

# Columbus State University



Student Handbook  
2013 - 2014

**COLUMBUS STATE UNIVERSITY**  
**STUDENT HANDBOOK**  
**2013-2014**

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.

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## INFORMATION GUIDE

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### Who

Instructor  
Provost Office  
Ms. Lovell  
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Mr. Sparks  
Mr. Jackson  
Dr. Reese  
Ms. Larkin  
Ms. Norman  
Ms. Williams  
CCD  
Business Office  
Ms. Bowles  
Mr. Anderson  
Greek Life Center  
Ms. Tew  
Mr. Lucia  
University Police  
Dr. McCrillis  
University Police  
Ms. Henderson  
University Police  
Counseling Center  
Dr. Hackett  
Mr. Cravens  
Editor  
Ms. Banks  
President, SGA  
Ms. Banks  
Registrar's Office  
Dr. Hassenplug  
ACE  
Chief Drew  
Dr. Mescon  
Veterans Affairs Office  
Dr. Sheeks

### Where

Instructor's Office  
3rd Floor - Richards Hall  
University Hall  
125 Richards Hall  
201 Lumpkin Center  
126 Davidson Center  
University Hall  
RiverPark Campus  
221 Schuster Center  
271 Davidson Center  
102 Schuster Center  
University Hall  
University Hall  
116 Davidson Center  
Greek Life Center  
Health & Safety Center  
CSU Courtyard I Office  
Turner Center Complex  
Clearview Circle  
Turner Center Complex  
279 Davidson Center  
Turner Center Complex  
300 Schuster  
3rd Floor-Richards Hall  
Health & Safety Center  
207 Davidson Center  
271 Davidson Center  
University Hall  
205 EB Turner Center  
203 Schuster Center  
Turner Center Complex  
112 Richards Hall  
University Hall  
216 Schuster

Students,

Welcome to another exciting year at Columbus State University. It is a great honor to welcome all of our new and returning students. First, 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. With the new class of CSU students, we start a new year filled with endless opportunities. Within this handbook you will find helpful resources to assist you through this next year. In your time here there will be trials, and road blocks; remember we are here to help you through it all. Take advantage of all CSU has to offer, whether it be a Zumba class at our award winning Student Recreation Center, creating a student organization, or playing Frisbee with friends at the clock tower. The Student Government Association, along with many other organizations, will provide you with events, opportunities, and the sufficient means to succeed. Through various events like parties, cookouts, intramural sports, and motivational speakers, our goal is to show you all CSU has to offer. I look forward to seeing all your successes this next year, and working with you to better your experience here at CSU. Go Cougars!



Chelsea Pike, President  
Student Government Association

## MISSION STATEMENT



### **Vision**

Columbus State University provides world-class education and assures student success through creative inquiry and community, regional, and global partnerships.

### **Mission**

- To achieve academic excellence through teaching, research, creative inquiry and student engagement.
- To achieve excellence in the student experience and prepare individuals for a life of success, leadership, and responsibility through community awareness, engagement, and service to others.
- To achieve recognition as a leader in community development, regional economic development, and public-private partnerships.

## 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 and readmission procedures.

### 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 University College (undeclared majors, high school joint enrollment, and learning support) 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 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 Web for specific dates and information regarding early registration, late registration, and schedule change.

#### Early Registration

A special advising and early registration period is held each semester. Before early registration begins, all advisors set aside ample time to be available for academic advising for the upcoming semester. Students are required to meet with an advisor each semester prior to registration. Scheduling an appointment well in advance is highly recommended.

#### Late Registration and Schedule Change

Students who do not register early may register during late registration prior to the first day of classes. Additionally, students who wish to change their schedules may do so during the late registration and schedule change periods.

Students with disabilities that may prevent them from meeting course requirements should contact the instructor before the end of the first week of classes to file a Student Disability Statement and to discuss a reasonable accommodation plan. Course requirements will not be waived but accommodations may be made to assist you to meet the requirements, provided they are timely in working with the instructor to develop the plan.

#### 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 in English and two course attempts in math.

### 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 course attempts in reading or English and three course attempts in math. 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. Credit earned at other institutions during a mandatory exclusion period will not transfer back to Columbus State University.

