholars and stimulated to set goals for the future. During the reception that follows the ceremony, students have an opportunity to talk with faculty, staff and alumni.

## **Midnight Madness**

This event takes place each year in October and is the official start of basketball season all across the nation. NCAA dictates that no athletic teams can officially practice until a set date. On the evening of Midnight Madness, students meet at the Lumpkin Center to play games, compete in contests, and watch the cheerleaders and dance team perform. The evening concludes with the introduction of both the men and women's teams and a scrimmage game.

## **Miss CSU**

CSU's annual scholarship pageant promoting women's involvement and academic achievements. The contestants receive scholarship assistance to Columbus State University while gaining poise, confidence, and life skills that benefit them and the University. The winner of this pageant goes on to compete for Miss Georgia. Congratulations to Bianca Mobbs, Miss CSU 2016!

## **Homecoming**

Homecoming will be featured during the Fall semester, November 7-12, 2016. This annual week is full of traditional events that help celebrate the CSU community as a whole. Events include tailgating, downtown parade and concert as well as student organization competitions. Homecoming is organized by Student Life & Development in conjunction with Alumni Relations. For more information visit [homecoming.columbusstate.edu](http://homecoming.columbusstate.edu).

## **WinterFest**

## **Scholastic Honors Convocation**

This Spring Semester event showcases our outstanding students and faculty. Among the honors presented are the Faculty Cup, the Academic Recognition Award, the Phi Kappa Phi Student of the Year Award, the Faculty Service Award, the Faculty Research and Scholarship Award and the Educator of the Year Award. Many outstanding students are recognized with department awards within each discipline. In addition, students are welcomed into membership in Who's Who Among Students in American Universities and Colleges.

## **Voter Registration**

Voter registration service is available for those students who wish to register to vote or for those who have had a change of address since their initial registration. The form is available in the Student Government Office. Located in the Davidson Student Center.

## **POLICIES**

### **Columbus State University Policy & Programs to Prevent Drug & Alcohol Abuse**

To prevent the use of illicit drugs and the abuse of alcohol, the policy of Columbus State University prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students on its property or as part of any of its activities.

The Columbus State University's Alcohol and Drug Education Task Force provide proactive educational programs and services to help prevent the abuse of alcohol and drugs among students.

#### **Health Risks**

Abuse and dependence upon alcohol and other psychoactive drugs are classified as organic mental disorders by the American Psychiatric Association and the World Health Organization, and as such they are associated with distressing psychological, behavioral, and biological symptoms; impairment in one or more important areas of functioning; or significantly increased risk of suffering, death, pain, or important loss of freedom.

#### **Substance Abuse Counseling Services**

An Alcohol and Drug specialist counselor provides individual counseling for substance abuse and other personal concerns to students of the University. All services of the center are provided without charge. Clients are informed of the nature and purpose of any assessment, treatment, educational, or training procedure and are given freedom of choice with regard to participation. When this center is not able to provide the necessary services, clients are informed of alternative resources and appropriate referrals are made.

To the extent permitted by law and ethical standards, all information received in counseling is considered confidential and is not disclosed to any other person or campus unit without the written permission of the clients.

The counseling staff refrains from unnecessary involvement in the determination and enforcement of disciplinary sanctions concerning individual students. In matters of discipline, the staff may provide assessment and consultative services to clients, colleagues, or units of the University in ways which improve the campus environment, maintain the anonymity of clients, and preserve the confidential nature of all counseling relationships.

#### **Legal Sanctions**

The Official Code of Georgia provides for the following penalties for violations of alcohol and drug abuse laws.

**Possession of Alcohol** by persons under 21 years of age: \$300 fine and/or 30 days imprisonment.

**Furnishing alcohol** to persons under 21 years of age: \$1,000 fine and/or 12 months imprisonment.

**Driving under the influence** of alcohol or drugs: (1st offense) \$1,000 fine and/or 12 months imprisonment, loss of license for one year.

**Misdemeanor drug possession:** \$1,000 fine and/or 12 months imprisonment.

Felony drug possession: up to 15 years imprisonment.

**Trafficking in drugs:** up to 30 years imprisonment.

#### **University Sanctions**

In addition to possible fines and imprisonment for violation of local, state, and federal drug laws, recent legislation mandates the following specific sanctions for students and



student organizations that unlawfully manufacture, distribute, sell, possess, or use illicit drugs and/or alcohol:

Students may suffer forfeiture of academic credit, suspension, and expulsion from the institution.

Student organizations shall be expelled from campus and prohibited from using any property or facilities of the institution for a minimum of one year.

Board of Regents policies have been amended to comply with these recent laws, and appropriate changes have been made to Columbus State University administrative procedures. All sanctions imposed by the institution are subject to review procedures authorized by Article IX of the Bylaws of the Board of Regents.

## **INTELLECTUAL PROPERTY**

### **1. Preamble**

Columbus State University (CSU) is dedicated to teaching, research and the extension of knowledge to the public. Its personnel recognize as two of their primary objectives the creation, development and production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of new and useful materials, devices, programs, processes, and other inventions and creations, some of which may have potential for commercialization, and/or the production and publication of creative and scholarly works and educational materials. CSU believes such activities:

- A. Contribute to the professional development of the faculty, staff and students involved;
- B. Enhance the reputation of the University;
- C. Provide additional educational opportunities for participating students; and
- D. Promote the general welfare of the public at large.

Patentable inventions and copyrightable materials often come about because of the activities of CSU faculty, staff and students who have been aided by the use of CSU resources. As part of the CSU's mission, it is important to ensure the utilization of such inventions, creations and materials for the public good and to expedite their development and delivery to the public.

At the same time, the CSU encourages the protection of the rights and privileges, and endorses the initiative and incentive of the Creator(s) so that their abilities, as well as those of all other faculty, staff and students, are further stimulated and rewarded.

CSU recognizes the publication of scholarly works as an integral part of the processes of teaching, research and service. Therefore, the University encourages faculty, staff and students to regularly prepare for publication, either through individual or collaborative effort and initiative, articles, pamphlets, books, works of art and other scholarly works which may be subject to copyright and which may generate royalties for the Creator.

Publication may also result from work supported either partially or completely by CSU. With the advent of current and future technology, the variety and number of materials that might be created in a university community has increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

CSU strives to be at the forefront of teaching and to provide diverse high-quality learning environments. To achieve these goals, CSU encourages and provides incentives for innovators and creators in the development of improved educational materials. Through the efforts of faculty and staff, digital and other storage, and transmission media will have an increasing role in expanding educational effectiveness and accessibility. When

such materials are used to expand programs outside the traditional campus, they deserve Intellectual Property (IP) protection.

CSU recognizes the need for enhanced development and dissemination of software technology as a means of expressing both old and new knowledge. CSU is also aware of the dynamic nature of software and that the value of such IP is derived from the ability of its owner to control its use. Indeed, its value is directly related to the degree of protection it enjoys under the law. CSU encourages the protection of such expressions of knowledge by the utilization of appropriate IP laws and the creation of comprehensive software technology transfer policies and procedures.

The foregoing considered, and in order to establish the respective rights and obligations of the University and its faculty, staff and students with regard to current and future Intellectual Property, CSU does hereby establish the following Intellectual Property Policy.

## 2. Definitions

- A. Commercialization** means the process of marketing and licensing Intellectual Property to parties outside CSU who, in turn, will develop products or services based on that IP to sell or license to others. By way of counter-example, this term does not apply to CSU offering a course or seminar for a fee.
- B. Copyrighted Materials** shall include the following: (i) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (ii) lectures that are written, recorded or otherwise captured, musical or dramatic compositions, unpublished scripts; (iii) films, filmstrips, charts, transparencies, and other visual aids; (iv) digital video and audio discs and cassettes; (v) live video and audio broadcasts; (vi) programmed and instructional materials; (vii) mask works; (viii) research notes, research data reports, and research notebooks; and (ix) other materials or works other than software, which qualify for protection under the copyright laws of the United States (see 17 U.S.C. 102 et seq.) or other protective statutes whether or not registered there-under.
- C. Creator** means a member of the CSU faculty, staff, or student body who creates or develops an invention, as defined under the U.S. patent law, or who participates in the creation of a copyrightable work, under U.S. copyright law, or both. One is a participant in creating a copyrighted work when one makes an original work of authorship (or part thereof) fixed in any tangible medium of expression from which the work can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Being an editor or otherwise facilitating a creation does not ordinarily qualify one as a "Creator." The term Creator shall be understood to refer to either singular or multiple creators.
- D. CSU Research and Service Foundation, Inc. (CSURSF)** is the entity formed for the purpose of evaluating, administering, owning and licensing IP created by CSU faculty, staff and/or students. CSURSF is a non-profit organization whose sole purpose is to support CSU.
- E. Disclosure Form** is the document by which faculty, staff and/or students disclose to the CSURSF the project or program being conceived of or developed. This document is due before work begins on such project or program.
- F. Faculty member, staff member and student** shall include, for the purposes of this policy, students who are enrolled for any course at CSU, as well as all faculty or staff members who are employed on a full- or part-time basis by CSU.
- G. Individual Efforts** are those activities directed toward a research project or a creative

project which are initiated and undertaken by a CSU faculty or staff member and/or student during which:

1. only incidental use of University resources is made;
2. the project is developed on one's own time and is not in accordance with the terms of a sponsored project; and
3. the project is not undertaken in whole or in part as a University assignment.

- H. Intellectual Property** shall be deemed to refer to copyrighted materials, patentable processes or materials, software, trademarks, and trade secrets, whether or not formal protection is sought.
- I. Lead Creator** shall be the person in charge of the project or program which develops the IP. There may be more than one Lead Creator on a project or program, however, this must be specified in the Disclosure Form.
- J. Mask Work** means a series of related images, however fixed or encoded: (i) having or representing the predetermined, three dimensional pattern of metallic, insulating, or semiconductor material present or removed from the layers of semiconductor chip product; and (ii) in which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product (See 17 U.S.C. 901).
- K. Net Revenue** shall mean the revenue received through commercialization of any IP less the associated expenses which may include, but not be limited to, patent costs, attorney's fees, marketing costs, reproduction, mailing, consumables, accounting costs, unreimbursed development costs, etc.
- L. Novel Plant Variety** means a novel variety of sexually reproduced plant (See 7 U.S.C. 2321 et seq.).
- M. Patentable Materials\*** shall be deemed to refer to items which reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes whether or not patentable there-under. These are to include Novel Plant Varieties and Patentable Plants.
- N. Patentable Plant** means an asexually reproduced distinct and new variety of plant (See 35 U.S.C. 161).
- O. Software** shall include one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions, statements or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.
- P. Sponsored Efforts** are those research and other projects undertaken by faculty, staff and/or students which are paid for, either wholly or substantially in part, by outside entities. Such entities may include, but not be limited to, governmental, corporate, Defense Department, or private foundation. A sponsored effort may be in the form of a grant or a contract whose purpose is to produce a result through research, writing, programming, construction or other effort.
- Q. Trademarks** shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University System of Georgia or any of its institutions (see 15 U.S.C. 1127).
- R. Trade Secrets** means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which: (i) derives economic

value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons, who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (See O.C.G.A 10-1-761).

- S. University-Assigned Efforts** are those efforts which the University assigns to a College, department, specific faculty member(s), staff, and/or student(s). The assignment may be either explicit, as in a directive from the president, provost, a dean, department chair or other administrative or governance body, or implicit, as in an effort undertaken as a part of one's job. Excluded are those scholarly and creative works produced under the general obligation faculty and students have for developing such works which include, but are not limited to, textbooks, associated supplementary material, dissertations, class assignments, other books, musical compositions, works of art, and journal articles.
- T. University-Assisted Efforts** are those undertaken by faculty, staff and/or students on their own initiative which receive institutional support (financial or otherwise) or use institutional resources in more than a purely incidental way. Such resources include, but are not limited to, use of funding provided by the University or a University-associated foundation, use of University-paid time within the employment period and/or by others involved, use of support staff and/or students, and use of University facilities other than one's office and the CSU library.
- U. University Managed/Operated Efforts** are those in which a department is expected to develop IP to help carry out its primary mission and to assist in defraying departmental expenses. The University, Faculty and Staff recognize that these departments include elements that go beyond the traditional teacher/student/classroom relationships, though those elements are included and considered of primary importance as well. Departments that fit this category include, but are not limited to, the Coca Cola Space Science Center, Oxbow Meadows, The CSU Social Research Center, and the Cunningham Center.

\*Note: "Whoever invents or discovers any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof, may obtain a patent therefore, subject to the conditions and requirements of this title." United States Code Annotated, Title 35, Section 101, as amended.

### **3. Intellectual Property Committee**

#### **A. Composition**

Intellectual Property activities at CSU shall be under the general oversight of an institutional Intellectual Property Committee (IPC). This committee shall be appointed by the president and shall consist of nine (9) members as follows:

1. Up to six (6) faculty with a minimum of at least one from each of the Colleges, and
2. Up to three (3) staff with at least one each from the offices of the Provost/Vice President of Academic Affairs and the Vice President of Business and Finance.
3. Up to one (1) student.

Ad hoc advisors may be added by the Chair at any time to consider a particular case if necessary. Five members shall constitute a quorum. The Chair shall be elected by the IPC and shall serve as Chair for the duration of his/her term.

Term length shall be three (3) years with staggered term lengths for the initial committee members. Members may request to remain on the IPC for successive terms subject to the approval of the President.

#### **B. Duties of the Intellectual Property Committee**

1. To advise the President on policy matters relating to Intellectual Property;
2. To implement the IP Policies as defined herein;
3. To recommend IP Policy revisions and amendments as it deems necessary;
4. To arbitrate disputes over IP;
5. To approve deviations from the IP policy; and
6. To review IP that is referred to it through the disclosure process.

**C. Meetings**

The IPC shall meet as necessary but at least once during the academic year.

**4. Intellectual Property Management**

The IPC is responsible for implementation of the University's Intellectual Property Policy. CSURSF is responsible for determining whether or not to administer such Intellectual Property by undertaking the efforts necessary to protect and/or license, or otherwise commercialize, that IP.

**A. Management of Sponsor-Supported Efforts**

IP created through Sponsor-Supported Efforts, subject to provisions of the Sponsor, shall be managed by CSURSF, should CSURSF opt to do so.

**B. Management of University-Assigned Efforts**

IP created through University-Assigned Efforts shall be managed by CSURSF, should CSURSF opt to do so.

**C. Management of University-Assisted Individual Effort**

IP created through University-Assisted Efforts shall be managed by CSURSF, should CSURSF opt to do so.

**D. Management of Individual Efforts**

It shall be the responsibility of the Creator(s) to demonstrate that IP developed as a result of individual efforts while employed by the University meets the criteria set forth in section 2(G). In each case, when agreed to by the IP Committee, the IP will be acknowledged as belonging to the Creator to dispose of as the Creator sees fit.

If both the Creator and CSURSF agree in writing, Individual Effort IP may be managed by the CSURSF on the Creator's behalf. For purposes of income distribution such IP managed by the CSURSF shall be treated as University-Assisted Intellectual Property.

**E. Declined Intellectual Property**

Whenever CSURSF elects not to manage Intellectual Property, or elects to cease managing Intellectual Property that is at the time under its purview, such Intellectual Property, subject to any obligations to a sponsor, may be assigned by CSURSF to the Lead Creator to dispose of as the Lead Creator sees fit.

**5. Determination of Rights and Equities in Intellectual Property**

**A. Sponsor-Supported Efforts**

Sponsored project agreements may contain specific provisions with respect to ownership of IP developed during the course of such work. Should ownership of any IP produced be shared between the sponsor and CSU or individual performing the work, then ownership of the university/individual's portion shall vest in CSU. Income, if any, from such IP developed from Sponsor-Supported Efforts shall be shared, subject to the sponsor agreement, in accordance with Section 6.

**B. University-Assigned Efforts**

Ownership of IP developed as a result of University-Assigned Efforts, including any effort normally associated with one's discipline and position, shall reside with the University. Copyrightable works created by an employee in the course of that employee's employment are considered to be works made for hire under copyright

law, with ownership vested in the employer. The general obligation among faculty and students to produce scholarly and creative works, such as textbooks and associated supplementary material, dissertations, other books, musical compositions, works of art, and journal articles does not constitute a specific assignment for this purpose and would constitute an Individual Effort.

Work supported by CSU or CSU Foundation grants or stipends shall be considered University-Assigned Efforts unless the work falls under the general obligation to produce scholarly and creative works.

Income, if any, from such IP developed from University-Assigned Efforts shall be shared as described in Section 6.

## B. University-Assisted Efforts

Ownership of IP developed by CSU employees or students through University-Assisted Efforts as defined in Section 2(T) shall reside with the University, unless the CSURSF determines that the IP is not commercially viable at which point ownership shall be assigned to the Creator.

Income, if any, from such IP developed from University-Assisted Efforts shall be shared as described in Section 6.

## C. Individual Efforts

Ownership of IP developed by University personnel shall reside with the Creator(s) of such IP provided that it meets the definition of Individual Efforts in Section 2(G) and that the Creator(s) has decided not to use the CSURSF to commercialize the IP.

It shall be the responsibility of the Creator of the IP, if requested, to demonstrate that this classification applies to the IP.

## D. University-Managed/Operated Efforts

Ownership of IP developed by University-Managed/Operated Efforts is subject to the same considerations and definitions as those described above and defined in Section 2(U) and shall reside with the University.

Income, if any, from such IP developed by University Managed and Operated Efforts shall be shared as described in Section 6.

## 6. Distribution of Income

	<u>Creator(s)</u>	<u>Creators' Department</u>	<u>Creators' College</u>	<u>Creators' Research Efforts</u>	<u>CSURSF</u>	<u>Provost's Office for Faculty Research &amp; Development</u>
<u>Sponsor</u>	65%	10%	5%	5%	5%	10%
<u>Univ-Assigned</u>	50%	15%	10%	10%	5%	10%
<u>Univ-Assisted</u>	65%	10%	5%	5%	5%	10%
<u>Individual Effort</u>	100%	0%	0%	0%	0%	0%
<u>Univ-Managed/Operated</u>						
<u>CCSSC</u>	15%	80%	=	=	5%	=
<u>Cunningham</u>	15%	80%	=	=	5%	=
<u>SRC</u>	10%	60%	=	=	5%	25%
<u>UITS</u>	15%	85%	=	=	5%	=

Net Revenue generated from Intellectual Property administered by CSURSF shall be shared on the following basis:

Shares which go to the Creator's academic Department and College, and to Faculty

Research and Development shall only be used to fund new research or to pay for faculty development opportunities such as scholarly conferences.

Should a person in an academic unit not affiliated with a College create intellectual property under the guidelines above, which is then commercialized, the share which would have gone to the College will instead go to the Provost for further faculty research and development. The library shall be treated as a college for purposes of this section of the policy.

The shares going to the Creator's Department shall be administered by the administrative department head or the academic department chairperson. The share going to the Creator's College shall be administered by the Dean of the College, and the share going to Faculty Research and Development shall be administered by the Provost. The share designated for the Creator's Research Efforts may only be used for future research efforts by the project's Lead Creator or for professional development and is only in effect while the Lead Creator(s) is employed by, and conducting research at, the University. If the Lead Creator leaves the employ of the University, then this share is returned to CSURSF.

The share going to the CSURSF shall be used for administrative expenses including, but not limited to, tax return preparation, audits, and commercialization efforts.

The Creator's share of Net Revenue shall be divided equally among joint Creators of the IP unless a written statement signed by all joint Creators which provides for a different distribution formula is filed with CSURSF prior to the first distribution of shared Net Revenue.

**It is the Lead Creator's responsibility to reach a signed income distribution agreement with all co-creators, including students, prior to the commencement of a project. This agreement must be filed with the CSURSF.**

In the event the Creator, or one of the Creators leaves the University, that Creator will then receive half of their original share. The other half shall then go to the Faculty Research and Development fund. The only exception being a student Creator who graduates, in which case the student shall continue to receive their full share for 10 years after graduating and then shall receive a half share with the other half going to the Faculty Research and Development fund.