### 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

See Academic Appeal Procedures for Students

## Academic Center for Excellence

The Academic Center for Excellence (ACE) provides students with a central resource for information about the academic programs, student support services, and other opportunities available at CSU. The Center assists students in exploring various majors and refers them, when appropriate, to related campus resources such as the Center for Career Development and the Counseling Center. Advisors in the Academic Center for Excellence work closely with advisors in the academic departments to provide specialized advising to transfer students, first-year students who have not selected their majors, and returning students who are considering changes in their majors. The faculty and staff of the Academic Center for Excellence are supportive of students and encourage them to make responsible and informed decisions about their programs of study.

## Tutorial Services

Tutorial services are provided to CSU students through a variety of campus resources such as the Math and Science Learning Center, the Writing Center, and the Office of Tutorial Services. The Math and Science Learning Center provides free tutorial services for core courses in math and science. Assistance is also provided for selected upper division courses in math and science. The Writing Center provides trained and knowledgeable Peer Writing Consultants who assist undergraduate and graduate students of all ability levels with writing assignments in courses across the curriculum. The Office of Tutorial Services in the Academic Center for Excellence provides free tutorial assistance for learning support courses in reading and writing and also core curriculum courses not served by the Math and Science Learning Center or the Writing Center. Free seminars and workshops provide information and strategies that assist students in making satisfactory progress in their chosen fields of study.

## Seminars & Workshops

Free seminars & workshops are available each term. Topics include

- Time Management
- Note Taking
- Study Skills Hints
- How to Read a Textbook
- Test Taking Tips

## 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 Coordinator prior to the beginning of that semester. For more information, go to <http://disability.columbusstate.edu/index.php>

## Non-Traditional Student Services

Non-traditional students are defined as students who have been out of high school or received their GED, and have not attended college within five years of high school graduation.

### Adult Re-Entry Program

CSU's Adult Re-Entry Program provides educational services to nontraditional students to include assistance with the Admissions and Financial Aid processes. During this course students will review reading, writing and math to prepare for the Compass Entrance Exam. The Adult Re-Entry program will facilitate the transition into the world of higher education.

### Adult Re-Entry Course

CSUS 1105 - Adult Re-Entry: Your First Step Towards Success - introduces non-traditional students to essential information and skills for survival in higher education. This course is available to students who have not been admitted to CSU.

## 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 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 central support for computer technology equipment, multi-media in the classrooms, software programs, and information access services.

### Services: (see the MyTech tab in 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

- CCT 124 – (hours may vary during semester breaks and holidays)

#### 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

#### 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 Tech lab off CougarNet

- Software Tutorials

#### Hardware and Software discounts

- Apple, HP, Microsoft, SPSS, Adobe

#### Personal Web Pages - See the Tech lab off CougarNet

- Free web space

### Student Computer Accounts:

**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 CougarNet “MyTech” tab for more Information Security resources

### Contact Information:

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

## CSU Libraries

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 libraries strive to contribute to the enhancement of student learning and make both libraries the intellectual hubs of their respective campuses.

### Schwob Library (Main Campus)

Located in the center of the CSU campus, the Schwob Library serves as CSU's premier information resource. In addition to a collection of more than 400,000 volumes, the Schwob Library provides:

- An Information Commons area with a computer lab and Reference Desk for research assistance.
  - Students who need assistance can chat, email or text a librarian. Call 706-507-8671 for more information
- Circulating lap-top computers and netbooks
- WiFi
- Einstein Bros. Bagels satellite cafe
- Mezzanine for comfortable study
- Plenty of comfortable seating for individual and group study
- Quiet Zones on 2nd and 3rd floors for reading and studying
- Group and individual study rooms on the first, second and third floors
- Photocopiers
- The CSU Archives, which houses documents and published materials relating to the history of the University and of Columbus and the surrounding area



## Music Library (RiverPark Campus)

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

### General Information

The CSU Libraries offer a variety of services to assist students in their research activities, including:

- GALILEO databases for online research (articles, e-books, videos) on and off-campus access.
- GIL-Find, the CSU Libraries' online catalog, which provides access to all its collections (course reserves, books, DVDs and journals).
  - GIL Express, a service whereby students can request books from other USG Libraries that are not available at the CSU Libraries.
  - Interlibrary Loan (ILL), a service which borrows books and obtains copies of journal articles from other libraries for students for items not available at the CSU Libraries – usually at no charge
  - One-on-one assistance in the Schwob's Information Commons and the Music Library
  - Appointments with subject specialists for more in-depth assistance with research
  - LIBR1105, a two-hour credit course (Area B seminar) that examines a wide variety of information formats and libraries, both physical and virtual.

### Contact Information

Schwob Library: 706-507-8670 or 706-507-8671

Music Library: 706-641-5045

CSU Libraries Website: <http://library.columbusstate.edu/>

The Schwob Library is open almost 89 hours a week during the semester. Hours during semesters are: (summer semester hours varies)

|                          |                  |
|--------------------------|------------------|
| <b>Monday - Thursday</b> | 7:00am – 2:00am  |
| <b>Friday</b>            | 7:00am – 5:00pm  |
| <b>Saturday</b>          | 1:00pm – 6:00pm  |
| <b>Sunday</b>            | 2:00pm – 10:00pm |

Between semesters Schwob Library hours are

|                            |                 |
|----------------------------|-----------------|
| <b>Monday - Friday</b>     | 8:00am – 5:00pm |
| <b>Saturday and Sunday</b> | Closed.         |

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

The Music Library hours during semesters are:

|                          |                  |
|--------------------------|------------------|
| <b>Monday - Thursday</b> | 9:00am – 11:00pm |
| <b>Friday</b>            | 9:00am – 5:00pm  |
| <b>Saturday</b>          | Closed           |
| <b>Sunday</b>            | 2:00pm – 11:00pm |

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

Between semesters Music Library hours are

|                            |                 |
|----------------------------|-----------------|
| <b>Monday - Thursday</b>   | 9:00am – 5:30pm |
| <b>Friday</b>              | 9:00am – 5:00pm |
| <b>Saturday and Sunday</b> | Closed          |

Holiday and final exam hours are as posted at the front entrance and on the library web page: <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 102, or call 706-568-2449 or 706-568-2058.

## Testing Center

The 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 placement and exit exams, the Institutional SAT, Math Placement test, History Proficiency tests, Communication Technology Skills and Information Literacy Skills tests, College Level Examination Program (CLEP) exams, the nursing entrance exam, and the Outcomes Assessment. The Testing Center also administers national exams, such as the SAT, MAT, and CHES. 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, 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
- mock interviews
- job posting
- internships / co-ops
- career advising
- job shadowing
- volunteering
- financial literacy

The Center for Career Development allows students to search for employment opportunities through CougarLink, an on-line job database, which can be found on the website at [www.ColumbusState.edu/Career](http://www.ColumbusState.edu/Career). **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.
- Volunteer Opportunities Fair, which connects students with local non-profits for a variety of service opportunities throughout the community.

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 70 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 [www.ColumbusState.edu/Career](http://www.ColumbusState.edu/Career), 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 2013, spring 2014 or summer 2014 should complete the 2013-2014 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.gacollege411.org](http://www.gacollege411.org)

Financial aid deadlines are: fall semester - May 1, 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**

Main Office -3423 College Drive; (706) 507-8710

Courtyard II Office-3528 Gentian Boulevard; (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.

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.



# Columbus State Univeristy

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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 99 bed residential area. Rankin, located at 1004 Broadway, houses upperclassmen students.

## **Freshman Live-On Requirement**

All first year students must reside in on-campus housing operated by the university for two semesters (summer term does not apply). First year students may be exempt from this policy if they:

- Have a permanent address within one of the following Georgia Counties: Muscogee, Chattahoochee, Harris, Marion, Talbot
- Have a permanent address within one of the following Alabama Cities: Phenix City, Seale, Ladonia, Ft. Mitchell, Smiths Station
- Are Married
- Have custody of dependent children
- Are 21 years or older by the first day of classes for semester entering
- Are a transfer student with more than 30 hours completed. (Transfer students with less than 30 hours completed will be considered a first year student and must live on campus).
- Are active military
- Have a documented medical disability
- Are current Columbus State University students who have resided on campus for two semesters, not including summer semester

## **Students are automatically exempt if they:**

- Have a permanent address within one of the geographic areas listed above
- Are 21 years of age or older
- Are active military

All other exemptions will require a student to fill out an exemption request. The request is available on the Residence Life website.