In the event of the death of a Creator, any payment due, or which would have been due to such Creator, shall be made to the Creator's estate for a period of ten (10) years from the date on the Creator's death certificate. After the ten year period, those royalties shall revert to CSURSF.

In the event the terms of any license of IP provide CSURSF with equity, or an option to acquire equity in the entity which licenses the IP, the share of such equity due to the Creator as identified above will be distributed to the Creator when such equity is transferable or convertible to cash.

In the event that IP is licensed to the Creator, the Creator shall waive the right under the University Intellectual Property Policy to receive the Creator's share of Net Revenue specified above. Additionally, if the Creator owns or controls 25% or more of the entity that licenses the IP, the Creator shall waive the right under this University IP Policy to receive the Creator's share of Net Revenue specified above.

In the event the Creator does not receive the Creator's share, that share shall be distributed to any joint Creators identified in writing in the proportions specified in the above chart, or if there are none, shall revert to CSURSF.

## **7. Disclosure of Intellectual Property**

All faculty, staff and students who initiate work on a research or other project which could produce IP are required to disclose their efforts at the outset of the project to the CSURSF.

The purpose of IP Disclosure is to record IP that may be, is being, or was created and the circumstances under which it is or was created. It provides the basis for a determination of patentability, for drafting a patent application, and/or for registering a copyright. It also provides the initial basis for determining the commercial viability of the possible IP to be created.

An Intellectual Property Disclosure Form needs to be completed when something new and useful has been conceived of or developed, or when unusual, unexpected, or unobvious research results have been achieved.

An Intellectual Property Disclosure Form also needs to be completed when other forms of IP are created by faculty, staff, or students, unless the works are specifically excluded as noted in Sections 2, 4 and/or 5.

Once the form is signed by the Creator, the form and supporting documents should then be submitted to the CSURSF.

Disclosures are not required for Individual Efforts or for scholarly and creative works produced under the general obligation faculty and students have for developing such works which include, but are not limited to, textbooks, associated supplementary material, dissertations, class assignments, other books, musical compositions, works of art, and journal articles.

## **8. Dispute Resolution and Appeals**

All cases in which questions arise as to equities, rights, division of royalties, or any other Intellectual Property-related matter shall first be referred to the Intellectual Property Committee for consideration, interpretation of policy, and decision.

CSU Faculty, staff and students shall have the right to appeal the decisions of the Intellectual Property Committee. Any appeal of an Intellectual Property Committee decision shall be first to the Provost, then, if one desires, to the President, and finally to the Board of Regents.

Appeals within the CSU must be made in writing within thirty (30) days of written notice of a final decision and will be adjudicated within 30 days after receipt by the entity at the next level in the appellate process. Appeals to the Board of Regents shall be made in accordance with Article IX of the Bylaws of the Board, which requires that all appeals be filed within twenty (20) days of the final decision of the President of the University.

## **9. Collaboration**

Collaboration between CSU personnel and persons not employed or associated with the University, including researchers at other universities or companies can result in the development of IP jointly owned by CSU and other persons or their employers. Protection and commercialization of such joint Intellectual Property can be difficult without extensive cooperation and written agreement among the Creators. Accordingly, it is important for University personnel involved in, or contemplating collaborative efforts with outside entities which may result in the development of IP to advise their immediate supervisors, the Office of Research Services and Sponsored Programs, and the Director of the CSURSF of such activities. An agreement in writing between the parties will need to be signed prior to the collaboration.



## **10. Confidentiality**

Certain contractual obligations and governmental regulations may require that information be maintained in confidence. Additionally, some works, such as certain computer software, may best be protected and licensed as trade secrets, and inventions must be maintained in confidence for limited periods to avoid the loss of patent rights. Accordingly, the timing of publications is important, and CSU Personnel shall use their best efforts to keep the following items confidential:

- A. All information or material designated confidential in a contract, grant, or the like;
- B. All information or material designated or required to be maintained as confidential under any applicable governmental statutes or regulations; and
- C. All information relating to IP developed by CSU Personnel which may be protected under this Policy until application has been made for protection.

## **11. Obligations of Lead Creators**

Lead Creators shall be responsible for informing co-workers, including students, of their rights and obligations under this Policy as well as under contracts, grants and the like before initiation of a research, creative or other project which would fall under this IP Policy.

## **12. Heirs and Assigns**

The provisions of this Policy shall inure to the benefit of and be binding upon the heirs and assigns of (i) all CSU personnel and (ii) all others who agree to be bound by it.

## **13. Prevailing Policy**

In the event of a conflict between this IP Policy and any policy of the Board of Regents, the latter shall prevail.

## **14. Changes in Policy**

This IP Policy may be changed by the President on the recommendation of the Intellectual Property Committee, with the endorsement of the Faculty Senate.

## **15. Retention of Ownership**

Ownership of IP will normally be retained by the CSURSF. This is to ensure that all licensable knowledge, processes and devices created or invented will be available for public use. Licensing agreements granted by the CSURSF will contain a due diligence provision which will require that the license revert to the CSURSF within a reasonable period of time if the licensee does not make the IP available to the public.

## **16. Policy Applicability**

This IP Policy applies to all full or part-time faculty, staff and students of Columbus State University.

## **Hazing**

Hazing by definition is: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue, physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law."

While hazing is typically associated with organizational candidacy whereby one is attempting to prove and / or earn initiation privileges, it is sometimes used as a method of pre-membership bribery. Such acts are also illegal as they may impose the same mental, emotional and / or physical anguish upon an individual and will be considered equally offensive. Sanctions for such acts may be severe as administration will endorse the Student Rights and Responsibilities in accordance with university policy and the law respectively. Sanctions mandated by administration within the Offices of Student Life and Dean of Students could include community service, loss of facility privileges, loss of membership within said organization, temporary or permanent disbandment of organization from campus, arrest or others not listed. The Offices mentioned above work collectively in such cases to determine the appropriate course of action based on severity of the offense.

## **Sexual Misconduct Policy**

Columbus State University is committed to ensuring a safe learning environment that supports the dignity of all members of the Columbus State University community. Columbus State University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Columbus State University will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. The University System further strongly encourages members of the Columbus State University community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

Prevention is one of the primary mechanisms used to reduce incidents of sexual violence on campuses. USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community including students, faculty, and staff. Such programs are designed to stop sexual violence through the promotion of positive and healthy behaviors. Programming will educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

These policies and procedures shall become effective at all institutions on July 1, 2016.

## **Definitions and Prohibited Conduct**

**Community:** Students, faculty and staff, as well as contractors, vendors, visitors, and guests. **Complainant:** An individual lodging a complaint. The complainant may not always be the alleged victim.

**Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the

alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Incapacitation:** The physical and/or mental inability to make informed, rational judgments, and can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

**Nonconsensual Sexual Contact:** An intentional sexual touching upon a person, without consent or where the person is incapacitated, and/or by force, by another person or with any object. Sexual contact includes but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with these body parts, or making another touch the alleged victim or themselves with or on any of these body parts.

**Privileged Employees:** Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm. Further, Privileged Employees must still submit anonymous statistical information for Clery Act purposes.

**Respondent:** Individual who is accused to have engaged in conduct that violates this Policy.

**Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Columbus State University 38 Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders, etc.). Responsible Employees are not required to report information disclosed at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs" or other public forums in which students may disclose incidents of prohibited conduct).

**Sexual Assault:** An umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms including but not limited to rape and sexual battery. Sexual Exploitation: "Sexual Exploitation" occurs when an individual takes nonconsensual or abusive sexual advantage of another for his or her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;

2. Prostituting another individual;
3. Non-consensual video or audio of sexual activity;
4. Non-consensual distribution of video or audio of sexual activity, even if the sexual activity or video or audio taken of sexual activity was consensual;
5. Intentional observation of unconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual;
7. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually-based bullying.

**Sexual Harassment:** Unwelcome verbal, nonverbal, or physical conduct, based on sex or gender stereotypes, that: is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment/educational decisions; or has the purpose or effect of interfering with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or benefit from an institutional program or activity.

**Stalking:** Engaging in a course of conduct directed toward another person based upon sex that would cause a reasonable person (i) to fear for his or her safety or the safety of immediate family members or close acquaintances, or (ii) to suffer substantial emotional distress.

## Reporting Sexual Misconduct

A complainant of sexual misconduct can choose among several reporting options at their respective institutions: filing a criminal complaint with law enforcement officials; filing an administrative report with the institution; or filing an anonymous report at their institution. These processes are detailed below. An individual who believes he/she is a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

## Institutional Reports

Complainants of sexual misconduct who wish to file a report with the institution should notify a Responsible Employee or the Office of the Title IX Coordinator. Title IX Coordinator.

The University's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and sexual misconduct policy. The Coordinator reports to the Vice President for Business and Finance and is housed in the Office of Human Resources. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to following:

**Title IX Coordinator: Laurie Jones, Director of Human Resources, Richards Hall 228 Ph. 706-507-8920**

**Deputy Title IX Coordinator: Aaron Reese, Asst. VP of Student Affairs and Dean of Students, Schuster Student Success Center 216 Ph. 706-507-8730**

**Deputy Title IX Coordinator: Annette Brown, HR Administration and Benefits Manager, Richards Hall 228 Ph. 706-507-8920**

Additionally, reports can be made by victims and/or third parties using the online reporting form posted at [https://publicdocs.maxient.com/reportingform.php?ColumbusStateUniv&layout\\_id=40](https://publicdocs.maxient.com/reportingform.php?ColumbusStateUniv&layout_id=40)

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Responsible Employees informed about sexual misconduct allegations involving any student must notify the Office of the Title IX Coordinator as soon as practicable. Responsible Employees should not attempt to resolve the situation, but must notify and report all relevant information to the Title IX Coordinator. Privileged Employees are not bound by this requirement but may, consistent with their ethical and legal obligations, be required to report limited information about incidents without revealing the identities of the individuals involved to the Office of the Title IX Coordinator. All members of the University System of Georgia institutions' communities are encouraged to report incidents of sexual misconduct promptly.

The Title IX Coordinator's identity and contact information shall be published by each institution prominently on the institution's website, as well as in any relevant publication. Each institution may choose to have Deputy Title IX Coordinators to whom reports may be made, as well. Institutions should encourage complainants to report their complaints in writing, though oral complaints should also be accepted, taken seriously, and investigated, to the extent possible. Further, while complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports should be accepted regardless of when reported.

Complaints should include as much information as possible — that is: (1) the type of sexual misconduct experienced; (2) the name of the respondent; (3) the date(s), time(s), and place(s) of the sexual misconduct; (4) the name(s) of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Information from complaints will be shared only as necessary to investigate and to resolve the alleged sexual misconduct. Complaints will be investigated and resolved as outlined below. Institutions, through their Title IX Coordinators, will also assess the need for and institute interim measures as described below as appropriate and where reasonable, as well as work with the appropriate institutional department to determine the need to issue a broader warning to the community in compliance with the Clery Act or to report activity to the authorities.

Institutional reports will be investigated and adjudicated separately from any criminal complaints.

- 1. Confidentiality:** Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institutions should consider, through the Title IX Coordinator, whether this request can be honored while still providing a safe and nondiscriminatory environment for the institution. Honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.
- 2. Retaliation:** Anyone who, in good faith, reports what she or he believes to be misconduct under this Policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Title IX Coordinator for the institution. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

3. **False Complaints:** Individuals are prohibited from intentionally giving false statements to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this policy shall be subject to disciplinary action.
4. **Amnesty:** Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

## **Law Enforcement Reports**

Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with campus or local police, for his or her own protection and that of the surrounding community.

Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

1. Clothing worn during the incident including undergarments;
2. Sheets, bedding, and condoms, if used;
3. Lists of witnesses with contact information;
4. Text messages, call history, social media posts;
5. Pictures of injuries; and/or
6. Videos.

## **Anonymous Reports**

Each institution should provide a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously.

## **Interim Protective Measures**

The Title IX Coordinator or his/her designee may impose interim protective measures before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the alleged victim or other members of the institution, or to ensure equal access to the institution's education programs and activities. Before any such measures are instituted, however, the Title IX Coordinator should, where practicable, provide the respondent with an initial opportunity to respond to the allegations and to the imposition of any interim protective measures specifically.

Imposing interim protective measures does not indicate that a violation of this Policy has occurred, and is designed to protect the alleged victim and community, and not to harm the respondent. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a "no contact" directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and

6. Other measures designed to promote the safety and well-being of the parties and the institution's community.

An interim suspension should only occur where necessary to maintain safety, and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the alleged victim or the campus community, the nature, duration, and severity of the risk, the probability of potential injury, and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

### **Support Services**

Once an individual makes a complaint, or receives notice that a complaint has been made against him or her, that individual should receive information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, as is available at their respective institutions.

Available support services should also be listed on the institution's Title IX website.

### **Process for Investigating and Resolving Institutional Reports**

**Jurisdiction:** The institution shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, sexual misconduct perpetrated against students by University System of Georgia students, faculty, or staff should be addressed whenever such acts occur on a campus, in connection with an institution's program or activity, or in a manner that creates a hostile environment for members of the institution community. Further, the policy is applicable to all University System of Georgia students, faculty, and staff, as well as contractors, vendors, visitors, guests or other third parties.

**Advisors:** Both the alleged victim and respondent, as parties to the matter, shall have the opportunity to use an advisor (including an attorney) of his/her choosing for the express purpose of providing advice and counsel at his/her own expense. The selected advisor shall not otherwise be a party or witness involved in the investigation. The advisor may be present during any meetings and proceedings involved in the investigatory or resolution process in which the advisee is also eligible to be present. The advisor may advise the advisee, including providing questions, suggestions, advice on the proceedings, and guidance on responses to any questions of the participant, but shall not participate directly. The institution shall not prohibit family members of any party from attending if the party requests such attendance, but may limit the number to two family members.

**Timeframe:** Reasonable efforts will be made to complete the investigation and resolution within 60 calendar days of the initial complaint, though a longer period of time may be needed in some cases. The Title IX Coordinator will notify the respondent and the alleged victim, in writing, of any extension of this timeframe.

## Investigations

1. The Office of the Title IX Coordinator is primarily responsible for directly overseeing the investigation and resolution of complaints, and coordinating possible remedial actions or other responses reasonably designed to minimize the recurrence of the alleged conduct as well as mitigate the effects of any misconduct. The Title IX Coordinator will ensure prompt, fair, and impartial investigations and resolutions of complaints alleging violations of the sexual misconduct policy. The Title IX Coordinator shall be responsible for ensuring any individual participating in the investigation, resolution, or appeal of any sexual misconduct case has received regular training on issues pertaining to sexual misconduct.
2. The Title IX Coordinator shall designate an investigator to conduct a prompt, thorough, and impartial investigation into each complaint received. The investigation shall consist of interviews of the complainant, alleged victim, respondent, and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps, as appropriate.
3. Unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.
4. The respondent shall be provided with written notice of the complaint, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of the Title IX Coordinator and any investigator(s) involved. Notice shall be provided via institution email. If confirmation of receipt is not received by the Title IX Coordinator or the investigator, the Title IX Coordinator or the investigator shall engage in other measures to ensure notice is received by the respondent. A copy shall also be provided to the alleged victim via the same means.
5. The investigator will timely begin the investigation and will schedule an initial interview with the complainant, alleged victim, respondent and any known relevant witnesses. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
6. Each party shall have three (3) business days to submit a written statement to supplement the notice of complaint and the verbal interview. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents — whether written or electronic — in support. If respondent has not otherwise responded, a non-written response will be considered a general denial of the alleged misconduct.
7. Based on this response and other relevant information, the investigator shall continue to interview witnesses for both sides, to re-interview parties where necessary, and to collect and review documents or other physical or electronic information, as well as other steps, as appropriate.
8. Where the respondent is a student, the respondent has the right to remain silent during the investigation and resolution process, without an automatic adverse inference resulting. If the respondent chooses to remain silent, the investigation may ultimately still proceed and policy violation charges may still result, which may be resolved against the respondent.
9. The respondent and/or alleged victim may challenge the participation of the investigator on the grounds of personal bias by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than three



- (3) business days after the party reasonably should have known of the bias. The Title IX Coordinator will determine whether to sustain or deny the challenge, and if sustained, to appoint a replacement.
10. At the conclusion of the investigation, the investigator will issue to the parties a written report setting forth charges and possible sanctions, as well as an explanation of the evidence against the respondent.
  11. The parties shall have at least three (3) business days to respond to the report in writing. The respondent's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents — whether written or electronic — in support.
  12. The investigator shall, as necessary, conduct further investigation and update the report as warranted by the response(s), and will update the report as necessary.
  13. Upon completion of the investigation, the investigator will review the evidence with the Title IX Coordinator. The Title IX Coordinator will ensure policies have been followed.
  14. The Title IX Coordinator will contact the alleged victim(s) and the respondent(s) and schedule an opportunity to meet with each party individually. During these meetings, the Title IX Coordinator shall review the report with the parties (individually). Should the report be acceptable to all parties, an informal resolution may be made, which would not require the parties to move to the hearing phase of these procedures. If, however, the parties agree on the conduct, but not on the sanctions, then the sanctions shall be addressed by the hearing panel.
  15. Allegations of sexual misconduct involving a student that are brought against an institution's faculty or staff will be investigated as outlined above, but will be further addressed and/or resolved through the institution's applicable employment policies, and in accordance with the procedures for dismissal outlined in the Board of Regents Policy including procedures for appealing such decisions.
  16. Where the respondent(s) is a student, a hearing, as well as corresponding procedures/rights to appeal, shall be set and administered as set forth below, and a final report shall be provided to all parties, which will also provide a date, time, and location for a hearing on the matter.
  17. The final report should also be provided to the panel for their consideration in adjudicating the charges brought against the respondent. The investigator may testify as a witness before the panel regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the panel outside of providing testimony during the hearing.

## Hearings

1. The hearing will be conducted by the Title IX Coordinator and/or his/her designee(s). The Panel must be composed of at least three (3) members.
2. The investigator shall not serve on the Panel.
3. No student shall serve on the Panel.
4. Both the alleged victim and respondent shall have the opportunity to present witnesses and evidence to the Panel. Both parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Title IX Coordinator and/or his or her designee for consideration. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. Advisors may actively assist in drafting questions. The Panel shall ask the questions as written, and will limit questions only if they are unrelated to

determining the veracity of the charge leveled against the respondent(s). In any event, the Panel shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.

5. The Title IX Coordinator reserves the right to allow a party to testify in a separate room, when determined to be necessary. Where such a determination is made, special measures must be put in place to ensure no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Panel, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.
6. Similarly, where the Title IX Coordinator determines that a witness or party necessary to the proceedings is unavailable and unable to be present due to exigent circumstances (e.g., on a study abroad program, medical restrictions on travel, etc.), he or she may establish special procedures for providing testimony from a separate location. In doing so, the Title IX Coordinator must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures the testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any parties. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony to the Panel, the Panel will disregard the testimony of that witness.
7. The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
8. The civil rules of evidence do not apply to the investigatory or resolution process.
9. Both the respondent and alleged victim shall be provided a written report via institution email of the outcome and any resulting sanctions. The written report must summarize the evidence in support of the sanction. The report should include details on how to appeal, as outlined below.

## **Possible Sanctions**

The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests. The Panel will determine the sanction after review of the investigatory findings.

The broad range of sanctions includes but is not limited to: expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders; required participation in sexual or relationship sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research on sexual misconduct; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

## **Appeals**

Parties shall have the right to appeal the outcome on any of the following grounds:

1. to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;
  2. to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or
  3. to allege that the finding was inconsistent with the weight of the information.
- Appeals may be made by the alleged offender for the above reasons in any case where sanctions are issued — even those in which such sanctions are held “in abeyance,” such as probationary suspension or expulsion.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final report.

Where the respondent or alleged victim appealing the outcome is a student, the appeal should be made to the Vice President for Student Affairs or his/her designee. The appeal shall be a review of the record only, and no new meeting with the respondent or alleged victim will be held. The non-appealing party shall be given the opportunity to respond to the appellant's submission. The applicable Vice President, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity; remand the case back to the Title ix Coordinator to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his/her designee shall then issue a decision in writing to both the respondent and alleged victim simultaneously within a reasonable time period.

The decision of the Vice President or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the three grounds set forth above.

The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity; remand the case back to the Title IX Coordinator to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be issued in writing to both the respondent and alleged victim and shall be issued within a reasonable amount of time. The President's decision shall be the final decision of the institution.

Should the respondent or alleged victim wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

### **Recusal / Challenge for Bias**

Any party may challenge the participation of any institution official or employee in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

### **Tobacco and Smoke-Free Campus Policy**

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A,

this policy reinforces the USG commitment to provide a safe and amicable workplace for all employees. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campuses.

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on USG properties.

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. All events hosted by outside groups on behalf of the USG shall also be tobacco-free.



## CAMPUS ORGANIZATIONS

Students are encouraged to participate in campus organizations. Check out our online organization portal to view our current active organization and contact directly to find out about upcoming events and meetings. Visit [csuinvolve.columbusstate.edu](http://csuinvolve.columbusstate.edu) today to register and join.

In order to maintain active registration status, organizations must complete the online process annually through CSUinvolve. To start a new organization you must complete an online registration process. If you are interested in registering a new campus organization visit [students.columbusstate.edu](http://students.columbusstate.edu) or email [sld@columbusstate.edu](mailto:sld@columbusstate.edu). **Please refer to the Registered Student Organization Handbook for all rules, guidelines and resources (<http://students.columbusstate.edu/student-orgs/index.php>)**



## FRATERNITIES AND SORORITIES

### **Alpha Omicron Pi**

Founded on January 2, 1897, Alpha Omicron Pi began as a dream by 4 young college women to continue their friendship throughout life. One of AOII's founders, Stella George Stern Perry, wrote in 1936, "We wanted a fraternity that should carry on the delightful fellowships and cooperation of college days into the workaday years ahead and to do so magnanimously. Above all, we wanted a high and active special purpose to justify existence and a simple devotion to some worthy end." The AOPi chapter at CSU was installed April 2008.

### **Alpha Phi Alpha**

Alpha Phi Alpha Fraternity, Inc. Alpha Phi Alpha Fraternity, Incorporated, was the first predominately black Greek letter fraternity in America. The fraternity was founded in 1906 at Cornell University, Ithaca, New York. The Theta Beta Chapter of Alpha Phi Alpha Fraternity at Columbus State was chartered December 14, 1971.

### **Alpha Kappa Alpha Sorority, Inc.**

Alpha Kappa Alpha Sorority, Inc., was organized at Howard University in Washington, D.C., in January 1908. It is the oldest Greek-letter sorority in America established by black women. The sorority is international and interracial. Alpha Kappa Alpha sorority has over 95,000 members in over 723 chapters. Eta Iota Chapter was chartered at Columbus State University on December 2, 1972. The program's aim is "service to all mankind." The goal is to study and help alleviate problems concerning girls and women in order to improve the social stature of the race and keep alumnae interest in university life and progressive movement emanating therefrom. Membership is open to all female students with a 2.5 grade point average (cumulative and semester).

### **Delta Sigma Theta Sorority, Inc.**

Delta Sigma Theta Sorority, founded in 1913 at Howard University in Washington, D.C., stresses academic achievement, community involvement, and leadership ability. Theta Phi chapter welcomes all inquiries concerning membership. Contact any member of Delta Sigma Theta.

### **Delta Zeta Sorority**

The Delta Zeta Sorority was founded at Columbus State University in 1992 and is continuously growing. The purpose is to unite its members in sincere and lasting friendships, and to promote their moral and social growth. Interested young women may contact any member or the Columbus State University Greek Advisor.

### **Interfraternity Council**

The Interfraternity Council (IFC) is the governing body for the historically Caucasian fraternities. The purpose for this council is to unite these men in their recruitment, community service, social, and academic endeavors and is required of any like fraternity.

### **Kappa Alpha Psi Fraternity, Inc.**

Kappa Alpha Psi Fraternity, Inc., was founded on the campus of Indiana University in Bloomington, Indiana on January 5, 1911. The Eta Theta Chapter of Kappa Alpha Psi Fraternity, Inc., was established on the campus of Columbus State University on April 11, 1974. The purpose of Kappa Alpha Psi is to encourage honorable achievement in every field of the human endeavor. Kappa Alpha Psi Fraternity, Inc., offers its members

brotherhood, leadership training, and self-discipline. Men interested in Kappa Alpha Psi Fraternity, Inc., may contact any brother of the fraternity or the Greek Life Office at 706-507-8012.

### **Kappa Sigma**

Kappa Sigma is the sixth largest international social fraternity with over 262 chapters. Started in Bologna, Italy in the year 1400, the fraternity was founded in the United States at the University of Virginia on December 10, 1869. Founded as a colony in 1995 at CSU, Kappa Sigma is dedicated to promoting friendship and active participation on the campus and in the community. Interested gentlemen may contact any brother or the Office of Student Life & Engagement, located in Davidson 271.

### **National Panhellenic Conference**

National Panhellenic Conference (NPC) is the governing body for CSU's three Panhellenic sororities: Alpha Omicron Pi, Delta Zeta, and Phi Mu. The purpose NPC is create a cohesive unit among the sororities, and assist in recruitment, and academic accountability. NPC also hosts unity events throughout the semester.

### **National Pan-Hellenic Council**

The National Pan-Hellenic Council (NPHC) governs all nine of the historically African American fraternities and sororities. NPHC is active in the community, and hosts several events open to the CSU community, such as the annual NPHC Step Show, Strolling for a Cure, and Nine Torches of Wisdom.

### **Omega Psi Phi Fraternity, Inc.**

Omega Psi Phi, a National Pan-Hellenic fraternity, was founded at Howard University in 1911. From the initials of the Greek phrase meaning "friendship is essential to the soul," the name Omega Psi Phi was derived. The phrase was selected as the motto. Manhood, scholarship, perseverance and uplift were adopted as cardinal principles. A decision was made regarding the design for the pin and emblem, and thus ended the first meeting of the Omega Psi Phi Fraternity. Recently, the Omega's became a recognized student organization in Spring 2005. These men will be actively involved in the National Pan-Hellenic Council and Greek Council on campus. They look forward to growing and prospering here.

### **Phi Sigma Kappa**

Phi Sigma Kappa was founded in 1873 at what is now known as the University of Massachusetts Amherst. Phi Sigma Kappa is the newest addition to the CSU Greek community, becoming a colony in February, 2015. Nationally, Phi Sigma Kappa promotes Brotherhood, Scholarship, and Character. Their national philanthropy is Special Olympics

### **Phi Beta Sigma Fraternity, Inc.**

Phi Beta Sigma Fraternity, Inc. was founded at Howard University in Washington, D.C., January 9, 1914. Theta Zeta Chapter of Phi Beta Sigma Fraternity, Inc. was reestablished at Columbus State University January 2003. Phi Beta Sigma Fraternity, Inc. is the only fraternity that is constitutionally bounded to a sister sorority, the sisters of Zeta Phi Beta Sorority, Inc. Phi Beta Sigma Fraternity, Inc. truly exemplifies the ideals of brotherhood, scholarship, and service, which are mirrored in the Fraternity's motto; "Culture For Service and Service For Humanity". For more information contact any Sigma brother or the Greek Life Office at 706-507-8012.

### **Phi Mu**

On January 4, 1852, Mary Ann DuPont (Lines), Mary Elizabeth Myrick (Daniel) and Martha Bibb Hardaway (Redding) founded an organization called the Philomathean Society

at Wesleyan Female College in Macon, Georgia. Wesleyan was the first institution to grant college degrees to women. For the next two months the Founders were busy gathering additional members, creating a constitution, devising an initiation service and adopting a secret and an open motto. On March 4, 1852, the members announced the formation of their new society, which became the Alpha Chapter of Phi Mu Fraternity. Since that time, March 4 has been observed as Founders' Day.

By the turn of the century, the Philomathean society had developed a strong body of alumnae, a history rich in tradition and the confidence to expand into a national organization. On August 1, 1904, the Philomathean Society was chartered by the State of Georgia as a national organization with the exclusive use of the Greek letters FM and the right to establish additional chapters on other campuses.

Today Phi Mu has grown to encompass a diverse membership of more than 140,000 women nationwide. The local sorority was founded in November of 1997 as Phi Mu Kappa with 10 sisters and became a colony of Phi Mu national in Spring 2000. Phi Mu is involved with many activities on campus including the homecoming celebration. Community philanthropies include the Ronald McDonald House and the American Cancer Society.

## **Pi Kappa Alpha**

The Pi Kappa Alpha Fraternity was founded at the University of Virginia on March 1, 1868. The essence of the Founders' vision for Pi Kappa Alpha can be found in its Preamble. "For the establishment of friendship on a firmer and more lasting basis; for the promotion of brotherly love and kind feeling; for the mutual benefit and advancement of the interests of those with whom we sympathize and deem worthy of our regard; We have resolved to form a fraternity, believing that, thus we can most successfully accomplish our object." As members of the Pi Kappa Alpha Fraternity, we pledge ourselves to uphold the values taught in our Ritual and restated in our Vision, Mission, and Creed. The True Pike is committed to a life of caring for others as he cares for himself.

Pi Kappa Alpha or PIKE, joined Columbus State University as a Colony in the Fall of 2010. The members of the PIKE Colony uphold the values of a Scholar, Athlete, Leader, and Gentlemen.

## **Sigma Gamma Rho Sorority, Inc.**

Sigma Gamma Rho Sorority's aim is to enhance the quality of life within the community. Public service, leadership development and education of youth are the hallmark of the organization's programs and activities. Sigma Gamma Rho addresses concerns that impact society educationally, civically, and economically.

Sigma Gamma Rho Sorority, Inc. was organized on November 12, 1922 in Indianapolis, Indiana by seven young educators: Mary Lou Allison Little, Dorothy Hanley Whiteside, Vivian White Marbury, Nannie Mae Gahn Johnson, Hattie Mae Dulin Redford, Bessie M. Downey Martin and Cubena McClure. The group became an incorporated national collegiate sorority on December 30, 1929, when a charter was granted to Alpha chapter at Butler University.

## **Sigma Nu**

The Mu Xi Chapter of Sigma Nu was chartered in May of 1996 as the 267th Chapter of Sigma Nu. Since that time the chapter has gone on to initiate over 127 men bound together by the ideals of love, truth, and honor. The men of Sigma Nu are heavily involved in campus and community life. Each year Sigma Nu logs hundreds of hours of community service through Country's Midnight Run to Benefit the Blind, Special Olympics, Historic Columbus' Riverfest Fundraiser, and various other charity work. The men of Sigma Nu



are renowned for their abilities in intramural sports. Throughout each semester Sigma Nu works with the sororities to plan various mixers and other social events. The men of Sigma Nu strive to find other upstanding men to join our sacred brotherhood. If you are interested in learning more about Sigma Nu, go to our website [www.sigmanu.org](http://www.sigmanu.org) or the Greek Life Office at 706-507-8012.

### **Tau Kappa Epsilon**

Tau Kappa Epsilon is a brotherhood of men who support each other's mental, moral, and social development. Since its founding, more than 240,000 men of good character have become members. We currently operate Chapters and Colonies on 272 college campuses across the United States and Canada, which makes us the largest college social fraternity in the world. Over 300 men from Columbus State have become brothers in TKE.

The Founders of the Knights of Classic Lore desired an organization different from those represented by the existing fraternities. Their desire was to establish a fraternity in which the primary requisites for membership would be the personal worth and character of the individual rather than the wealth he possessed.

Twenty-seven scholarships are available to the members of Tau Kappa Epsilon where we value scholarship, character, leadership, teamwork, service, and brotherhood. We aim to make a positive difference in society, and become better people in the process. Find out more at – [www.tke.org](http://www.tke.org)

### **Xi Theta**

Xi Theta is a multi-cultural Greek sorority founded as a local sorority at CSU in October 1995. Xi Theta is open to all CSU women, with no restrictions regarding age, race, parental or marital status. As a non-traditional sorority, Xi Theta's goal is to provide a place for today's woman to belong and meet with other women with similar interest in creating friendship and sisterhood.

### **Zeta Phi Beta, Inc.**

Zeta Phi Beta Sorority was founded on the campus of Howard University in 1920. The Kappa Epsilon chapter of Zeta Phi Beta Sorority, Inc., was chartered on the campus of Columbus State University on February 1, 1974. Zeta Phi Beta believes strongly in the principle of service, scholarship, sisterly love, and finer womanhood. Often imitated but never duplicated, Zeta Phi Beta Sorority is the only sorority that is constitutionally bound with the brothers of Phi Beta Sigma Fraternity. The women of Zeta Phi Beta are outstanding leaders and are dynamic in everything from academics to helping out within the community. Membership is open to all full time female students with a 2.3 grade point average and a true genuine love for the sorority. For more information, contact the Greek Life Office at 706-507-8012.

## **STUDENT GOVERNMENT CONSTITUTION**

### **Preamble**

We, the students of Columbus State University, desiring a more representative and efficient student government, wanting better communications between students and the university's administration and faculty, seeking to cultivate and preserve the ideals of good citizenship and to maintain a more complete and fruitful atmosphere of learning, do hereby establish this Constitution for Student Government.

### **Article I: Name**

This organization shall be called the Student Government Association of Columbus State University.

### **Article II: Objectives**

To provide direct channels for responsible and effective participation in university governance.

To provide an official and representative organization to receive complaints, consider problems, and participate in making decisions affecting the university.

To support programs that may directly benefit students and the university.

To provide a means whereby students may gain experience and training in responsible political participation and leadership.

To review regulations affecting academic activities, general educational policy and welfare of the university, and such other matters as may maintain and promote the best interest of students.

To assist in the development of academic programs, co-curricular activities and policies which affect students.

To promote full understanding and to facilitate communication and cooperation between students and the faculty and administration.

### **Article III: Forum**

#### **Section 1: Membership**

A. The forum shall consist of the following three elements:

1. The Executive Committee, which shall be composed of the President of the student body, Vice President of Scholastic Affairs, Vice President of Finance, Speaker of the Senate, and Speaker of the Representatives. The Speaker of the Senate and the Speaker of the Representatives shall be voting members of the Executive Committee, and have a regular vote in forum sessions. However, the President shall have a tie-breaking vote.
2. The voting forum body, which shall consist of the following two components:
  - a. The Senators: Two Senators will be elected by each college and The Graduate School. As a group they must elect one of their members as the Speaker of the Senate to serve on the Executive Committee before the first Forum meeting of the summer term.
  - b. The campus organization representatives, one (1) from each organization or activity funded through student activity fees or recognized by the Activities Committee. No single individual may represent more than one organization in the Forum. Before the second Forum meeting of the fall term, these representatives must elect one of their members to serve as the Speaker of the Representatives who will serve on the Executive Committee.

3. The Judicial Branch, consisting of the Chief Justice and Judicial Council members. The Chief Justice or an alternate Judicial Council member may serve as advisor on constitutional matters during Forum sessions at the request of the presiding officer. No member of the Judicial Branch may vote in Forum sessions.

B. All members and members-elect of the Forum must have and maintain an enrollment status of at least half-time student as defined in the most recent edition of the university catalog. Summer term enrollment is an exception to this requirement. A minimum GPA of 2.0 for undergraduate students and 3.0 for graduate students must be maintained during each term of enrollment.

## **Section 2: Removal of Forum Members**

The following are considered grounds for automatic removal from the Forum:

### **A. Automatic Removals and Suspensions**

1. General. Any Forum member whose GPA or enrollment status drops below the minimums defined in Article III, Section 1-B or who is suspended from the university shall be automatically removed from membership in the Forum. The GPA and enrollment status of Forum members shall be confirmed at the beginning of each academic term. Automatic removals shall be officially recorded in the minutes of the first full Forum meeting of each academic term.
2. Organization Representatives. Any official representative of a campus student organization who fails to attend at least 50% of the Forum meetings in an academic term shall be automatically removed from the Forum. Participation during the prior term shall be confirmed at the beginning of each new term. Automatic removals shall be officially recorded in the minutes of the first full Forum meeting of each academic term and the organization shall be notified and requested to designate a new official representative.
3. Suspension of Campus Organizations from SGA. Each student organization names an official representative and a designated alternate to the SGA. Either one of these individuals, but not both, may represent the organization at a Forum session. To remain active in the SGA, an organization must have a representative attending at least 50% of the Forum sessions in an academic term. Failure of an organization to participate as so defined shall result in suspension of that organization from the SGA during the following academic term.

A suspended organization will not be eligible to apply for or receive any grants, sponsorships, or other assistance from the SGA during the suspension period. Suspensions shall be officially recorded in the minutes of the first full Forum meeting of the academic term and the organization shall be duly notified.

### **B. Other Removals**

1. The Forum may, by a two-thirds vote, remove a representative from the Forum for failure to fulfill his/her committee or project responsibilities.
2. With the exception of automatic removals because of GPA, enrollment status, or suspension from the university, Senators, the President, the Vice-President for Scholastic Affairs, the Vice-President of Finance, the Chief Justice and members of the Judicial Council may only be removed by impeachment (see Article IX).

## **Section 3: Powers, Duties, Procedures**

### **A. Powers and Duties**

1. The Forum shall have the power to recommend policies governing student life at Columbus State University and bylaws governing the Forum. It shall require a

majority of the Senate and the Representatives each respectively. Without a majority of both houses, the recommendation or bylaw will fail.

2. Each member of the Forum shall serve on at least one (1) student/faculty committee at the pleasure of the President of the university.
3. All members of the Forum will have one (1) vote, and all votes will carry equal weight.

## **B. Procedures**

1. The most recent edition of Roberts' Rules of Order shall be the parliamentary authority; however, in all conflicts this constitution shall prevail.
2. Quorum shall be established by the Forum; however, at no time shall it be less than ten (10) voting members. Executive Committee members shall not be counted in determining members.
3. Any faculty member, administration official or student may introduce a proposal.
4. The Forum shall meet a minimum of six sessions per academic term as follows: the full Forum shall meet at least four (4) times and each of the two components of the voting Forum shall meet at least two (2) times. The next academic term's meeting dates shall be established by the Executive Committee and made public no later than two weeks prior to the end of each academic term.

## **Article IV: Executive Branch**

### **Section 1: The Executive Committee**

- A. The Executive Committee shall be composed of the President of the student body, Vice President of Scholastic Affairs, Vice President of Finance, Speaker of the Senate, and Speaker of the Representatives.
- B. The President is in charge of supervising the total operation and function of all committees; is responsible for working with the chairpersons in initiating programs for their areas of concern; and shall exercise the following duties:
  1. Preside over the Forum and act as a voting member.
  2. Be the chief executive officer and be responsible for the implementation of student government policies.
  3. Serve as official spokesperson and representative of the student body.
  4. Chair the Executive Committee and have a veto requiring a majority of Executive Committee votes to be overridden.
  5. Serve on the Alumni Council and other such committees as required by the university.
  6. Act as a delegate to the Student Advisory Council, Board of Regents.
  7. Have the authority to sign purchase orders if the Vice President of Finance is unable to do so.
  8. Serve on committees as required by the University.
  9. Have a veto in the Forum which can be overridden by a three-fourths (3/4) vote of the members present.
  10. Assign university committees to the Vice Presidents and Speakers as their primary areas of concern.
- C. The Vice Presidents and Speakers are responsible for investigating, developing, overseeing, and initiating policies and programs in their areas of concern.
  1. The Vice President of Scholastic Affairs shall:
    - a. Be responsible for formulating policies concerning academic areas that affect the student body, and for advising the Executive Committee and the Forum on all matters relative to the delegated areas of responsibility.