All freshmen who are not automatically exempted are assessed housing and meal plan charges. Charges will be removed if a student successfully completes the exemption process.

*Students who provide false information or fail to cooperate with institution officials regarding mandatory freshmen housing requirements will be considered in violation of Student Conduct Standards of the Columbus State University Handbook and subject to sanctions accordingly.*

## **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), 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://disabilityColumbusState.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 Student 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 hours of operation are posted each semester. 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 the Student Health Center website at <http://healthservices.ColumbusState.edu/>

The RiverPark Campus Student Health Center is located in Building 6, behind the University Police Station. The RiverPark Clinic is open part-time, and the hours are posted each semester. For more information on hours and services at the RiverPark Clinic, please call 706-507-8347, or visit the Student Health Center website at <http://healthservices.ColumbusState.edu/>

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 on a walk-in basis at both locations. The Student Health Clinic accepts and bills all insurance plans. This is in partnership with Vivature Health, CSU's 3rd party billing company. Students are requested to bring a copy of their insurance card when visiting the Health Center. Current "In Network" carriers are: Aetna, Cigna, Humana, Medicare, MultiPlan and United Health Care.

Students/parents may receive an Explanation of Benefits (EOB) from their health insurance company for services rendered at the CSU Health Center. Student Health Services does not practice balance billing and students do not have any obligation to pay for remaining "patient responsibility" charges beyond what the insurance company pays. If there are any questions concerning 3<sup>rd</sup> party billing or difficulties with this process, please feel free to contact Vivature Health at 1-800-555-9073.

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, 2012-2013. For more information, please call 706.507.8620 or visit <http://healthservices.ColumbusState.edu/>

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.

## **Veteran Affairs**

The Office of Veteran 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 32 - VEAP (Post Vietnam Era Veterans)**

Veterans who served and service persons currently serving are eligible if they: entered active duty after December 31, 1976 and before June 30 1985, were released under conditions other than dishonorable, or continue on active duty but have completed their obligation period of service and have satisfactorily contributed to the program. The contribution account must have been opened prior to April 1, 1987.

## **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.

## **Chapter 34 - GI Bill**

Veterans who served on active duty for more than 180 continuous days after January 31, 1955 and prior to January 1, 1977 and who were released under honorable conditions are eligible for the GI Bill. Eligibility for these benefits ceased at the end of 10 years from the date of release from active duty or on December 31, 1989, whichever comes first.

Individuals who are eligible to receive Chapter 34 benefits on December 31, 1989 who served without a break in active duty from October 19, 1984 through June 30, 1985 and have served continuously on active duty after June 30, 1985 for 3 years are eligible for benefits.

## **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 (Chic 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, Student Activities Council, conference rooms, student lounge, and an auditorium. Administrative offices located on the second floor are the Office of Student Life which includes: Diversity Programs and Services, Student Life & Engagement, and Student Organizations, and Orientation.

### General Information

- A. The use of facilities in the Davidson Center may be scheduled online through Cougar Scheduler. <http://logistics.columbusstate.edu/eventplanning.php>. 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.columbus.bkstr.com](http://www.columbus.bkstr.com))

The CSU Bookstores on main campus and at RiverPark are the only “Official” CSU bookstores. Both are operated by Follett Higher Education Group. They are the only two bookstores that have every textbook and associated course material for every class on campus. CSU’s partnership with Follett insures a high quality of customer service, reliable textbook delivery, and increased availability of used textbooks. The stores also carry a wide range of CSU apparel, headware and other items.

The CSU Bookstore offers a Textbook Rental Program which saves students significant amounts of money on their textbooks. Students may learn more about the program at [www.rent-a-text.com](http://www.rent-a-text.com).