- b. Recommend to the University President, with approval of the Forum, students who are to serve on university committees and in other university positions. Those appointed will serve at the pleasure of the President of the university.
  - c. Chair the annual social and philanthropic projects.
  - d. Have the power to delegate responsibilities of the afore-mentioned events to other members of Student Government Association.
  - e. Serve on committees as required by the University.
  - f. Oversee the work of all standing committees on which students serve within that area.
2. The Vice President of Finance shall:
    - a. Prepare a proposed budget which shall be submitted to the Executive Committee.
    - b. Be responsible for advising the Executive Committee and the Forum on all matters relative to the delegated area of responsibility.
    - c. Be responsible for overseeing all budget amendments and money requests.
    - d. Oversee the work of all standing committees on which students serve within that area.
    - e. Serve on committees as required by the University.
  3. The Speaker of the Senate shall be responsible for accurately voicing the ideas and opinions of the Senators-at-Large to the Executive Committee. The Speaker is further responsible for relaying information from the Executive Committee back to the Senators-at-Large.
  4. The Speaker of the Representatives shall be responsible for accurately voicing the ideas and opinions of the organizational representatives to the Executive Committee. The Speaker is further responsible for relaying information from the Executive Committee back to the organizational representatives.
  5. The Vice Presidents and Speakers shall also exercise the following duties:
    - a. In the absence of the President, preside over the Forum and act as delegates to the Student Advisory Council in order of succession.
    - b. Serve on such committees as required by the university.
    - c. Perform those activities as may be delegated by the President.

## **Section 2: Administrative Committees**

- A. The Forum may appoint committees within the executive branch for the duration of one (1) year.
- B. Funding for all such committees shall be allocated in the budget of the student government.

## **Article V: Judicial Council**

### **Section 1: Membership**

- A. The Judicial Council shall consist of six (6) students, five (5) justices elected by the forum and the Chief Justice who is elected at-large by the student body during elections.
- B. Judicial Council members shall be nominated and elected by the Forum during a regularly scheduled Forum meeting. Undergraduate students must have an institutional GPA of at least 2.0, graduate students 3.0 in order to be nominated. No member of the Forum voting body or the executive branch may serve as a Judicial Council member.

### **Section 2: Jurisdiction**

- A. All students or organizations desiring to bring an action or have a hearing before the Judicial Council must submit a written request to the Chief Justice. The appellate

duties of the Judicial Council will include judicial review of forum actions and interpretation of the SGA Constitution. Other duties will include hearing appeals related to parking, library, or posting fines, and impeachment duties as defined in Article IX of this Constitution.

**B.** The Chief Justice shall:

1. Preside over the Judicial Council and outline jurisdiction of cases under adjudication.
2. Advise the Executive Committee and the Forum on constitutional matters upon request.
3. Report to the Executive Committee and the Forum on Judicial Council activities.
4. Write the majority opinion and file a copy of reports with the appropriate university official.

**C.** Justices, to include the Chief Justice, shall serve on the University Grievance Committee, however no justice shall serve on a hearing panel where a conflict of interest would arise because of the SGA affiliation.

## **Article VI: Finance**

### **Section 1: Allocations**

- A.** The Executive Committee shall prepare a proposed budget which shall be submitted to the Forum on the last regular session of spring semester for review. Changes, if any, must be passed by a three-fourths (3/4) vote of the Forum members present.
- B.** The Forum shall return to the Executive Committee a recommended budget for approval at the first regular session of spring semester. Otherwise the Executive Committee shall be authorized to submit the proposed budget to the appropriate university committee for approval. The budget shall then be prepared by the Vice President of Finance in accordance with current fiscal Columbus State University policies for submission to the appropriate university committee for approval.
- C.** The Executive Committee shall be authorized to approve budget amendments as necessary unless otherwise restricted by the Forum.

### **Section 2: Expenditures**

All expenditures will be made according to university procedures and will be approved by the Vice President of Finance or the President of the student body.

## **Article VII: Elections**

### **Section 1: General**

The President, Vice President of Scholastic Affairs, Vice President of Finance, and the Chief Justice shall be elected at large. Two Senators will be elected by each college and The Graduate School. The Speaker of the Senate and the Speaker of the Representatives shall be elected as outlined in Article 3: Section 1 of this constitution.

### **Section 2: Qualifications**

**A.** Executive Committee

1. The President, Vice President of Scholastic Affairs, and the Vice President of Finance must be a sophomore, junior, senior, graduate, or post baccalaureate student (in a degree or certification program) during his/her entire term, and must have completed two (2) semesters as a Columbus State University student within the eighteen month period immediately prior to his/her elected term. During those two semesters, he/she must have achieved at least 25 semester hours.
2. A candidate for President, Vice President for Scholastic Affairs, Vice President for Finance, and Chief Justice must have at least a 2.5 GPA as calculated by the

institutional grade point average (as explained in the Columbus State University Catalog), graduate students, 3.0 GPA.

## B. Senators

Candidates for Senator must have completed at least one (1) semester as Columbus State University students prior to their elected terms. Candidate for Senator must be a declared major in the college they represent. An undergraduate candidate must have at least a 2.5 GPA as calculated by the institutional grade point average (as explained in the Columbus State University Catalog), graduate students, 3.0 GPA.

## Section 3: Elections

The elections will be held in the spring semester.

## Section 4: Terms of Office

The terms of office shall be one (1) year, beginning with the last SGA meeting at the end of the spring semester. Consecutive terms of office shall be limited to two (2).

## Article VIII: Vacancies

### Section 1: Elected Offices

#### A. President

In the event the office of President becomes vacant, the order of succession to that office shall be:

1. Vice President of Scholastic Affairs
2. Vice President of Finance
3. Chief Justice

B. Vice President of Scholastic Affairs, Vice President of Finance, Chief Justice and Senators-at-Large: A vacancy in these offices shall be filled by appointment by the President of the Forum with the approval of at least three-quarters (3/4) of the Forum.

C. The Speaker of the Senate and Speaker of the Representatives: vacancies shall be filled in accordance with Article 3, Section 1 of this constitution.

### Section 2: Organizational Representatives

Vacancies in these positions will be filled by the policies governing their respective organizations.

## Article IX: Impeachment

### Section 1: Procedures

A. Impeachment proceedings may be initiated by any student.

B. The impeachment will be submitted to the Chief Justice of the Judicial Council. The Judicial Council will determine if probable cause exists for a trial. If so, the Chief Justice will transmit the impeachment motion to the presiding officer of the Forum.

C. The Forum will try any person impeached. The presiding officer, upon receiving the impeachment motion, will set the trial date, in no case more than five (5) school days later. The trial will be conducted in accordance with established judicial procedure, with the Forum acting as a jury. A three-fourths (3/4) vote of all members is required to pass the motion. The only punishment which can be incurred is removal from office as a result of the above action.

D. In cases of impeachment of the President, the Vice President of Scholastic Affairs shall act as the presiding officer of the Forum.

## Article X: Amendments

### Section 1: Proposal of Amendments

An amendment may be proposed by a petition of 10 percent of the student body or a vote of two-thirds (2/3) of the Forum. All petitions must be presented to the President of

the Student Government Association. A proposed amendment must be posted two weeks before it is voted upon by the student body.

**Section 2: Adoption of Amendments**

Such amendments shall be adopted if passed by a two-thirds (2/3) majority of the voting student body and approved by the President of Columbus State University.

**Article XI: Ratification**

This constitution shall take effect upon approval of the President of Columbus State University.



*Homecoming Queen and King 2016  
Ayana Rome and Brandon Todd*



## **STUDENT RESPONSIBILITIES AND RIGHTS**

### **I: Student Responsibilities**

The following is an outline of the responsibilities of students, both as individuals and as groups at Columbus State University. It is the official record of all conduct regulations, rules affecting student organizations and group activities, and both student and administrative oriented policies and procedures. Columbus State University will not tolerate academic misconduct or non-academic misconduct.

Columbus State University exists to serve the higher education needs of those students who qualify for admission. The essence of higher education is found in the unhampered freedom to study, investigate, write, speak and debate on any aspect or issue of life. In attempting to achieve that unhampered freedom, the students acquire certain fundamental rights and responsibilities. These rights and responsibilities, as defined below, are considered an integral part of the educational process at Columbus State University. Any additional rights or responsibilities may be promulgated under established procedures during the school year as required for the general well being of the student body and university. A student is expected to follow these rules and the university is expected to enforce them. At the same time, the university is expected to acknowledge the student's rights stated herein and respect the student's autonomy in these areas.

Unfamiliarity is not an excuse for infractions of the regulations. Knowledge of them, on the other hand, can help the student use these rights to the fullest and avoid having others infringe on these rights.

### **II. Academic Freedom**

Academic freedom refers to the rights and responsibilities essential to the task of scholarship in its broadest sense. It extends to the entire academic community, including faculty, students, administrators, and the institution itself. While many rights and responsibilities may be shared simultaneously by every member, the expression of academic freedom requires complementarily and civility. Access to grievance/appeal procedures and to conflict mediation is a basic component of academic freedom available to all members of the academic community.

Columbus State University, within the context of the policies of the Board of Regents of the University System of Georgia, has the authority to determine on academic grounds who may be admitted to study, what may be taught, how it may be taught, and who may teach. Administering these fundamental freedoms involves all members of the academic community.

### **III. Student Rights**

Students have the right to learn and to inquire. They have a right to examine and discuss questions of interest, to take stands on issues, and to support causes, by orderly means which do not impede the collegial process of learning.

Students shall have the right to have their academic records kept confidential. Disciplinary records are subject to current state law. All practices and policies dealing with the acquisition and retention of information for records shall be formulated with due regard for the student's right to privacy. No records shall be available to unauthorized persons without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No permanent records shall be kept which reflect any alleged political activities or beliefs of students.

Students shall have the right of protection against prejudiced academic evaluation. At the

same time, students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Any student who believes that individual academic rights have been violated may seek redress by contacting the Director of Judicial Affairs, the Dean of Students, or the Associate Vice President for Academic Affairs for direction in filing a formal grievance.

Individual students and recognized campus organizations have the right to publish and distribute written materials provided that the material is done in accordance with university regulations, and which follows the guidelines established by the publications committee. Student publications shall be guaranteed the rights inherent in the concept of “freedom of the press.” The publications committee shall protect those rights and enforce standards of responsible journalism.

## **IV. University Police/Motor Vehicle Regulations**

The Columbus State University Police, Main Campus office is located adjacent to parking lot 9 next to the Turner Center. The CSU University Police at RiverPark campus office is located at 1013 Broadway. The department has sworn police officers who are responsible for life and property safety, parking enforcement and enforcement of state and local laws. The officers also secure campus buildings, assist motorists with battery jump-offs and patrol the university campus on foot, bikes, and marked patrol cars. The University Police Department has membership in the Georgia Association of Campus Law Enforcement Administrators and the Georgia Association of Chiefs of Police.

Operation and parking of a motor vehicle on campus is a privilege. All motor vehicles (including motorcycles) parked on campus, CSU Courtyard I, Clearview and RiverPark campus are required to have a university decal. Students must first register online thru ISIS for a temporary parking decal, valid for ten (10) business days, and then obtain their permanent parking decal from the University Police Department. Decals for Courtyard residents may be obtained at the University Police Office. Permits are issued and valid for the school year. Students, faculty, and staff are responsible for vehicles (to include parking citations) while their vehicles are located on university property. Temporary permits are available for students online thru ISIS. Temporary permits should be obtained and placed on vehicles upon arrival on campus. Two parking decals are included in the university access fee. Additional decals maybe purchased for \$5.00 each.

Habitual parking violators (3 or more tickets) will be booted. Five (5) or more tickets will be placed on a tow list. Repeated offenders are placed on a repeat offender list, which could result in the student’s parking privileges being revoked. Tow and Boot Fees are the responsibility of the violator. The Boot Fee is \$50 and can be paid at the Bursars Office located in University Hall.

A complete code of motor vehicle regulations may be found in the Student Handbook and the University Police Department. For more information, visit the University Police website at [www.ColumbusState.edu/police](http://www.ColumbusState.edu/police)

### **Permit Requirement**

- A. All vehicles parked on the CSU campus must have a parking permit or a temporary permit.
- B. Permits are issued for the school year.
- C. Temporary permits are issued for a maximum of two weeks.
- D. All handicapped permits are issued by the City of Columbus and may be obtained at the tag office. (The tag office requires medical documentation.)

### Display of Decal/ Permit

- A. All student permits will be affixed to the inside or outside of the rear window either upper or lower corner. (Decal vary each year for outside or inside of vehicle)
- B. Temporary permits will be placed on the dash in front of the driver.
- C. Handicapped permits will be displayed per state statute.

### Parking Spaces/No Parking Areas

For information regarding parking, go to <https://police.columbusstate.edu/parking.php>. If you have additional questions, contact University Police at 706-568-2022

### Pedestrians

- A. Pedestrians in crosswalks have the right of way over vehicles.
- B. Pedestrians walking through parking lots have the right of way over vehicles.

### Non-Motorized Vehicle Policy

Non-motorized vehicle are defined as: bicycles, roller blades, roller skates, skateboard and any other device used to transport persons which is not covered in the motor vehicle code section.

### Non-motorized vehicles (except bicycles):

- A. Are prohibited on university streets, sidewalks, buildings, and lawn areas.
- B. Are only allowed during daylight hours in parking lots away from parked vehicles.
- C. Games are not allowed in the parking lots or on campus (i.e. hockey).

Bicycles are not allowed in buildings and must be chained to a bike rack and not chained to stairs, trees, or handrails on campus.

### University Speed Limits

The speed limit on all roadways and in all parking lots at Columbus State University is 15 mph.

### Towing /Booting Policy

- A. Vehicles parked illegally are subject to be towed or booted at drivers/owners expense.
- B. Anyone accumulating three or more parking citations will be subject to having their vehicle towed or booted. All fines must be paid prior to the release of the vehicle. Driver/owner is responsible for all towing and storage fees incurred. Boot fee is \$50.00. **NOTE: Vehicles are subject to being towed or booted on the third violation in Courtyard I, Clearview and RiverPark housing.**
- C. Parking privileges on campus may be revoked for repeated offenses.

Fines for violation of these regulations are:

Parking in handicap spaces \$100.00

All other parking violations \$20.00 and up per violation

**NOTE: All University Police fines must be paid at the Bursars Office in University Hall.**

### Moving Violations

The University Police Department issues Georgia State Uniform Traffic Citations for moving violations on campus. All traffic citations issued for moving violations are adjudicated in Recorders Court, located at 702 10th Street.

### Parking Appeals

Individuals who wish to appeal a parking ticket received at Columbus State University should: (1) Complete the on-line appeal form (<https://sa.columbusstate.edu/forms.php>) attaching a copy of the ticket. (2) Once a completed on-line form is received, the appeal will be forwarded to the Chief Justice for the Student Government Association for consideration. **NOTE: Appeals must be filed within thirty (30) days of the ticket for**

consideration. You should not pay the ticket prior to the appeal. However, please note that there may be a hold/charge on your account while the appeal is being considered. If the appeal is approved, the hold/charge will be removed from your account.

## V. Student Organizations

Columbus State University encourages students in the development of their special interests and talents through participation in student organizations insofar as the aims and objectives of the organizations are consistent with those of the university. The value of student organizations as means of providing opportunities for students to enrich their educational experiences outside of the classrooms and laboratories is recognized by the university. To facilitate the development of constructive student organizations, it is necessary for the academic community to subscribe guidelines and procedures for the orderly and responsible operation of student organizations. **All organizations must follow and adhere to the Registered Student Organization Handbook (<http://students.columbusstate.edu/student-orgs/index.php>), in addition to all student rules, regulations and guidelines.**

When groups of students wish to establish organizations to promote their common interests, it is appropriate that they seek recognition and approval by the university. To start a new organization you must complete an online registration process. All processes, forms and information can be found at <http://students.columbusstate.edu/new-organization.php> or [CSUinvolve.columbusstate.edu](http://CSUinvolve.columbusstate.edu).

## VI. Student Publications

Columbus State University student publications exist primarily to provide participating students and the student body the following:

- A. Experience in self-expression.
- B. Training in the aspects of publishing.
- C. Outlets for creative work.
- D. Information about student and faculty activities.
- E. A forum for the free exchange of opinion.

### Publications Committee

It is the purpose of the Publications Committee to protect freedom of the press and, at the same time, to foster the standards of responsible journalism. It also recognizes that a university newspaper is read by an audience that extends beyond the campus. With this in mind the committee establishes the following guidelines and procedures concerning controversial matters.

1. Materials that could be classified as libelous. Libel is defined as a false and malicious defamation of another, expressed in print, writing, pictures, or signs, tending to injure the reputation of the person and exposing him to public hatred, contempt, or ridicule.
2. Obscenity and profanity in articles or advertising. Obscenity guidelines include the following:
  - a. whether the average person, applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest,
  - b. whether the work depicts or describes, in a patently offensive way, sexual conduct, and whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

This section is intended to be a summary of the detailed sections of the Publications Committee Handbook that will have precedence over this publication if there are discrepancies.

The indiscriminate publication of advertisements, such as those which undermine ethical standards, undermine academic standards, promote sexism or sexist attitudes, encourage bigotry, hate or violence, etc.

**Questions:** Whenever questions arise, it is the responsibility of the Editor to confer with the Advisor. If the Advisor is unsure about what to do, the Advisor can then ask the Chair of the Publications Committee to convene the full committee to make a determination. If the Editor wishes to appeal the decision of the Publications Committee, such appeal should be made directly to the Grievance Hearing Panel.

## **Publication Editor Responsibilities**

It is the responsibility of the Publication Editor to see that the following editorial policies are adhered to:

1. Facts should be distinguished from opinion.
2. The Editor should check for libelous content before publication.
3. Good faith with the reader is the foundation of all journalism worthy of the name. By every consideration of good faith a newspaper is obligated to be truthful, thorough, and accurate. Headlines should also be fully warranted by the content of the article.
4. Sound practice makes a clear distinction between news reports and expressions of opinion. News reports should be free from opinion of any kind. This rule does not apply to so-called special articles or editorials unmistakably devoted to advocacy or characterized by a signature authorizing the writer's conclusions and interpretations.
5. A newspaper should not publish opinion affecting reputation or moral character without allowing the right of swift rebuttal.
6. A newspaper should not invade a person's privacy unless there is a public right to know as opposed to mere curiosity.
7. It is the duty of a newspaper to make prompt and complete correction of serious mistakes of fact or interpretation, whatever their origin.
8. All submissions must be signed; The Saber will not publish anonymous opinion.
9. Pictures, cartoons, and other devices can be libelous and should be edited with the same discretion used for written work. The Advisor and the Editor must so instruct the staff that each member will recheck information, cartoons, and other materials to see that these meet legal and ethical standards. Staff members of student publications should review legal information before the beginning of each school year.
10. Faculty, students, or others may submit contributions to student publications, however, Editors are not obligated to publish all materials received.
11. Materials of an official nature may be published as a service to the student body.
12. Student publications will bear a prominently displayed statement to the effect that they are student publications.

## **Advisor Responsibilities**

Overview of Responsibilities. The Advisor offers advice on the design and format of student publications, assists with business procedures, and encourages quality publications. It is never the Advisor's role to proofread or censor the student newspaper.

Legal Awareness. The Advisor should bring to the Editor's attention the legal and moral responsibilities of any college publications and the fact that the University President may be held responsible for student publications, articles, pictures, ads. Editor's Qualification. The Advisor will ensure that all candidates meet eligibility requirements.

## **The Staff of Publications**

The position of Editor will be limited to students who have at least a 2.50 grade point average (GPA), have shown a sincere commitment to The Saber, and have demonstrated journalistic ability.

Except for the Editor, all staff members, paid and unpaid, must maintain at least a 2.00 GPA. All other paid and unpaid staff members will be selected by the Editor, with the advice of the Advisor, on the basis of journalistic ability, interest, initiative, and contribution to the publication.

Staff can be dismissed by the Editor. Staff who have been removed from their duties have the right to appeal to the Publication Committee, then to the Grievance Review Board.

The Publications Committee, with input from the Advisor, will have the power to remove from office the Editor with “just cause,” as defined by the Publications Committee Handbook.

A staff member on The Saber cannot serve simultaneously as an SGA Executive Officer due to possible conflict of interest.

## **Election of Editor**

The annual election of the Editor will be held no later than the second Friday in April and will be supervised by the Advisor.

The Editor will be elected by a simple majority of staff members eligible to vote. To be eligible to vote, staff must have served since the beginning of the current semester. The current Editor in Chief will vote only in the case of a tie.

The newly elected Editor’s term will begin the day after spring graduation.

## **VII. Demonstrations and Speakers on Campus**

The University recognizes the rights of freedom of assembly and speech. At the same time, it recognizes its responsibilities for operating and maintaining an orderly educational environment. Requests for speaker approvals will be approved routinely provided suitable physical arrangements can be made and the known presence of the speaker will not disrupt the educational process.

Open exchanges of information, opinions, and ideas between students are an essential element of the campus experience. The policies here are intended to protect the interests of all students as well as other members of the University community. These policies presume that students are generally free to engage in freedom of expression activities in those outdoor areas of campus that are common and accessible to all students (such as park-like areas and sidewalks). The campus is open to expression activities. Users are advised to make reservations through the Office of Student Life and Engagement to prevent conflicting events from trying to use the same space.

Individual and groups engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:

- A. The location selected for the activity is inadequate for the purpose for which it will be used (not big enough for the event, etc.);
- B. The activity substantially interferes with either vehicular or pedestrian traffic;
- C. The activity blocks the ingress or egress to buildings;
- D. The space is not available due to a prior reservation;
- E. The activity conflicts with a previously planned university activity;
- F. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university;

G. The activity presents an unreasonable danger to the health or safety of the applicant or other individuals;

H. The activity is prohibited by local, state, or federal law; or

I. The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on campus.

**Special Note:** Approval for use of sound amplification equipment is submitted through the Office of Student Life and Engagement. Permission will be governed by the above listed standards.

## **VIII. Use of Likeness for Promotional Purposes**

Columbus State University reserves the right to photograph and/or videotape students, faculty, staff and guests while on university property, during university-sponsored events or during activities where they are representing the university. These images and audio may be used by Columbus State University for promotional purposes, including use in university magazines, newspapers, press releases, booklets, brochures, pamphlets, newsletters, advertisements, the university website and associated sites, and other promotional materials.

## **IX. Distribution of Advertising Material, Propaganda, and the Like**

Columbus State University does not endorse or sponsor campaigns, movements, drives, or the printed or duplicated materials used for persuading a desired opinion and/or action. The exchange, sale, giving for a consideration, bartering, or solicitation of gifts or donations is prohibited by an individual, group of individuals, company or corporation not authorized by the Vice President for Business and Finance. For additional information, please refer to the section entitled Policies listed previously in this handbook.

## **X. Posting of Notices and Care of Bulletin Boards**

Materials placed on campus bulletin boards or cork strips should be arranged neatly. Permission should be secured from the appropriate administrative office within the area of the building where the posting is desired. No posting should occur on glass doors in such a manner as to obscure vision. Using paint or other materials that may permanently deface a building is prohibited.

## **XI. Student Records Policies and Procedures**

The Family Educational Rights and Privacy Act of 1974, as amended, grants students in institutions of higher education the right of access to their education records and preservation of the privacy of these records. In compliance with this act, Columbus State University has established policies and procedures to assure students of their rights under the Act.

### **Student Access to Educational Records**

Any student who is or has been in attendance at Columbus State University will be allowed to inspect and review his/her education records except any items the student has waived his/her right to see, financial information submitted by parents, or information about other students when an education record contains such information. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit, student health records, employment records, alumni records, or personal counseling records. Health records and counseling records, however, may be reviewed by physicians of the student's choosing.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The review will be granted within a reasonable period of time, not to exceed forty-five (45) days.

When the original record is shown to the student, examination will be permitted only under conditions that will prevent its alteration, mutilation, or loss, including the presence of a representative of the institution. Upon reasonable request by the student, oral explanations and interpretations of the records will be given to the student immediately. When the student desires a written explanation or interpretation, or when it is not practical or appropriate to give an oral explanation or interpretation, the student shall request the explanation or interpretation in writing. The university official will provide the student with a written response to any reasonable written inquiries.

When the education record, or a portion thereof, is not in a form that can be readily reviewed by the student (stored on microfilm, in computer files, etc.), a true copy in understandable form will be provided for the student's inspection and review.

If it is impractical for a former student to inspect and review the records personally, a properly authorized representative of the student may exercise this right on behalf of the student, upon receipt by the institution of an appropriate written, notarized authorization from the student.

## **Copies of Records to Students**

Upon written request and payment of appropriate fees as shown below, students in good standing with the institution will be provided with copies of part or all of their education records, with the exception of transcripts received from other educational institutions and any documents the student has waived his/her right to see. Such documents may be certified as true copies of the education records but will not be embossed with the institutional seal. The name of the institution shall be shown on all copies issued.

Copies of education records may be withheld by the institution when the students are not in good standing because of such conditions as unmet financial obligations and violations of institutional regulations. Such records to be withheld may include, but are not limited to, transcripts, and certifications of student achievement and performance.

### **Copies of Records to Third Parties at Student's Request**

Copies of records that may be released to students may be sent to third parties upon the written request of the student. Such a written request must include:

1. A specification of the records to be disclosed;
2. A party or class of parties to whom the disclosure may be made;
3. The signature of the student and date of request;
4. The date the request is delivered to the Registrar or a designated representative of the Registrar.

### **Cost to Student**

There is no charge for official transcripts. A maximum of 10 transcripts per day may be requested.

### **Institutional Educational Records**

The following educational records are maintained:



<b>Type of Record</b>	<b>Location Responsible</b>	<b>University Official</b>
<b>A.</b> Academic school departmental records	Academic	Dean of School
<b>B.</b> Admission records	University Hall	Director of Admissions
<b>C.</b> Conduct records (in case of disciplinary action only)	Schuster Center	Dean of Students
<b>D.</b> Financial aid records (only for those who apply for aid)	University Hall	Director of Financial Aid
<b>E.</b> Student permanent records and other Academic Related Information	University Hall	Registrar

### **Release of Directory Information**

Directory information will be treated as public information and generally be available on all students and former students, at the discretion of the institution. Directory information includes:

The student's name, address, telephone number, e-mail address, date and place of birth, dates of attendance, enrollment status, major field of study, degrees, honors, and awards received, photograph, participation in officially recognized activities and sports, general interest items of athletic teams, and the most recent educational agency or institution attended.

Any student may refuse to permit the designation of all the categories of personally identifiable information as directory information by submitting a signed and dated Request to Withhold Student Information Form to the Registrar's Office. Students that choose to have directory information withheld will not appear in the student directory or campus publications, such as dean's list honors, etc. Selecting this option prohibits the Registrar's Office from conducting enrollment verifications of any type since the student information is then considered confidential. Students are encouraged to consult the Registrar's Office FERPA official before selecting the exclusion of directory information to fully understand the ramifications. Students should also note that once directory information is requested to be withheld, it cannot be changed until the Registrar's Office received a request in writing revoking the initial request to withhold information.

### **Release of Student Information to Third Parties**

Disclosure of information contained in the education records of a student to individuals and organizations other than those specifically covered by the Family Educational Rights and Privacy Act shall be limited to items designated as directory information, except upon written, signed, and dated consent of the student.

**GEORGIA OPEN RECORDS LAW:** As a general rule, documents, papers and records prepared and maintained or received in the course of the operation of a public office or agency are public records within the meaning of the Open Records Law. The right to review or copy these records cannot be denied to any citizen. All records requests should be made in writing to the Director of Judicial Affairs. The director will analyze the scope of the request to determine whether the records requested, or any portion thereof, are required by law to be maintained as confidential. A copying fee of 25 cents per page may be charged. In addition, a reasonable charge may be collected for search, retrieval, and other administrative cost of complying with request for records. Arrangements for inspecting, reviewing, or copying of public records should be made by the director, who should determine an orderly and non-disruptive procedure for permitting access to the documents. Determinations to disclose records will be made on a case-by-case-basis.

## **Release of Student Information to Institutional Officials**

Information from the education records of a student may be disclosed to University officials with a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted such as an attorney, auditor, or collection agent; a person or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

## **Release of Student Information to Other Institutions**

Under FERPA regulation 99.31 (a)(2), a school district or postsecondary institution may disclose education records, without consent, to officials of another school, school system, or post secondary institution where a student “seeks or intends to enroll.” The regulation clarifies that the authority to disclose or transfer education records to a student’s new school does not cease automatically the moment a student has enrolled and continues to any future point in time so long as the disclosure is for purposes related to the student’s enrollment or transfer. This means that a school may disclose any records or information, including health and disciplinary records, that the school could have disclosed when the student was seeking or intending to enroll in the new school.

## **Correction of Education Records**

When a student believes that information in the student’s education records is inaccurate, misleading, or violates the privacy or other rights of the student, the student may submit a written request for correction to the University official responsible for creation and maintenance of the record. Such a written request will specify the information being questioned, state the revision requested, state the reasons the student has for disagreeing with the entry in question, and will include (or have attached) any data or information the student has which shows that the record should be revised. The University official will review the request and the appropriate records, and meet with the student if appropriate. The University official will notify the student of a decision within 21 days after receipt of the written request. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the requests for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The above procedure may be used to question the correctness of the recording of a grade but may not be used to contest the assignment of grade.

## **Right to File a Complaint**

A student has the right to file a complaint with the university’s Registrar concerning alleged failure by Columbus State University to comply with the requirements of FERPA. If the complaint is not resolved by the University to the satisfaction of the student, the student may file a complaint to the Office that administers FERPA: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, S. W., Washington, DC 20202-4605.

## **XII. Equal Opportunity Policy**

It is the policy of Columbus State University to ensure fulfillment of equal opportunity

for all employees, students, applicants for employment and student applicants. No person shall be excluded from participation in, denied benefits of or be subject to discrimination under any University program or activity on the basis of race, color, creed, national origin, religion, gender, disability, or age.

Any student with a complaint or concern that is related to these standards should contact the Affirmative Action/Equal Opportunity Office at (706) 507-8920. This office is located in Richards Hall.

### **XIII. Academic and Non-Academic Misconduct and Appeals**

#### **A. Judicial Procedures for the Student**

Since educational institutions have the responsibility for protecting the educational purposes for which they exist, and for establishing safeguards to insure that those charged with violations of institutional standards on scholarship and behavior are accorded equal protection from unfair disciplinary measures, the following procedures have been established for the resolution of disciplinary problems.

Columbus State University will not tolerate academic misconduct or nonacademic misconduct. Any individual found to be in violation of the University standards, policies or procedures will be subject to the sanctions/remedies listed in this handbook. Reporting academic, non-academic, or concerning behavior is the responsibility of all members of the campus community. Reports may be filed with the Behavioral Assessment and Recommendation Team (BART) as described in the General Information area in this handbook or found online in CougarNet

#### **B. Academic Misconduct**

The university recognizes honesty and integrity as central virtues of academic life and as fully necessary to its very existence. The university also recognizes and accepts that cooperation, discussion, and group studying outside of the classroom are essential elements of the academic experience, and that students may seek assistance in their studies, such as tutoring or peer review.

However, while such practices are acceptable and even encouraged, students must understand the parameters of accountability in their academic performance and need to respect the academic freedom of the faculty.

Therefore, the following regulations are published in the interest of protecting the equity and the validity of the student's grades and degrees, and in order to assist the student in developing standards and attitudes appropriate to academic life:

1. During examinations no student shall use materials not authorized by the instructor.
2. No student or other person shall obtain and furnish to any other student materials which can be shown to contain the questions or answers to any examination scheduled to be given at any date in any course offered by the university.
3. No student shall knowingly receive and use materials, which can be shown to contain the questions, or answers to any examination scheduled to be given at any date in any course offered by the university.
4. No student shall receive or give assistance in preparation of any assignment, essay, laboratory report or examination to be submitted as a requirement for any academic course in such a way that the submitted work can no longer be considered the personal effort of the student submitting the work. In the case of tutoring, peer review and similar instances of assistance, a special effort must be made to retain this distinction and the integrity of the student's personal performance.

5. In some cases, tutoring may border on academic irregularity; in the case of course requirements for a grade, it is the student's responsibility to clarify the instructor's policy. If the student is uncertain as to the direction of the instructor, it is the student's responsibility to seek clarification from the instructor.
6. Plagiarism is prohibited. Themes, essays, term papers, tests, and other requirements for a grade, must be the work of the student submitting them. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged. Term papers, reports, reviews, or other assignments may not be purchased for submission in lieu of the student's own efforts.
7. Any person taking, or attempting to take, steal or otherwise procure in any unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, laboratory equipment, roll books, etc., shall be in violation of these regulations.

## **C. Academic Appeal Procedures for Students**

There are three processes for academic appeals depending on what is being appealed and when the appeal is occurring: Academic Grievance, Medical Withdrawals, and Academic Standards.

### **1. Academic Grievance**

This kind of appeal involves matters internal to a course, to include perceptions of unfair or inaccurate grades, failure of the teacher to follow policy, and so on. Matters possibly involving discrimination against protected classes will be promptly forwarded to the university's Affirmative Action Officer for handling.

The academic appeal process is intended to resolve academic or related differences concerning academic fairness which may arise between a student and a faculty member within a particular course during a single semester/term. The student should use this process to:

- a. Appeal a course grade;
- b. Exercise his/her rights as defined in the course syllabus, the CSU Student Handbook, university policy, or policies of the University System of Georgia;
- c. Refute academic dishonesty charges;
- d. Compel a faculty member to fulfill her instructional responsibilities as defined in the CSU Faculty Handbook and published department or college policy; and/or
- e. Plead for a less severe penalty in case of an acknowledged incident of academic dishonesty.

The student commences an appeal by completing the Academic Appeal Form (available online or in hard copy from the department chair) and submitting it and appropriate supporting documentation to the chairperson who oversees the course involved in the appeal. If the chairperson is unavailable within three university working days, or if the faculty member named in the appeal is a department chairperson, the appeal should go to the chairperson's dean for review. If a dean is the faculty member named in the appeal, the appeal should be submitted to the Office of the Provost for review. The appropriate recipient of the appeal is hereafter referred to as The Reviewer. Communications with the student will be sent via the student's CSU email address unless the student has submitted a written request for an alternative form of contact.

Unless an extension is approved by the dean of the appropriate college or the Provost, the appeal should be submitted by the student not more than ten

university working days after the start of the term immediately following the term in which the course was taken.

Ordinarily, The Reviewer will acknowledge receipt of a written appeal and notify the faculty member of the appeal within three university working days of its receipt. The faculty member named in the appeal must provide a written response to the charges within ten university working days of the date on which the appeal was submitted. The Reviewer will ordinarily send a decision to the student not more than twenty university working days after the appeal was filed; when more time is required, The Reviewer will notify the principals within the 20-day deadline that an extension is required. Upon a request by the instructor named in the appeal, The Reviewer may suspend the process to allow time for the principals (student and faculty) to discuss the dispute or participate in mediation.

The Reviewer may require the student and/or the faculty member to appear to discuss the case before rendering a decision. Either principal may also request a meeting with The Reviewer to discuss the appeal before a decision is reached.

The Reviewer will write a decision that articulates the relevant facts of the case and the outcome. The document must include: Specific Charges, Findings of Fact, Conclusions, and Actions To Be Taken. Decisions made by the faculty and chair are limited to course specific outcomes. Possible outcomes at the university administrative level include the following:

1. **Expulsion** - permanent forced withdrawal from the University
2. **Suspension** - forced withdrawal from the University for a specified period of time.
3. **Forced withdrawal from the course** and/or department within which the offense occurred, either with or without credit for the course as may be adjudged
4. **Reprimand** - an admonition which may be either verbal or written
5. **Restitution** - compensation to the person or University body whose property rights have been violated by the offender
6. **An appropriate change in grade**
7. **Probation** - placing the student under restrictions for a specified period of time
8. **Referral** - may include referral to agencies or individuals for specific evaluation, treatment, assistance or action.

Copies of the appeal decision will be sent to the principals, the chairperson, the dean, and the Office of the Provost. When it has been determined that a student is guilty of multiple incidents of academic dishonesty, the Office of the Provost will initiate an administrative review that may result in additional sanctions against the student.

A decision by a department chair may be appealed to the appropriate dean. A dean's decision may be appealed to the Provost. Filing an appeal of a decision represents an opportunity to rectify a failing that occurred within the appeal review. Therefore, the filing of an appeal must focus on: (1) a request to introduce new and compelling evidence which was not available at the time of a hearing and which could apparently result in a different final decision, (2) the documentable failure of the decision to comply with specific Columbus State University or University System of Georgia policies, or (3) the documentable error of facts substantial enough to apparently result in a different final decision.

All decision appeals must be made in writing and received by the appropriate party not more than 5 university working days after the decision was issued. The burden of proof falls on the principal making the appeal.

## 2. Academic Standards Committee (ASC)

The Academic Standards Committee (ASC) reviews four types of appeals, all of which involve factors external to the contents of a particular course.

- a. Grade Appeals of WF or W
- b. Grade Appeals of F to a Productive Grade (A, B, C, etc.)
- c. Medical Withdrawal (if the semester affected has ended and final grades have been posted)
- d. Exception Petitions

For assistance with any of these appeals, the student should see his/her advisor or department chair.

The Academic Standards Committee does not review appeals regarding the fairness or accuracy of the grade itself. For those kinds of appeals, see Academic Grievance.

Appeals must be made within two years of the original grade unless there are extremely extenuating circumstances (military duty, lengthy hospitalization) to justify an appeal older than two years.

## eCore Academic Appeals

If a student wants to make a grade appeal for an eCore course, the student should first contact the CSU eCore advisor, located in the Academic Center for Excellence.

The eCore advisor will provide the necessary steps for the student to submit the grade appeal.D.

## D. Non-Academic Misconduct Procedures

The authority to act on alleged non-academic violations or infringements of student rights is vested with the Office of the Dean of Students. Violations that occur in areas designated as Residence Life may be handled as an administrative hearing through the office of the Director of Residence Life, in accordance with policy and in consultation with the Dean of Students.

Students found to be in direct social contact where a violation is found to have occurred may be held responsible for the violation. This includes all areas of any apartment, vehicle, or property where the violation occurred.

## Informal Process

1. Minimum requirements for an administrative hearing consist of:
  - a. the student being given notice of the alleged violation(s),
  - b. an explanation of the charges, and
  - c. an opportunity to be heard by an appropriate Hearing Officer.
2. After an administrative hearing where the student is found to be responsible for a violation(s) of University rules or policies, the Hearing Officer will assign an appropriate sanction(s).

## Formal Process

### Reports of Student Misconduct

Complaints of student misconduct may be reported online at <https://publicdocs.maxient.com/incidentreport.php?ColumbusStateUniv> or to the appropriate department and/or person(s) should include as much information as possible — such as: (1) the type of misconduct alleged; (2) the name and contact information of the respondent; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and

contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

Where appropriate, complainants may file a law enforcement report along with an institutional report.

1. **Confidentiality:** Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, Columbus State University will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the University. The University will inform the requesting party that the institution generally cannot guarantee confidentiality. Further, honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.
2. **Retaliation:** Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, will not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Office of the Dean of Students. Any person found to have engaged in retaliation in violation of the student conduct policy will be subject to disciplinary action, pursuant to Columbus State University's policy.
3. **False Complaints:** Individuals who intentionally give false statements to an institution official, or who submit false complaints or accusations, including during a hearing, in violation of policy will be subject to disciplinary action pursuant to Columbus State University's policy.
4. **Amnesty:** Individuals are encouraged to come forward and to report student misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported in good faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in a disciplinary proceeding and will not be voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Not all matters covered under this policy will necessarily involve alleged victims; however, where they are involved, it should be noted that a complainant will not always be the alleged victim but instead may be a third-party witness. The institution may also respond to issues raised by third-party complaints (such as referrals by police) or discovered by staff or through its own investigations.