In addition, the Bookstore also provides “Early Book” periods the week prior to and the first week after the start of each semester when students with excess financial aid can authorize up to \$600 to be available for use in the bookstore. Please stop in the CSU Bookstore for details and dates.

Students may sell their current edition textbooks back to the bookstore all year round.

The peak purchase times are the first and last weeks of each semester. Books that are needed for store stock the following semester will be purchased at 50% of the student’s purchase price. Books not being used on campus will be purchased at the prevailing market price.

Students are also able to order clothing, supplies, as well as textbooks online at [www.columbus.bkstr.com](http://www.columbus.bkstr.com). These items can be shipped to the student or picked up in the bookstore during normal business hours. Graduation regalia, a selection of high quality diploma frames, and non-imprinted graduation announcements are available for purchase at the CSU Bookstore. Personalized graduation announcements are available for ordering. Class Rings may also be purchased from the CSU Bookstore. Your ring is unique to the students and alumni of CSU and is a symbol of pride and dedication in earning your degree from the University. Periodic “Graduation Fairs” will be scheduled so that students and alumni can speak directly with a sales representative.

### RiverPark Campus Bookstore

The CSU Bookstore on the RiverPark Campus offers nearly all of the same services and products as the main campus store and caters to the classes being taught at the RiverPark Campus by selling product unique to RiverPark students including art and music supplies.

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

Columbus State University's Dining Program (Cougar Dining Services), is operated by Aramark Corporation. Meal plans are required for any undergraduate student living in University housing. They may also be purchased by any non-resident student. Most meal plans include Cougar Cash, which can be used at any of CSU's dining locations.

Cougar Dining Services offers a wide variety of choices on both campuses, all of which are open to all students:

### **The Cougar Cafe**

All you care to eat for breakfast, lunch, and dinner. Watch the preparation of your made-to-order meal or venture to one of our home-style serving stations. Favorites from the grill, deli, and salad bar are always there for you as well. The Cafe is the perfect place to dine and catch up with friends at the Davidson Student Center.

### **Cougar Food Court**

Want a treat? Utilize your Cougar Cash at The Cougar Food Court conveniently located next to the Cougar Café and enjoy your favorites from Chick-Fil-A and Subway.

### **Einstein Bros. Bagels**

Relax and recharge on campus at Einstein Bros. Bagels. Comfy seating, wireless Internet connections, and a full range of delicious and aromatic coffees, light snacks, and desserts await you. We have two great locations: Howard Hall & Schwob Memorial Library (express).

### **P.O.D. Express (Provisions On Demand)**

Get the stuff you want, when you want it. The P.O.D. is located in the corridor between Schuster and Davidson and offers a selection of snacks, beverages and other grab-and-go items in a fast and easy kiosk. Java City is the coffee of choice at the P.O.D., providing that early morning and mid-afternoon boost when you need it the most.

### **The Rankin Den & Dining**

A restaurant atmosphere welcomes students in The Rankin located at the RiverPark campus, where one may take advantage of the freshly made hot entrees and side dishes or may order a la carte. There is also a soup and salad bar and two beverage stations. And, once inside, students will discover a very handy convenience store selling a variety of snacks, beverages and sundries.

### **Catering**

A full range of catering services is also available from Cougar Dining Services. From small coffee breaks, to larger parties, to full service black tie receptions, whether on campus or off, CSU Catering can take care of your needs. Virtually any budget can be accommodated, with no function being too large or too small.



## STUDENT LIFE

### Student Fees: Activities, Athletic, Health, Campus Access, Technology, Parking Deck, and Recreation Facility

|                              |          |
|------------------------------|----------|
| Student Activities:          | \$67.00  |
| Athletics per semester:      | \$200.00 |
| Student Health per semester: | \$43.00  |
| Campus Access per semester:  | \$20.00  |
| Technology: per semester:    | \$79.00  |
| Parking Deck per semester:   | \$42.00  |
| Student Fee:                 | \$170.00 |
| Institutional:               | \$265.00 |
| International:               | \$14.00  |

### Student Social Events

Student organizations planning to have a social function or fund-raiser should schedule the event with the Student Life office. Approval to hold such an activity should be obtained from the organization's advisor and the coordinator of the facility in which the event is to be held. Forms to reserve the use of university facilities may be obtained from the facilities coordinator in Student Life, Davidson 271.