### **Process for Investigating and Resolving Disputed Reports**

**Jurisdiction:** Columbus State University will take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct will be addressed when such acts occur on institution property or at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies at non-institution sponsored events. If the student has admitted responsibility and has

voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply.

**Access to Advisors:** The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. The University will not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members.

**Initial Evaluation of Student Conduct Reports:** Regardless of how Columbus State University becomes aware of misconduct, it will ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person or submitted online, the Office of the Dean of Students shall review the complaint to determine whether the allegation(s) describes conduct in violation of Columbus State University's policies and/or code of conduct. If the reported conduct would not be a violation of the institution's policies and/or code of conduct then the report will be dismissed or followed up with appropriately. Otherwise, a prompt, thorough, and impartial investigation and review shall be conducted into each complaint received to determine whether charges against the respondent should be brought.

Throughout any investigation and resolution proceedings, a respondent should receive notice of the alleged misconduct, be provided an opportunity to respond, and be allowed to remain silent during the investigation and resolution process, without an adverse inference resulting. If the respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result, and may be resolved against the respondent. Further, unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held "in abeyance," such as probationary suspension or expulsion) the University's investigation and resolution procedures will provide these additional, minimum safeguards:

1. The respondent will be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice will also include the identity of any investigator(s) involved. Notice will be provided via the Columbus State University's email. Where applicable, a copy will also be provided to the alleged victim via the same means.
2. Upon receipt of the written notice, the respondent will be given at least three (3) business days to respond in writing. In that response, the respondent will have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents — whether written or electronic — in support. A non-response will be considered a general denial of the alleged misconduct.
3. Based on this response, the investigation will consist of interviews of the respondent, the alleged victim (where applicable) and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps as appropriate. The investigator will retain written notes and/or obtain written or



recorded statements from each interview. The investigator will also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.

4. The investigation will be summarized in writing in an initial investigation report and provided to the respondent and the alleged victim (where applicable) in person or via email. This summary will clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.
5. To the extent the respondent is ultimately charged with any violation, he or she will also have the opportunity to respond in writing. The respondent's written response to the charge(s) will be due no earlier than three (3) business days following the date of the initial investigation report. The respondent's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents — whether written or electronic — in support. A nonresponse to the charge(s) by the respondent will be interpreted as a denial of the charge(s).
6. The investigator will conduct further investigation and update the investigative report as warranted by the respondent's response.
7. The final investigative report will be provided to the student misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy will also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but will otherwise have no part in the hearing process and will not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

### **Interim Suspensions**

Interim suspensions — that is, suspensions while the investigation and adjudication process are proceeding — will only occur where necessary to maintain safety, and will be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the Office of the Dean of Students will consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the Office of the Dean of Students will make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension will take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

### **Resolution/Hearing**

In no case will a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized or before the respondent has had an opportunity to respond in writing, unless the respondent has chosen to go through an informal process or otherwise provided a written waiver of rights to these procedures. Further, unrelated charges and/or cases will be heard separately unless the respondent voluntarily consents to the charges/cases being heard jointly.

Where the respondent indicates that he or she contests the charges, and once the investigative report has been finalized and copies provided to the respondent and

alleged victim (where applicable) the case will be set for hearing; however, the alleged victim (where applicable) and respondent may have the option of selecting mediation as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs, or his/her designee.

Where a case is not resolved through mediation, the respondent will have the option of having the charges heard either by an administrator (hearing officer) or a student conduct panel. Notice of the date, time, and location of the hearing, will be provided to the respondent and alleged victim (where applicable) at least five (5) business days prior to the hearing. Notice will be provided via Columbus State University email or alternative method, if necessary. Additionally, the following standards will apply to any such hearing:

1. The respondent will have the right to present witnesses and evidence to the hearing officer or panel, as well as to ask questions to any witnesses. At the determination of the hearing officer or panel, this questioning may take place through the submission of written questions to the panel or hearing officer for consideration; however, the parties' advisors may still actively advise and assist in drafting those questions. The hearing officer or panel will ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the hearing officer or panel will err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.
2. Where the hearing officer or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location. In doing so, the hearing officer or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.
3. Formal civil rules of evidence do not apply to the investigatory or resolution process.
4. The standard of review will be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
5. The University will maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings.
6. Following a hearing, both the respondent and alleged victim (where applicable) will be provided a written decision, via Columbus State University email, of the outcome and any resulting sanctions. The decision will include details on how to appeal, as outlined below. Additionally, the written decision will summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing.

## **Possible Sanctions**

In determining the severity of sanctions or corrective actions the following will be considered:

1. The frequency, severity, and/or nature of the offense,
2. History of past conduct,
3. Offender's willingness to accept responsibility,
4. Previous institutional response to similar conduct, and
5. The institution's interests.

NOTE: The student conduct panel or hearing officer will determine sanctions and issue notice of the same, as outlined above.

The broad range of sanctions includes:

1. Expulsion – permanent forced withdrawal from the university;
2. Suspension - for an identified time frame and/or until the satisfaction of certain conditions;
3. Temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders;
4. Required participation in sensitivity training/awareness education programs;
5. Required participation in alcohol and other drug awareness and abuse prevention programs;
6. Referral, such as but not limited to counseling, evaluation, treatment, or mentoring;
7. Volunteering/community service;
8. Loss of institutional privileges;
9. Delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas);
10. Additional academic requirements relating to scholarly work or research;
11. Forced withdrawal from a course and/or department within which the offense occurred, either with or without credit for the course, as may be adjudged;
12. Financial restitution or fees, which may be associated with specific violations; or
13. Any other discretionary sanctions directly related to the violation or conduct.

### **Appeals**

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;
2. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias;
3. To allege that the finding was inconsistent with the weight of the information; or
4. A mercy appeal requesting a less severe sanction.

The appeal should be-submitted online at [https://publicdocs.maxient.com/reportingform.php?ColumbusStateUniv&layout\\_id=9](https://publicdocs.maxient.com/reportingform.php?ColumbusStateUniv&layout_id=9), and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision.

The appeal will be made to the Vice President for Student Affairs or his/her designee. The appeal will be a review of the record only, and no new meeting with the respondent or any alleged victim will be held.

### **The Vice President, or his/her designee, may:**

1. Affirm the original finding and sanction;
2. Affirm the original finding, but issue a new sanction lesser severity;

3. Remand the case back to the decision-maker to correct a procedural or factual defect; or
4. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The Vice President or his/her designee will then issue a decision via Columbus State University email to both the respondent and the alleged victim (where applicable) within a reasonable time period.

The decision of the Vice President or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the four grounds set forth above.

**The President may:**

1. Affirm the original finding and sanction;
2. Affirm the original finding, but issue a new sanction of greater or lesser severity;
3. Remand the case back to the decision maker to correct a procedural or factual defect; or
4. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The President's decision shall be issued via Columbus State University email to both the respondent within a reasonable time period. The President's decision shall be the final decision of the institution. Should the respondent wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

**Recusal / Challenge for Bias**

Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The designee may not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

**Non Academic Misconduct Violations**

**1. Alcoholic Beverages**

The legal age for possession and consumption of alcoholic beverages in accordance with Georgia law is 21 years old. Subsequently, it shall be a violation of this Policy for any member of the University community who is under the legal drinking age to possess or consume alcohol, or for a member of the University community who is of legal age to provide alcohol to another member of the University community who is under 21.

Residence Halls: As Clearview Hall and Broadway Crossing are primarily reserved for traditional-age first year students (18-19), consumption or possession of alcohol by guests or assigned residents, regardless of legal drinking age, is not permitted at any time in or around the facilities. Possession of alcohol containers for decorative purposes is strictly prohibited, as bottles may be considered evidence of consumption.

In Columbus Hall, Courtyard, Maryland Circle, Fontaine, Oglethorpe, Yancey at One Arsenal, and Rankin student housing units, alcoholic beverages may be consumed by members and guests of legal drinking age in the privacy of the apartment. Residents who are under the legal drinking age may not host guests who are in possession of

alcohol. Unless all assigned residents of the unit are of legal drinking age, alcohol must be stored and secured within the owner's bedroom and may not be stored in areas accessible to all residents of the unit. Residence Life staff and the CSU University police reserve the right to require verification of the ages of any guest and the host resident (s) will be held accountable for the action of their guest(s). Kegs, "drinking fountains", or other common containers are not allowed at any time in or around the residential facilities. Those of legal age who choose to drink are encouraged to do so safely, responsibly and in moderation. It is imperative that residents understand their individual rights and responsibilities if they choose to consume alcohol or host gatherings that involve the consumption of alcohol on the grounds of University housing. If a resident is found acting in a hostile or threatening manner, University police will be notified. It is the responsibility of all residents to understand the alcohol policy of Columbus State University as it applies to the entire campus.

**On campus:** The University does not condone or sanction the use, distribution, sale, brewing, consumption or possession of alcohol at any campus event sponsored by individual students or recognized student groups, clubs, or organizations, or any student event supported by student activity fees or state funds (this does not pertain to events which may be sponsored by an academic department or unit).

**Student Travel:** This Policy on Alcohol applies to students who travel on university-official business. Students who travel in an official capacity are expected to abide by the rules set forth in this policy, with the exception of students participating in a Study Abroad program. Participants in Study Abroad programs are bound by the legal drinking age of the respective countries in which they are traveling, but in all other respects this policy applies. Cases of excessive drinking, as determined by the Faculty Site Director who facilitates the Study Abroad program, may result in an automatic first offense warning. Further, sanctions while students are traveling abroad may be determined by the Center for International Education and/or the Dean of Student Affairs.

**A full version of the Columbus State University Policy on Alcohol can be obtained in the Office of the Dean of Students or on the Alcohol and Drug Education Task Force website.**

## **2. Drugs**

- a. The possession of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having potential for mental or physical abuse, except on a legal prescription, is prohibited, as is the selling, bartering, exchanging, or giving away of such drugs to any person not intended to possess them. This includes remnants of drug use, to include but not limited to, seeds, leaf remnants, smoke and lingering odor.
- b. No student shall possess items normally associated with drug use, sale, or distribution.

## **3. Property Damage/Theft**

- a. Malicious damage or destruction of property belonging to Columbus State University, its employees, its students, or visitors to the University is prohibited.
- b. Theft, removal, or conversion for personal use the property belonging to Columbus State University, its employees, its students, or visitors to the University is prohibited.

## **4. Disorderly Assembly**

- a. No persons shall assemble on campus for the purpose of creating a riot or

destructive or disorderly diversion which interferes with the normal educational process and operation of the University. This section shall not be construed to deny any students the right of peaceful assembly.

- b. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of the University facilities, or prevent the normal operation of the University. (See the Board of Regents' Policy Statement.)
- c. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited.

## 5. Disorderly Conduct

- a. Behavior that disrupts the academic pursuits, substantially injures the academic reputation, or infringes upon the privacy, rights, or privileges of other persons is prohibited.

### **Attendance of Unenrolled Individuals In Class**

Unenrolled individuals (to include minors) may not attend Columbus State University classes without prior permission of the instructor. Students may bring their children to class only when there are extenuating circumstances and with the prior approval of the instructor. Instructors may further restrict this policy through a statement on the course syllabus. Children may not be brought to campus and left unsupervised.

- b. Disorderly behavior on the campus or at functions sponsored by the University or any recognized university organization is prohibited.
- c. No student shall enter or attempt to enter any dance, social, athletic, or any other University-sponsored event without proper credentials for admission.
- d. No student should participate in conduct or expression that is deemed to be lewd, indecent, and obscene.
- e. No person shall interfere with, or fail to cooperate with, any properly identified University faculty or staff personnel while these persons are in the performance of their duties.
- f. No person shall threaten or harass any member or visitor of the University community. This includes, but is not limited to any electronic means, such as, social networking, email and texting.
- g. **The Board of Regents' Policy Statement**-The Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures.
- h. No person shall exhibit behavior that is irresponsible or dangerous to the well-being or safety of self or any member or visitor of the University community

## 6. Sexual Misconduct

All members of the Columbus State University community should refrain from any conduct that could give rise to a charge of sexual misconduct. Sexual Misconduct Offenses includes, but are not limited to:

- a. Sexual Harassment- Unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is, based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

- b. Non-Consensual Sexual Contact- Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force. Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- c. Non-Consensual Sexual Intercourse- Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- d. Sexual Exploitation- Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV to another student; Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

## **7. Assault/Fighting**

- a. No person shall assault any member of or visitor to the University community by verbal or physical intimidation.
- b. No person shall use physical force towards any member of or visitor to the University community that includes, but is not limited to, striking, shoving, or restraining.

## **8. Hazing**

No person shall haze or attempt to haze any member of the University community. Hazing by definition is: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue, physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law."

## **9. Falsification of University Records or Giving False Statements**

- a. Each person must complete any University record honestly.
- b. No person shall alter, counterfeit, forge or cause to be altered, any record, form or

document used by the University.

- c. No person shall fail to identify themselves or convey of false information to a college official acting in the performance of their duties.

## **10. Financial Responsibility to the University**

Students are required to meet all financial obligations to the University promptly. A student who is delinquent in his financial obligations will be dropped from classes and shall not be allowed to register for the next term, to transfer credits to another school or to graduate from Columbus State University. Financial obligations include but are not limited to: fees, library books overdue, loans overdue, parking fines, and University equipment or keys not returned.

## **11. Fire Safety**

- a. No person shall tamper with the fire safety equipment.
- b. No person shall set or cause to be set any unauthorized fire on university property.

## **12. Use of University Facilities**

- a. No person shall make unauthorized entry into any University building, office, or other facility. Nor shall any person remain without authorization in any building after normal closing hours.
- b. No person shall make unauthorized use of any University facility. Upon appropriate notice by University officials, authorization for the use of University facilities may be withdrawn or otherwise restricted.
- c. Unauthorized duplication of keys to University facilities or equipment is prohibited.

## **13. Violations of Laws**

A student is responsible for the observance of all federal, state, and local laws. Violations of federal, state, and local laws will be referred to the University Police for prosecution. The University may take disciplinary action independent of any civil/criminal actions.

## **14. Weapons and Firearm Policy**

Except as expressly provided in O.C.G.A. 16-11-127, no person may carry or possess any weapon (including a firearm, handgun, or long gun) on the campus of Columbus State University.

## **15. Computer Violations**

- a. Students will adhere to the Georgia Computer Systems Protection Act and all Federal laws and regulations with respect to criminal liability and penalties for the crimes of computer theft, trespass, invasion of privacy, forgery, copyright infringements, illegal downloads, and password disclosure.
- b. Using another person's account, unauthorized copying of software, or tampering with/destruction of equipment is prohibited.

## **16. Copyright Material Violations**

Columbus State University takes a strong stand against unlawful acquisition and/or distribution of all copyrighted materials, which includes music, movies and software. In the event that the University receives a notification of claimed infringement from a copyright owner or other agents concerning your internet activity, Federal law requires that the University investigate and take appropriate action, as needed. Students are responsible for the activity associated with their IP address.



### **17. Tobacco and Smoking**

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

#### **Special Notes:**

1. An Interim Suspension may be issued when in the judgment of the Dean of Students, and after consulting with appropriate University officials, such as the Director of Student Health Services, Campus Police and/or the Director of the Counseling Center, it is determined that the continued presence of an individual poses a significant danger or threat to others, or the University All Interim Suspensions should be reviewed within 72 hours of the time of suspension and a recommendation for appropriate action forwarded to the Vice President for Student Affairs.
2. A person suspended or expelled is prohibited from entering the facilities or property of Columbus State University or the Columbus State Foundation except for the pursuit of due process.
3. Students who are suspended or expelled for disciplinary reasons, or those who leave the University when disciplinary action is pending will receive a WF in the courses for said term of attendance.
4. Students who are suspended or expelled from Columbus State University for disciplinary reasons may be held responsible for all tuition, fees, housing and meal charges, as defined by Residence Life and Business Office policies.

### **XV: Reviewing and Amending**

- A. The Student Government, the faculty by formal vote of the Faculty Senate, the Activities Committee, any group of 100 or more students by petition, or the residents of Columbus State University may propose amendments or revisions. The Columbus State University Student Handbook is a summary of policies and procedures that have been developed over time. Other policies and procedures that relate to specific operations of the University may exist and apply, but they may not have been included in this publication. As the need arises, University officials reserve the right to amend, change, delete and/or develop new policies and procedures to meet the needs of the institution and/or as directed by the University System of Georgia and by laws and regulations enacted at the state and federal level. All new policies or policy changes become effective immediately upon being posted.

**RESIDENCE LIFE  
COMMUNITY GUIDE**



Dear Resident,  
Welcome to Residence Life at Columbus State University! Residence Life provides comfortable, secure and affordable housing that is conducive to your academic success and personal development. This Community Guide will provide you with information regarding the services we provide and inform you of the rules and regulations of our communities. Please take the time to familiarize yourself with the information in this guide.



Living on campus offers you many opportunities to learn from and interact with many different people.

You will acquire a deeper understanding of yourself and others and will develop friendships that will last a lifetime.

Our staffs are here to assist you, and are eager to get to know you. I encourage you to take advantage of the knowledge and experience that our staff members have to offer you.

Please do not hesitate to contact me if you have input on how we can enhance the residential experience at Columbus State University.

Sincerely,

Sarah Secoy  
Director of Residence Life  
Columbus State University

## RESIDENCE LIFE TABLE OF CONTENTS

Important Numbers . . . . .	92
Address/Postal Information . . . . .	93
Residence Life Staff Descriptions . . . . .	94
Mission Statement and Learning Outcomes . . . . .	95
Equal Opportunity Employer and Discrimination, Sexual Harassment Policy . . . . .	96
Resident Responsibility . . . . .	96
Community Living Standards . . . . .	96
Roommate Bill of Rights . . . . .	97

### General Information

Staff Availability . . . . .	98
Internet and Computer Lab . . . . .	98
Cable TV . . . . .	98
Laundry . . . . .	98
University Police . . . . .	99
Transportation . . . . .	99
Dining Services . . . . .	99
Lost and Found . . . . .	99
Maintenance and Repairs . . . . .	99
Air Conditioning and Heating . . . . .	100
First Aid . . . . .	100
Pest Control . . . . .	100
Tornado Warning and Watches . . . . .	100
Cougar Alert . . . . .	100
E-mail Communication . . . . .	100
Student Employment . . . . .	101
Services for Students with Disabilities . . . . .	101
Student Personal Property . . . . .	101

### Policies and Regulations

Eligibility for Housing . . . . .	102
Assignment Policy . . . . .	102
Semester Breaks . . . . .	102
Unauthorized Entry or Use of University Facilities . . . . .	102
Room Entry by Staff and Room Inspections . . . . .	102
Mandatory Meetings . . . . .	103
Housing Cancellation and Refund Guidelines . . . . .	103
Check-Out Procedures . . . . .	104
Visitation Policy . . . . .	104
Parties . . . . .	105
Alcohol Policy . . . . .	105

Weapons . . . . . 105

Quiet Hours . . . . . 105

Keys and Access Cards . . . . . 106

Vehicle Registration . . . . . 106

Security Gate Access and Visitor Parking . . . . . 106

Bicycles . . . . . 107

Business from Resident's Room . . . . . 107

Decorations/Modifications/Alterations/Personal Furniture . . . . . 107

Signs . . . . . 108

Solicitation . . . . . 108

Sports Activities. . . . . 108

Trash . . . . . 108

Fire Safety Equipment . . . . . 108

Fire Alarms/Drills . . . . . 108

Appliance and Equipment Restrictions . . . . . 108

Cooking Safety . . . . . 109

Stairs, Breezeways, Decks, Patios, and Balconies . . . . . 109

Pets . . . . . 109

**IMPORTANT NUMBERS****The 706 area code must be dialed when making all local calls.****RESIDENCE LIFE****life.columbusstate.edu****Main Residence Life Office at Courtyard 1**

Phone . . . . .	(706) 507-8710
Fax . . . . .	(706) 562-1480

**Clearview Housing Community**

Resident Assistant on Duty . . . . .	(706) 507-8717
Residence Life Coordinator . . . . .	(706) 507-8332

**The Courtyard at CSU Housing Community**

Clubhouse . . . . .	(706) 507-8778
Resident Assistant on Duty . . . . .	(706) 507-8777
Residence Life Coordinator . . . . .	(706) 507-8739
Fax . . . . .	(706) 562-1480

**River Park Housing Community**

Front Desk . . . . .	(706) 507-8035
Resident Assistant on Duty . . . . .	(706) 507-8037
Residence Life Coordinator . . . . .	(706) 507-8779
The Den . . . . .	(706) 507-8229
Fax . . . . .	(706) 507-8335

**Maryland Circle Housing Community**

Resident Assistant on Duty . . . . .	(706) 507-8718
--------------------------------------	----------------

**UNIVERSITY NUMBERS**

Student Life & Development Office . . . . .	(706) 507-8590
Cougar Dining Services . . . . .	(706) 507-8374
Cougar Copy Center . . . . .	(706) 507-8630
Career Center . . . . .	(706) 507-8760
Counseling Center . . . . .	(706) 507-8740
Student Health Clinic . . . . .	(706) 507-8620
Intramurals & Recreation . . . . .	(706) 507-8650
Enrollment Services . . . . .	(706) 507-8800
Library . . . . .	(706) 507-8670
Transportation/Shuttle Service . . . . .	(706) 507-8062
Bookstore . . . . .	(706) 507-8790
ResNet/Desktop Support . . . . .	(706) 507-8199

**EMERGENCY NUMBERS**

University Police . . . . .	(706) 507-8911
Rape Crisis Center . . . . .	(706) 571-6010
Georgia Crisis and Access Line . . . . .	(800) 715-4225
Poison Control . . . . .	(800) 222-1222

## ADDRESS AND POSTAL INFORMATION

### **Clearview Hall, the Courtyard at CSU, Maryland Circle**

Students may obtain a mailbox assignment by visiting the CSU post office located between University Hall and the parking deck. The address format is as follows:

(Student Name)

Box #

4225 University Avenue

Columbus, GA 31907-5645

The following physical addresses should be utilized for emergencies, food delivery, or directional purposes:

**The Courtyard** -3423 College Drive

**Clearview Hall** 58 Clearview Circle

### **River Park Housing**

Residents who desire a mailbox may register for one during check-in or by visiting the River Park housing office. Students will receive the location of their mailbox and address information at the time of their mailbox registration.

All U.S. Postal Mail packages that will not fit inside of a mailbox should be addressed to the River Park Housing Office address listed below. Students will be notified via their CSU e-mail account when a package is available for pickup.

### **River Park UPS & FedEx Package Delivery Address: River Park Student Housing**

(Resident Name)

1011 Broadway 2nd Floor

Columbus, GA 31901

## RESIDENCE LIFE STAFF AND OFFICES

### Residence Life Offices

The main Residence Life Office is located on Clearview Circle on our Main Campus off of University Avenue. The Courtyard at CSU Residence Life Office is located at 3815 University Ave. The entrance is just past the Main Campus entrance heading toward College Drive. The River Park Residence Life office is located at 1011 Broadway. There is an entrance to the River Park office next to University Police and in the courtyard between Columbus Hall and Broadway Crossing.

### Director of Residence Life

The Director of Residence Life is responsible for the overall management of the residence life program.

### Assistant Director of Residence Life

The Assistant Director of Residence Life is responsible for the day to day management of the residential facilities, occupancy management, key control, summer camps and conferences, and Residence Life safety compliance and prevention.

### Senior Residence Life Manager

The Senior Residence Life Manager oversees all residential education and community development initiatives for the housing areas. The senior residence life manager is also responsible for student staff training, selection, and recognition and advises the Residence Hall Association.

### Residence Life Coordinators (RLC)

RLCs are full-time professional staff members who oversee a residential area of campus. RLCs supervise the resident assistant staff, monitor the upkeep and maintenance of their area, provide support to residents, and promote community development.

### Systems Administrator

The Systems Administrator is responsible for managing the housing assignment and meal plan software, the accounting associated with assignments, the design and maintenance of the My Housing Portal, and the implementation of all move-in day events.

### Administrative Assistant

The Administrative Assistant is responsible for supervising Residence Life's main office student assistance, responding to emails that are directed to the CSU Residence Life account, maintaining/updating the Residence Life webpage and social media accounts, and providing positive customer service to students, parents, and University Partners.

### Graduate Assistant (GAs)

The Graduate Student Assistant is responsible for helping fulfill the Department of Residence Life's mission to create a safe and secure living environment that promotes the social and personal development of our students while working on their Master's Degree.

### Resident Assistants (RAs)

Resident Assistants are available to assist residents in their transition to college, provide peer counseling, help residents connect with University resources, provide structured and unstructured opportunities for residents to interact with other community members, and to provide educational opportunities for growth and learning. Resident Assistants are highly visible and are responsible for enforcing University and Residence Life Policies. Residents are expected to cooperate fully with Resident Assistants.



## **MISSION STATEMENT AND LEARNING OUTCOMES**

Residence Life is committed to providing a safe and secure living environment that promotes the social and personal development of our students. We provide well maintained facilities, knowledgeable staff, and purposeful programming. We support the University and Division's vision of creating an environment in which students can achieve their full academic potential.

The Office of Residence Life recognizes that learning occurs inside and outside of the classroom through interactions with others and through shared experiences. Our programs and services are guided by attention to the following learning outcomes. It is our hope that residents will experience significant growth and development by participating in all facets of campus life.

### **Diversity and Civility**

- Recognize and articulate the importance of community standards
- Implement strategies for co-existing with others in a shared space
- Effectively manage conflict
- Communicate thoughts and feelings effectively
- Engage in discussion around sensitive issues
- Respect, value, and appreciate diversity
- Articulate personal ideas while respecting contrary ones

### **Academic Achievement**

- Study effectively in a residential environment
- Set goals and utilize effective strategies to obtain them
- Prioritize academics as the central focus

### **Engagement and Discovery**

- Engage with the outside community through activities that affect positive social change
- Gain exposure to new activities to challenge pre-existing ideas, thoughts, and perceptions
- Participate actively within the CSU community

### **Personal Development**

- Engage in behaviors that result in a healthy lifestyle
- Perform basic life skills
- Follow safety procedures and articulate the importance of procedures
- Effectively manage time commitments
- Effectively manage stress

### **Student Employment**

- Prioritize competing short term work tasks (multi-tasking)
- Engage in problem solving and critical thinking
- Professionally communicate via phone and e-mail

## **EQUAL OPPORTUNITY EMPLOYER AND DISCRIMINATION**

It is the policy of Columbus State University to ensure fulfillment of equal opportunity for all employees, students, applicants for employment and student applicants. No person shall be excluded from participation in, denied benefits of or be subject to discrimination under and University program or activity on the basis of race, color, creed, national origin, religion, gender, disability, or age.

The Office of Residence Life is committed to maintaining a fair and respectful environment and employees will report any staff, faculty, student, or visitor behavior that may constitute discrimination.

### **SEXUAL HARRASSMENT POLICY**

All members of the Columbus State University community should refrain from any conduct that could give rise to a charge of sexual misconduct. This includes but is not limited to, unwelcome sexual advances and requests for sexual favors. Persons found in violation of this policy may be subject to suspension or expulsion from the University. See page 81 of Student Handbook.

### **RESIDENT RESPONSIBILITY**

It is your responsibility to understand the and act in accordance with the directions and policies as outlined in this *Community Guide*, the *Housing Contract*, and the *Student Handbook*, as well as official e-mails, posters, or other written/verbal correspondence issued by this department or its agents. In the event of a conflict between the rules and regulations in this *Community Guide* and the contract, the conditions of the contract shall prevail.

Students are expected to act in accordance with all local, state, and Federal laws. Alleged violations of law may be referred to the appropriate court or law enforcement official. Violations of laws may also result in disciplinary action by Columbus State University.

Students who have questions about policies are encouraged to contact the Office of Residence Life or the Office of the Dean of Students.

### **COMMUNITY LIVING STANDARDS**

The University environment is a diverse setting with people from many different opinions, beliefs, knowledge, abilities, cultures, races, socio-economic statuses, sexual orientations, and backgrounds. The opportunity to learn from those who are different from you is an important component of your college experience. We encourage positive interactions and relationships and acceptance and appreciation of all people, regardless of their similarities or differences.

## **ROOMMATE BILL OF RIGHTS AND RESPONSIBILITIES**

All roommates have the right:

1. To read, study, and sleep free from excessive or unwarranted noise and interference
2. To a clean and secure environment
3. To privacy
4. To be free from fear and intimidation
5. To be free from ridicule or peer pressure because of one's personal decisions or values
6. To be treated with respect
7. To be asked before one's possessions are used
8. To a room free of policy violations and/or criminal activity
9. To report policy violations and/or criminal activity without retribution

## **ROOMMATE RESPONSIBILITIES**

All roommates have the responsibility:

1. To respect one another's privacy
2. To respect differences and to be kind and civil
3. To engage in open communication with roommates
4. To keep their living space clean
5. To lock doors and maintain personal safety and security of possessions
6. To not loan or share access card or key and to report lost card of key immediately to University Police
7. To maintain a comfortable environment for studying, reading, and sleeping
8. To ask before using a roommate's belongings and to treat belongings with care
9. To enlist the assistance of a residence life staff member when conflict is heated
10. To gain permission from roommates before having overnight guests and to ensure guests are respectful of roommates and their property
11. To abide by all University and Residence Life Policies and to follow all local, state, and Federal laws

## GENERAL INFORMATION

### Staff Availability

The residence life offices are open Monday-Friday from 8:00 a.m.-6:00 p.m. excluding official University holidays. A resident assistant on duty is available between the hours of 6:00 p.m. and 8:00 a.m. Monday-Friday and is available 24 hours a day on the Weekends. University Police are available 24 hours a day 7 days a week by dialing (706) 507-8911.

### Internet Access & Computer Labs

Wired and wireless internet access is provided in all housing areas. There are computer labs located in the Courtyard laundry area and the Broadway Crossing Mac lab. Power strips with surge protectors are required for all computer systems for protection from storms and electrical surges. Residents are highly encouraged to install updated virus protection software on all personal machines.

#### Clearview and the Courtyard Residents:

Cable is provided by Apogee. Residents of Clearview and the Courtyard should contact Apogee directly. Call (1-855-410-7376), Chat ([www.myresnet.com/support](http://www.myresnet.com/support)), or Text ("ResNet" to 84700).

#### Maryland Circle, and RiverPark Residents:

Residents can contact the Computer Help Desk at (706) 507-8199 for assistance.

Residents are expected to comply with the ResNet acceptable use policy. The policy is located online at [infosec.columbusstate.edu](http://infosec.columbusstate.edu).

Personal wireless access points are prohibited in CSU residential areas (With the exception of Fontaine where student will need to bring a personal router to access Wireless Internet.) If personal wireless routers are discovered on the network, University Information and Technology Services may block the IP or MAC address of the router and will contact the student who may be referred to the student conduct process.

### Cable TV

Extended cable is provided at no additional cost to the resident.

#### Clearview and the Courtyard:

Cable is provided by Apogee. Residents of Clearview and the Courtyard should contact Apogee directly Call (1-855-410-7376), Chat ([www.myresnet.com/support](http://www.myresnet.com/support)), or text ("ResNet" to 84700).

#### Fontaine:

Residents of Fontaine should contact WOW Cable directly for internet or cable issues by dialing (706) 221-1000 and mentioning account #2098749. A digital ready television is required in order to receive all available channels.

**Maryland Circle and RiverPark** (except Fontaine): Residents who are experiencing difficulties with cable television should submit a maintenance request via the My Housing Portal.

### Laundry

Coin free washers and dryers are located in each housing area. The machines are for the use of residents only. Laundry rooms are open 24 hours a day.

#### Maryland Circle and RiverPark:

Residents can report mechanical problems with the laundry machines and view the progress of their laundry by visiting [www.laundryview.com](http://www.laundryview.com).

## **Clearview and the Courtyard:**

Residents can report mechanical problems with the laundry machines by complete a maintenance request form within the Housing Portal.

## **University Police**

University Police provides a full range of services 24 hours a day, 365 days a year. This department has the primary responsibility for crime prevention, law enforcement, parking control, emergency preparedness/response, access cards, and security at special events.

Under state law, University police officers have the same enforcement powers and responsibilities as municipal police officers and county sheriffs. All University police officers must graduate from a state-approved police academy training program and achieve state certification. The CSUPD maintains a close working relationship with the City of Columbus Police Department. officers have jurisdiction on city streets on and near campus. For emergency assistance, residents should call University Police at (706) 507-8911. In case of emergency, students may also activate any emergency call box located throughout campus. The call box will automatically alert University Police.

## **Transportation**

Intra-campus and Inter-campus shuttle service is provided to all students at CSU. The shuttle service schedule can be found at [po.columbusstate.edu/campuservices/transportation.php](http://po.columbusstate.edu/campuservices/transportation.php).

## **Dining Services**

The cafeteria, located in the Davidson Student Center, is operated by Aramark Inc. The cafeteria is open seven days per week, except during official University holidays. All undergraduate students living in University housing are required to purchase one of the meal plans offered by Aramark.

ARAMARK also operates the Den at the River Park campus, the Food Court in the Davidson Student Center, Einstein Bros Bagels in the Library, and the Market on Broadway at RiverPark. All Aramark venues accept cash, credit card, and Cougar Cash. For more information on dining service please visit: <http://www.campusdish.com/en-US/CSS/Columbus/>.

## **Lost and Found**

Residents should turn in all found items to their Residence Life Office. Lost items will be held for 30 days. No claimed Items will be either turned over to University Police or donated. Items such as electronics or identification will be turned into University Police.

## **Maintenance and Repairs**

Non-emergency maintenance requests should be submitted online via the [My Housing Portal](#) or by contacting the Residence Life Office at (706) 507-8710. If an emergency maintenance situation (i.e. broken water pipe, broken AC during extreme temperatures) occurs, please follow the instructions below:

### **During University Operating Hours (Monday-Friday 8 a.m.-5 p.m.)**

**Contact Area Office or Residence Life Main Office**

**Residence Life Main Office/Clearview Hall: (706) 507-8710**

**The Courtyard: (706) 507-8778**

**River Park Office: (706) 507-8035**

### **During University Non-Operating Hours (including University Holidays)**

#### **Contact Resident Assistant on Duty**

**Clearview Hall: (706) 507-8717**

**River Park: (706) 507-8777**

**The Courtyard: (706) 507-8037**

**Maryland Circle: (706) 507-8718**

### **Air Conditioning and Heating**

Air filters are changed by University Plant Operations or Corvias on a monthly basis. Thermostats are to be set at 72-76 for cooling and 68-72 for heating. The heating/cooling system works best at these settings. For maintenance, please submit an online maintenance request. If the utility bill for an apartment is inconsistent with the average bill of other apartments, the residents may be charged.

### **First Aid**

A first aid kit is available in each housing office. If a medical emergency occurs, University Police (706) 507-8911 should be contacted.

### **Pest Control**

Each apartment is treated regularly for pests. Residents are expected to assist in pest control efforts by keeping their apartment clean. Residents should submit a maintenance request via the [My Housing Portal](#) to report pest control issues.

### **Tornado Warning and Watches**

A tornado watch means conditions are favorable for the formation of tornadoes. During a tornado watch, residents should pay close attention to the local weather.

A tornado warning means a tornado has actually been sighted in the area and sirens should sound. In case of a tornado:

- Go to the basement, or lowest floor possible
- Avoid windows and doors; interior hallways and walls are safer
- Avoid auditoriums, gymnasiums, or other structures with wide free-span roofs
- Take shelter underneath your desk or any heavy piece of furniture
- Curl up to protect your head and eyes
- Remain in area until the sirens is silenced or until the all clear is given by University Police

### **Cougar Alert**

Cougar Alert is the mass notification system employed by Columbus State University to contact faculty, staff, and students in the event that a severe threat to public safety and the health of the entire campus is identified. For instructions to update your Cougar Alert emergency numbers, please visit [http://www.columbusstate.edu/cougaralert/student\\_info\\_update.php](http://www.columbusstate.edu/cougaralert/student_info_update.php)

### **E-mail Communication**

E-mail is Columbus State University's official method of communication. The Office of Residence Life regularly communicates important information and updates to students via their CSU e-mail accounts. Residents should check their e-mail account regularly for important housing information regarding room sign-ups, events and activities, check-out procedures, conduct notifications, and other announcements.

## **Student Employment**

Residence Life is one of the largest employers of students on campus, including resident assistants, student assistants, and summer conference assistants. For more information about employment opportunities available, please visit <http://life.columbusstate.edu/RA.php>.

## **Services for Students with Disabilities**

The residence life office will reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Students requesting housing accommodations must first register with the disability services office. The director of the disability services office will communicate the appropriate housing accommodation needs to the residence life office. Students that require a service animal or emotional support animal should also first contact the Office of Disability Services for accommodations. For more information, please visit <http://disability.columbusstate.edu/>.

## **Student Personal Property**

Although precautions are taken to maintain adequate security against fire, theft, maintenance emergencies, etc., Columbus State University is not responsible for the loss or damage to a resident's possessions. Residents or their parents are encouraged to carry appropriate insurance to cover such loss. The Residence Life Office can provide information to parents and/or students about renters insurance upon request.

The University assumes no responsibility for theft or loss of a resident's personal property. Residents are encouraged to:

- lock their bedroom and apartment whenever leaving, even if for only a few minutes
- record the serial numbers of their possessions through the CougarSafe Program in ISIS
- call University Police immediately to report missing property
- take valuables home over semester breaks
- report any suspicious persons or activities to University Police

## POLICIES AND REGULATIONS

### Eligibility

Only currently enrolled Columbus State University students who are registered for at least 1 credit hour are permitted to reside in University housing. During the summer term, residents may be permitted to live in University housing if they have a minimum of one class.

### Assignment Policy

Residence Life reserves the right to authorize or deny room changes, to consolidate vacancies, and to require a resident to move from bedroom or apartment to another in order to deescalate conflict or to complete emergency maintenance. Students may not change rooms without prior authorization from the Residence Life office and may be referred to the University student conduct process.

The Director of Residence Life may deny a housing application due to prior conduct. Students who are denied housing due to prior conduct may appeal the denial by contacting the Dean of Students Office.

### Semester Breaks

In accordance with the ten month contract, residents are allowed to occupy their apartments throughout semester breaks (Thanksgiving, Winter Break, Spring Break) with approval from the Residence Life office. The Residence Life office reserves the right to deny requests to remain in housing during the semester breaks.

Residents may leave their belongings in their room during Thanksgiving Break, Winter Break, and Spring Break. The University assumes no responsibility for items left during breaks.

Residents are expected to remove all trash, unplug electrical appliances, and secure their bedroom and unit doors before departing for breaks.

All residents not returning for the spring semester must be checked out of the units 24 hours after their last final.

### Unauthorized Entry or Use of University Facilities

No resident shall make or abet unauthorized entry into or use of any University facility, building, office, attic, or onto any roof or other University property. Residents shall not enter resident rooms/apartments to which they have been neither assigned nor invited. Failure to adhere to this policy may result in a referral through the university student conduct process.

### Room Entry by Staff and Room Inspections

The University reserves the right to enter a room at any time to ensure compliance with safety and health regulations, to provide pest control, to conduct routine maintenance checks, to complete cleaning or maintenance, to maintain a secure and quiet environment where students can sleep and study, or to conduct an inventory of university property. A room may also be entered by Residence Life staff if danger to life, health, or property, or if illegal activity and/or violation of University rules and regulations are suspected. Student rooms and apartments may be searched for legal cause by civil authorities in compliance with state and Federal guidelines.

Several health and safety inspections will be conducted each semester by the Residence Life staff for safety, health, maintenance, cleanliness, and inventory purposes. Residents are responsible for maintaining their living areas in a clean and orderly condition. If conditions are found to be unacceptable during the inspections, residents will be notified and given



the opportunity to correct the problems. Residents who do not correct health and safety concerns addressed by the Residence Life staff will be referred to the University student conduct process.