Students are responsible for any guests (non-students) they invite to meetings and social events. Social events are closed to the public in general; however, students, faculty, and staff may invite guests. The presence of the faculty advisors and University Police officer(s) will be necessary at certain events for the protection, welfare, and safety of individuals and property.

### Outdoor Recreational Complex

The Outdoor Recreational Complex consists of tennis courts, outdoor handball courts, pavilion, and intramural 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.

### 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, eight-ball, racquetball, whitewater rafting trips, and game room tournaments.

In addition to planned activities, the tennis courts and gym are scheduled for free play.

For information, contact the Intramural office located in the center (706) 507- 8650.

### 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!

## Student Recreation

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, 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 is free to all enrolled students. Faculty, staff, and spouses, and alumni may join by paying a membership fee. For additional information call (706) 507-8650.

## Greek Life & Student Engagement

Columbus State offers a wide variety of extracurricular activities to include sixteen Greek organizations. For information about Greek life on our campus, call (706) 507-8010. Visit the Greek Center, located in the lower level of Woodruff Gym.

## 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) 568-2180.



## **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 15 at-large Senators 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, usually referred to as SAC, is the student-run organization responsible for sponsoring 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 five committees that are responsible for a specific type of event programming. These committees include; Parties, Picnics & Games; Spotlight & Showcase; RiverPark Programs; and Ideas & Awareness.

SAC hosts many traditional events on campus including Alcohol Awareness Week, Step Show, Spoken Word Poetry Contest, Talent Show, etc. This student organization also hosts the annual Winterfest/ Game Over and Spring Fling.

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 or call the office at 706-568-2404 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**.

### 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, rifle and track & field. Men compete in intercollegiate baseball, basketball, cross country, golf, tennis, rifle 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. Pay telephones are located on the second floor of the Davidson Center, first floor of the Elizabeth Bradley Turner Center (handicap accessible), first floor of Center for Commerce and Technology (handicap accessible), and first floor of the RiverCenter (handicap accessible). These phones should be used for personal calls. All phones considered handicap accessible are wheelchair accessible and have "LBZ" devices for the hearing impaired. TDD (Telecommunications Device for the Deaf) services are offered in the University Police office, Health and Safety Center and the Academic Support Center, Schuster. In addition, there are four "no cost, on campus dialing only," phones available for students. One is located in the main entrance of Howard Hall, another is located in the vestibule of the Schwob Library, another in the interior hallway of the Admissions Office in University Hall and a fourth is located on the second floor of the Davidson Student Center.

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 Picnic**

On the first Wednesday of the school year, the entire campus gathers around the Clock Tower for food and entertainment. 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 are introduced to CSU's President, Vice Presidents, Deans and Faculty. They are also formally inducted into the CSU community of scholars. 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.

## Homecoming

Homecoming usually occurs Spring semester. This week is full of traditional events that help celebrate the CSU community. Events include the Mr./Ms. Courtyard pageant, Homecoming Ball, tailgating, and student organization competition. Homecoming is organized by the Office of Student Life & Engagement. For more information contact them at 706-568-2273.

## 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 Schuster Center, 216, (706) 507-8730.



**Homecoming King & Queen 2013**  
**R.J. Conroy and Jordie King**

## 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.

## **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. Individuals, groups, companies, or corporations will not be permitted to approach either student or faculty for the purpose of selling goods or services which are for individual benefit and/or consumption.

Individuals, organized groups, and the like wishing to distribute non-university sponsored printed matter, influence opinion or secure certain desired actions are to obtain approval from the Dean of Students, Vice President for Business and Finance, or the Vice President for Academic Affairs as may be appropriate. This permission will specify the area to be used, the hours of the day and will specify the day or days. These regulations do not prohibit the free exchange of ideas whether they be written or in formalized debate. Students and faculty are encouraged to participate in various campus activities and to become informed about current issues on the campus.

Persons who wish to solicit, have a display, or distribute printed materials in the Davidson Center are to secure permission from the Assistant Vice President of Student Affairs on Main campus or with the Assistant Dean of Students located on the RiverPark campus.

## **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 insure 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:
- I. 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**

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

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

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 administrated 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 Policies and Procedures

### Introduction

Columbus State University is committed to creating and maintaining a University community in which all persons can work and learn together in an atmosphere free of all forms of harassment. Therefore, sexual harassment within the Columbus State University community is expressly prohibited. Furthermore, Columbus State University is opposed to sexual assault, and such behavior is prohibited both by state law and by university policy.

Thus, all campus members should refrain from any conduct that could give rise to a charge of sexual misconduct. Persons who engage in sexual misconduct shall be subject to disciplinary action, to include suspension or expulsion when warranted.

The university affords certain rights to campus members who have been sexually harassed and/or assaulted. These rights include assistance in reporting the crime and in securing counseling and health services. Accused persons are subject to arrest, incarceration, and prosecution through the court system. Accused persons are also subject to university judicial proceedings that may result in suspension or permanent expulsion from Columbus State University.

Campus action may proceed independently of action by local, state or federal authorities.

Columbus State University offers information regarding the prevention of sex offenses through its University Police Department. To obtain the information, contact University Police at (706) 507-8911.

### Definition of Sexual Harassment

Sexual harassment is created by unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity
- Submission to or rejection of such conduct is used as a basis for a decision affecting an individual's employment or participation in a course, program or activity
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. Regardless of intent, it is the effect and characteristics of behavior which determine whether the behavior constitutes sexual harassment.

## Definition of Sexual Assault

Columbus State University defines sexual assault as offenses, which include, but are not limited to rape, aggravated sodomy, statutory rape, sexual battery and aggravated sexual battery as they are defined in chapter six (6) of the “Official Code of Georgia Annotated”. In addition, it should be understood that any form of sexual assault is also considered sexual harassment. Sexual assault includes any physical sexual contact with a person who is unable to consent. A person who is unable to consent includes, but is not limited to: (1) an unmarried person, under the age of 17; (2) a person who is physically helpless (i.e., unconscious or incapable of communicating an unwillingness to engage in an act); or (3) a person who is mentally incapacitated (i.e., one rendered incapable of knowing or controlling his or her conduct, or incapable of resisting an act, due to the influence of any drug, narcotic, anesthetic, alcohol, or other substance; or one who is lacking insufficient capacity to understand and appreciate the act, its implications, and consequences).

## The Policy

Sexual misconduct should be reported immediately to the appropriate authorities if it occurred on campus or to local law enforcement if it occurred off campus. Staff of the Counseling Center, the Student Health Center, Student Affairs or University Police can assist the campus member with reporting the crime.

If the accused party is a student and the assaulted person decides to file charges on campus, a written statement of the incident must be submitted to the Office of Student Affairs. An administrator in the office of the Dean of Students will meet with each party individually, review the individual statements, conduct an investigation, and direct the appropriate disposition of the case.

If the accused is an employee and the assaulted person decides to file charges on campus, a written statement of the incident must be submitted to the Director of Human Resources. The Director of Human Resources will meet with each party individually, review the individual statements, conduct an investigation, and make a recommendation as to a disposition of the case.

## Procedures

Procedures for investigating sexual misconduct should follow current law regarding victim rights as well as best practices in higher education.

In the event that a student believes they have been sexually harassed by a University employee they are encouraged to bring the matter to the attention of the Affirmative Action/Equal Opportunity Officer or the Director of Human Resources (706) 568-2005. Likewise, if anyone in a supervisory capacity is made aware of such a complaint, he or she must bring the matter to the attention of the Affirmative Action/Equal Opportunity Officer or the Director of Human Resources. No person shall be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. Columbus State University's objective is to take whatever action may be needed to prevent, correct, and if necessary, discipline persons whose behavior violates this policy.