### **Mandatory Meetings**

Residence Life may periodically require residents to attend informational and/or safety meetings. Failure to attend a required meeting may result in a fee assessment of \$25.00.

### **Housing Cancellation and Refund Guidelines**

The following is a section directly pulled from the CSU Housing Contract:

#### **A. CANCELLATION BY STUDENT**

1. **Full Cancellation.** To cancel this Agreement, Resident must submit a completed Housing Cancellation Form available at the University Housing website ([www.ColumbusState.edu/life](http://www.ColumbusState.edu/life)). Except as described in Subparagraph B below (No Cost Termination), a Resident's cancellation of this Housing Agreement will result in accruing certain cancellation charges as described in Schedule B of this Agreement.
2. **No Cost Termination.** Resident may cancel his/her Housing Agreement without cancellation charges upon submission of supporting documentation evidencing one of the following occurrences during the Term:
  - a. Graduation;
  - b. Call to active military duty;
  - c. Marriage;
  - d. Birth of a Resident's child;
  - e. Enrollment in a University-sponsored study abroad program or affiliated academic internship;
  - f. Approved medical withdrawal from the University; or
  - g. Death of Resident

Any Resident cancelling for one of the reasons covered by this subparagraph will remain responsible for payment of the Housing Fee on a pro-rata basis through the date of cancellation.

#### **B. CANCELLATION BY PROVIDER**

1. **For Cause.** The occurrence of any of the following events by Resident will constitute a breach of this Agreement for which University on behalf of Provider may cancel this Agreement for cause and take immediate possession of the room upon written notice to Resident:
  - a. Violation of any term or provision of this Agreement, including but not limited to failure to pay all applicable fees when due;
  - b. Violation of Residence Facility policies and procedures as outlined in the Guide;
  - c. Violation of University's Student Code of Conduct;
  - d. Violation of any state, local, or University drug or alcohol policy;
  - e. Violation of any applicable law, rule, or regulation;
  - f. Endangerment of the health and safety of the residential community of the Residence Facility;
  - g. Academic deficiency;
  - h. Disciplinary suspension or dismissal by University;
  - i. Disruptive behavior;
  - j. Damage from fire or smoke, otherwise causing the assigned space to be uninhabitable;
  - k. Refusal to comply with the direction of University Housing or Provider staff acting in accordance with their respective scope of responsibility; or

## I. Vandalizing any University or Provider owned or managed property.

Upon Resident's breach of this Agreement, University will deliver written notice of cancellation of this Agreement and give Resident a minimum of 12 hours and a maximum of 48 hours to complete the move-out procedures and vacate the premises. Cancellation by University on behalf of Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under this Agreement for the entire Term and Resident will not receive a refund of any portion of the Housing Fees or other applicable fees as a result of this cancellation. Resident's obligation to pay all applicable fees due under this Agreement for the Term will survive termination of this Agreement for cause.

2. **Failure to Occupy.** Resident must occupy the assigned space or deliver written notice of delayed arrival to University by 9:00 a.m. on the first day of classes of the first academic term of residency. University on behalf of Provider reserves the right to cancel this Agreement and/or reassign the assigned space to another person if Resident does not comply with this provision. Cancellation by University of behalf of Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under this Agreement for the entire Term.

## Check-Out Procedures

All residents must check out through their Residence Life Office within 24 hours of their last exam. A daily rate will be assessed after this time. Abandoned property will be held for 30 days before being discarded. Each resident is responsible for following the check-out procedures set forth by their housing area. Guidelines will be distributed to residents during the Spring Semester via their University e-mail account and/or paper publicity. A \$50.00 fee will be assessed to residents who do not follow the proper check-out procedures. Residents are expected to complete the following tasks before they depart:

- remove all belongings from the apartment
- clean and vacuum assigned room
- remove nails and tacks from walls
- clean a share of the common areas
- return all keys and access cards
- review and sign the room inventory form with the RA at a set appointment time

Charges for damages of or defacement to common areas will be split equally among all residents, unless a resident assumes responsibility for the damage. If a resident is returning to housing, a financial hold will be placed on their account until the fee is paid. Fees should be paid directly to the Residence Life main office.

## Visitation Policy

### General Policies

The Residence Life staff reserves the right to deny any overnight guest requests or to require a guest to leave at any time. **Residents will be held accountable for the actions and conduct of their guests and are responsible for informing their guests of all University and residence life policies and regulations. Residents must be with their guests at all times.**

### Cohabitation

Cohabitation is strictly prohibited and is defined as a visitor spending an excessive amount of time in a unit, house, or room that he or she is not assigned to.

### Overnight Guests

An overnight guest is defined as any person present inside or around a unit between the

hours of 1:00 a.m. and 7:59 a.m. **who is not assigned to live in that specific unit**, even if he/she lives in on campus housing. Residents must sign in overnight guest through the link in their MyHousing Portal.

\*Guests are permitted to stay for up to two consecutive nights, but no more than four nights in a calendar month. No more than four guests may be hosted overnight within a unit on the same night.

To Sign in a guest log on to your MyHousing Protal and fill out the Guest Sign-in under the forms section. If your guest is staying in the Courtyard or Clearview and has a car a parking pass can be picked up from the Resident Assistant on duty between the hours of 8pm and midnight. Guests must park in the visitor spots in each designated area.

- The resident must escort the guest at all times and the guest must not be left unaccompanied at any time.
- If you are not a resident assigned to a unit you are in after 1am the form needs to be filled out.

### **Children**

Any children under the age of 18 can visit between the hours of 8:00 am and 12:59 a.m. Children must be accompanied by a parent or legal guardian at all times.

### **Parties**

Residents are prohibited from having more than 4 guests per apartment. Residence Life activity areas may be reserved for gatherings by contacting the Main Residence Life or the RiverPark Housing Office. No more than one guest per resident are permitted on balconies at one time.

### **Alcohol Policy**

As Clearview and Broadway Crossing are primarily reserved for traditional-age first year students, consumption or possession of alcohol by guests or assigned residents, regardless of legal drinking age, is not permitted at any time in or around the facilities. Possession of alcohol containers for decorative purposes is strictly prohibited, as bottles may be considered evidence of consumption.

In Columbus Hall, The Courtyard, Maryland Circle, Fontaine, Oglethorpe, Yancey at One Arsenal, and Rankin student housing units, alcoholic beverages may be consumed by residents and guests of legal drinking age in the privacy of the apartment. Residents who are under the legal drinking age may not host guests who are in possession of alcohol. Unless all assigned residents of the unit are of legal drinking age, alcohol must be stored and secured within the owner's bedroom and may not be stored in areas accessible to all residents of the unit.

**Residence Life staff and the CSU University police reserve the right to require verification of the ages of any guest and the host resident (s) will be held accountable for the action of their guest(s). Kegs, "drinking fountains", or other common containers are not allowed at any time in or around the residential facilities.**

### **Weapons**

Residents and guests are prohibited from possessing firearms, weapons, knives larger than two inches long (excluding kitchen knives), clubs, air rifles/pistols, ammunition, bows and arrows, explosives, or fireworks on University property.

### **Drugs**

See University Policy on page 29

### **Quiet Hours**

Quiet hour is a term used to designate times set aside for study and sleep, when noise,

including outside activity, is to be kept to a minimum. Quiet hours are in effect daily from midnight until 7:00 am. During finals periods, quiet hours are in effect 24 hours a day.

Out of courtesy and respect for roommates and neighbors, a reasonably quiet environment should be maintained in all residence halls and apartments at all times. A reasonably quiet environment is defined an environment in which noise does not carry from one area to the other. This includes rooms, hallways, and stairwells. Residents have the right to ask another resident to lower their volume, even when quiet hours are not in effect

### **Keys and Access Cards**

Residence Life uses a lock key or scan card deadbolt system. These systems are designed to provide a high level of security for residents and their property. All housing areas utilize an access card system in addition to keys. In most cases, residents' University ID cards will serve as the access card. Keys are the property of Residence Life and must be returned when the apartment is vacated. Duplication of keys is prohibited. If a key is lost, residents should contact their area Residence Life Office immediately. The Assistant Director of Residence Life will determine if a new key can be issued or if the locks need to be changed. A \$25 charge will be assessed to replace each lost key or a \$100 charge will be assessed to change the locks. A \$15 charge will be assessed to replace any temporary access card that is issued. Auxiliary locks may not be installed nor may residents modify or tamper with an existing lock. Residents are not allowed to give or loan their keys or access cards/ID's to anyone at any time.

Residents must lock their doors when leaving their room and keep their key or access card/ID with them at all times. Residents should contact their Residence Life office or RA on duty for "lock-out" assistance. Multiple lockouts will result to referral to the student conduct system.

### **Vehicle Registration**

All vehicles must be registered with University Police and must display the Columbus State University parking pass. Vehicles that do not display a valid parking pass are subject to ticketing and/or towing at the owner's expense. For additional information regarding parking, please visit <http://police.columbusstate.edu/parking.php>

### **Security Gate Access and Visitor Parking**

#### **Clearview, the Courtyard, and Maryland Circle**

The Courtyard I has security gates surrounding the housing area. Residents must utilize their Columbus State University ID card to gain entry. Any registered guest who wishes to gain vehicular access must be scanned in by their host. Residents and guests are not permitted to proceed through a gate behind an authorized vehicle without scanning their University ID or being scanned in by their host at the access station. Residents will be held responsible for any damage that occurs to the gate as a result of driver error.

For all areas all visitors must park in visitor designated spaces. Between the hours of 1:00 a.m. and 8:00 a.m., all vehicles parked in a visitor's space must display a residential visitors parking pass. The residential visitors parking pass is obtained during overnight guest registration.

#### **River Park Campus**

All RiverPark students may park in the 3rd, 4th, or 5th floors of the parking garage located directly behind Broadway Crossing and Columbus Hall. Students who live in Fontaine Hall may park on the 2nd floor of the parking garage. Students must utilize their Columbus State University scan card to gain access to the parking garage. All Residents

who reside in the One Arsenal Housing area may park in the University lot located in the rear of the building.

Visitors must utilize public parking as designated by the City of Columbus and are not permitted to access the CSU student, faculty, or staff parking areas.

### **Bicycles**

Bicycle racks and other designated storage areas are provided to allow for the storage of bicycles. It is strongly recommended that students secure bicycles with a heavy chain and lock. When secured outside, bicycles should only be secured to bike racks, and must not block stairs, hallways, or any other area which would prevent residents and/or guests from safely evacuating the building in the event of a fire or other emergency. The University can assume no responsibility for the security of bicycles, mopeds, or motorcycles. In River Park housing, bicycles are not allowed to be stored in the apartments, but must be stored in the designated bike rooms. All bikes left abandoned will be held for 30 days before being disposed of. Residents are not permitted to leave bikes on campus during periods in which they are not enrolled.

### **Hoverboards**

Because of recent concerns by the United States Consumer Product Safety Commission (<http://www.cpsc.gov/en/>) and the potential impact these devices may have on campus and fire safety, the possession of, use, and storage of self-balancing scooters, more popularly known as hoverboards, will be prohibited on the Columbus State University campus (Main Campus and RiverPark) effective immediately. Students, faculty, and staff who own one of these devices are encouraged to review safety guidelines provided by the National Fire Protection Association (<http://www.nfpa.org>).

As part of the university's efforts to maintain campus safety and remain in compliance with its fire protection and prevention efforts, the university has also added these devices to the list of items not allowed in Columbus State University Residence Halls. Those who currently have a hoverboard on the Columbus State University campus should immediately remove it from campus premises.

### **Tobacco Products**

See University Policy on page 48

### **Business from Resident's Room**

Residents are prohibited from operating any organized business from their apartment or using their address for business purposes. This includes, but is not limited to: babysitting, tutoring, tattooing, online business, and private music lessons.

### **Decorations/Modifications/Alterations/Personal Furniture**

Students are encouraged to decorate their rooms in a manner that prevents damage beyond normal wear and tear and that ensures fire safety. Any damage to the ceilings, walls, doors, or fixtures as a result of nails, screws, mounts, adhesives, tape, or stickers will result in a repair fee assessment to the student. Students are not permitted to place any adhesives or stickers on doors or glass. Residents are encouraged to utilize self-stick removable poster mounts when hanging items.

Residents are not permitted to alter, repair, remodel, and/or paint the premises or equipment. No ceiling fans, light fixtures, or similar equipment may be affixed to ceilings or walls. Residents may not change any locks for their room or apartment or relocate any moveable equipment, such as stoves or refrigerators. Residents shall not obstruct the entry or exit path of a bedroom, unit, breezeway, or stairwell. Residents may not hang items from fire sprinklers or other related fire equipment.

Residents may not alter furniture in anyway or construct or install lofts. No waterbeds or personal mattresses are permitted. Removal of bedroom or living room furniture or equipment is prohibited. Residents will be assessed for damaged or missing furniture.

### **Signs**

Signs, notices, and bulletin boards posted by the Residence Life staff are not to be removed or defaced. Only approved notices are to be placed on building bulletin boards. Approved notices may not be placed on any painted or glass surfaces. Permission to post notices or event advertisements may be obtained by contacting the Residence Life Coordinator. Approved notices must be removed within 24 hours after the conclusion of the event.

### **Solicitation**

For residents' protection, door-to-door solicitation is prohibited. Residents should report any violation of this policy to the Residence Life office or University Police immediately.

### **Sports Activities**

To avoid injury or damage to property, throwing objects such as footballs, baseballs, volleyballs, golf balls, frisbees, etc. are prohibited in or around buildings or in the parking areas. An area for sports activities is designated between U and V buildings at Courtyard One.

### **Trash**

Residents should remove all trash from the apartment and place it in the dumpsters or trash receptacles. Trash is not allowed to accumulate in or outside the apartment. All trash is to be placed inside the dumpsters, not beside them. Anyone found littering the grounds with trash will be subject to disciplinary action. Household trash should not be placed in the outdoor trashcans.

### **Fire Safety Equipment**

Residence Life features a fire alarm system with alarm pulls, horns, and strobe lights on each floor. In addition, each apartment has smoke detectors and/or sprinkler systems in the living room, hallway, and bedrooms, and a dry chemical ABC type fire extinguisher in the kitchen. Residents are required to notify Residence Life Staff if an extinguisher has been used and needs to be recharged. Tampering with fire safety equipment or causing a false alarm is a violation of state law and will result in referral to the University student conduct process.

### **Fire Alarms/Drills**

In the event of an alarm, all residents and guests are expected to immediately evacuate the building. Exit the building as safely as possible through the closest means of egress. Residents must move away from the building so that police, fire, and rescue personnel are not impeded. Anyone who requires assistance in the event of an evacuation due to a temporary or permanent disability should contact the residence life office. The residence life staff will share this information with police and fire personnel so that they can provide assistance.

Fire drills are conducted in each residential area at least once a semester. Residents should follow the same procedures for fire drills as they would with any fire alarm.

### **Appliance and Equipment Restrictions**

1. The following appliances and items are prohibited:  
Outdoor grills, hotplates, space heaters, halogen light bulbs, refrigerators larger than five cubic feet, antennae's and satellite dishes, multi-plug adapters, resident owned air conditioners, live trees, grass, straw, and sand.

2. The following items are permitted for cooking in the kitchen areas: Crock pots, toasters, sealed unit popcorn and coffee makers, compact microwave ovens (1.0 cubic feet maximum and 700 watt maximum power), and small electric grills not exceeding 760 watt maximum power. Deep fryers may be used if they have a lock down lid and an automatic shut off when overturned.
3. Only UL approved extension cords, 8 feet long or less are permitted and no more than one extension cord should be utilized per room. Only one extension cord should be used to connect an appliance and extension cords should not be connected in a series. Residents should utilize outlet adapter strips with built in circuit breakers when the desired number of appliances exceeds the number of outlets available in the room.
4. Ironing  
Irons may only be used with ironing boards that have a fire resistant cover and are required to have an automatic shutoff feature. Irons and hair styling appliances should never be left plugged-in to a socket when not in use.

### **Cooking Safety**

Residents should remain in the kitchen when frying, grilling or broiling food. Residents should remain in the home and should use a kitchen timer when simmering, baking, roasting, or boiling food. Residents should never cook when they have been drinking alcohol, when they have not had adequate sleep, or when they have taken medication that causes drowsiness. All items that could catch fire should be kept away from the stovetop and the stovetop, burners, and oven should be kept clean. When deep frying, residents must utilize a deep fryer with a lock down lid and automatic shut off when overturned. When disposing of grease please put it in a container to cool away from the stove and throw in trash. Do not dispose of down the sink or on the ground outside of apartments.

### **Hallways, Stairs, Breezeways, Decks, Balconies, and Patios**

All stairs, breezeways, decks, and patios must be kept clean and free of obstruction at all times (this includes all sports equipment). For units with private balconies or decks, outdoor furniture may be placed in the area as long as it does not obstruct entrances/exits. Dirt, trash, garbage, or waste should not be swept onto or over balconies, patios, or breezeways. The University reserves the right to remove any obstructions that may create unsafe or unsightly conditions. Items should not be thrown off of or onto any deck, balcony, or patio and items should not be thrown out of or into any window. Entering or exiting a residence hall or apartment through a window or from a balcony is prohibited except in case of emergencies.

### **Candles/Incense**

The use of candles and incense is prohibited, as they are a serious fire hazard. Candles and incense will be confiscated from apartments if found during health and safety inspections. Decorative candles are permissible if the wick has been removed.

### **Pets**

Pets are prohibited inside of any residential area with the exception of small aquariums (10 gallons or less) with fish only, provided they are kept clean and free from leaks. Residents should refrain from feeding and making contact with stray animal.







Academic Freedom.....	63
Academic Support.....	7
Admissions Office.....	5
Athletics, Intercollegiate.....	27
Athletics, Intramural.....	24
Attendance.....	7
Bookstore.....	22
Campus Organizations.....	51
Campus Recreation.....	24
Center for Career Development.....	15
Computer Center.....	10
Cougar Copy Center.....	18, 22
Counseling Center, The.....	16
Davidson Student Center.....	22
Demonstrations.....	68
Dining Services.....	23, 99
Disability Services.....	8, 18, 101
Diversity Programs & Services.....	16
Emergencies.....	27
Fees: (Activities, Athletic, Health, Campus Access, Technology, Parking Deck, & Recreation Facility).....	24
Financial Aid.....	16
Fraternities and Sororities.....	52
Greek Life.....	24
Help Desk & Repair Shop.....	10
Housing.....	17
I.D.Cards.....	27
Judicial Procedures.....	73
Libraries.....	10-13
Lost and Found.....	27, 99
Mail.....	28, 93
Misconduct, Academic.....	73-82
Misconduct, Non-academic.....	82-87
Motor Vehicle Regulations.....	64-65
Orientation Team.....	25
Outdoor Recreational Complex.....	24
Parking.....	64-65
Payment.....	28

## POLICIES

Alcohol Abuse.....	30
Copyright Policy.....	31-34
Distribution of Advertising Material.....	69
Equal Opportunity.....	72
Patent Policy.....	32-33
Fraternity/Sorority Participation.....	52
Hazing.....	39, 85
Posting of Notices/Bulletin Boards.....	69
Sexual Misconduct.....	40-48, 85, 96
Smoking.....	49
Registrar's Office.....	5
Release of Information.....	71
Rings.....	28
ROTC.....	13
Sanctions/Remedies.....	30, 40 .....46-49, 73-83
Speakers on Campus.....	68-69
Student Activities Council.....	26
Student Government.....	26
Student Government Constitution.....	56
Student Health Center.....	18-19
Student Life.....	24
Student Newspaper (The Saber).....	26
Student Records.....	69-72
Student Recreation.....	24
Student Responsibilities & Rights.....	63
Student Services.....	15
Telephones.....	28
Testing Center, The.....	14
Traditions.....	28
Tutoring.....	9
University Information & Technology Services.....	10-11
Veteran Affairs.....	19-21
Voter Registration.....	29
Withdrawals.....	7