## What To Do if You are Raped or Sexually Assaulted

1. Go to a safe place.
2. If you want to report the assault, notify University Police at 706-507-8911 immediately. Reporting the crime can help you regain a sense of personal power and control and can also help to ensure the safety of other potential victims.
3. Call a friend, a family member, a campus advisor, or someone else you trust who can be with you and give you support. The local Sexual Assault Support Center, can assist you throughout the entire process at 706-571-6010 or 1-800-656-HOPE.
4. Preserve all physical evidence of the assault. Do not shower, bathe, douche, wash your hands, eat, drink, or brush your teeth. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not disturb anything in the area where the assault occurred.

5. Go to a hospital emergency room. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a healthcare provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy resulting from the sexual assault.
6. If you suspect that you may have been drugged, seek medical care immediately. Ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. Drugs used to incapacitate people and facilitate a sexual assault, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
7. Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
8. Talk with a counselor. Columbus State University Counseling Center is a free service for all students. It is located on the third floor of the Schuster Student Success Center and the phone number is 706-507-8740. For after hours counseling please contact the Sexual Assault Support Center or University Police, who will contact an on call Columbus State University counselor.
9. For more information about what to do if you are raped or sexually assaulted, information booklets are located the University Police Office, University Counseling Center, the Student Health Clinic, Residence Life Office, and the Student Affairs Offices in Schuster Student Success Center and on the RiverPark Campus on F1011 Broadway.

**Important Phone Numbers:**

|                               |   |
|-------------------------------|---|
| University Police             | 706-507-8911 non-emergency 706-568-2022 |
| Sexual Assault Support Center | 706-571-6010 or 1-800-656-HOPE          |
| Counseling Center             | 706-507-8740                            |
| Student Health Clinic         | 706-507-8620                            |
| Student Affairs               | 706-507-8730                            |

## **Rights of the Parties**

In a judicial hearing, all parties have rights. These rights are outlined in the appropriate grievance, hearing, and appeals procedures.

## **Security Issues**

If it is determined that a person is potentially dangerous to others, then that person may be removed from the university and subject to revocation of university privileges. A campus member will have options for, and assistance in, changing academic classes, university housing, and/or university working situations after an alleged sexual assault incident if such changes are warranted and reasonably available.

## **Sexual Assault and Violence Education Task Force (SAVE)**

The SAVE task force's charge is to increase the awareness level of the campus community on sexual violence and to provide programs to inform members of the community about sexual assault, risk factors and risk reduction measures. SAVE invites all members of the University to be proactive in working to end sexual violence. For more information or if you would like to become involved with this task force, please contact Dana Larkin, Assistant Dean of Students at [larkin\\_dana@columbusstate.edu](mailto:larkin_dana@columbusstate.edu) or 706-507-8333.

## **Consensual Relationships Policy**

Within the university setting, faculty and supervisors exercise significant power and authority over others. Therefore, primary responsibility for maintaining high standards of conduct resides especially with those in faculty and supervisor positions. It is the University's position that it is unwise and inappropriate for members of the faculty to have romantic relationships with students whom they teach, and for supervisors to have romantic relationships with employees who they supervise, even in cases where there is, or appears to be, mutual consent. The faculty/student and supervisor/employee relationship should not be jeopardized by question of favoritism or fairness in professional judgment. Furthermore, whether the consent by a student or employee in such a relationship is

indeed voluntary is suspect due to the imbalance of power and authority between the parties.

All members of the university community should be aware that initial consent to a romantic relationship does not preclude the potential for charges of conflict of interest, or for charges of sexual harassment arising from the conflict of interest, or for charges of sexual harassment arising from the conflict of interest, particularly when students and employees not involved in the relationship claim they have been disadvantaged by the relationship. A faculty/staff member who enters into a romantic and/or sexual relationship with an employee and/or student under his or her supervision, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove blamelessness on grounds of mutual consent.

In order to prevent the conflict of interest created by a consensual sexual or romantic relationship, Columbus State University required that the participants in such a relationship act immediately to remove the conflict of interest. Those who require clarification of this policy or the definition of a relational conflict of interest, or who require guidance in removing the conflict of interest are encouraged to contact the AA/EEO Office or the Human Resources Director. Failure of the supervisor/faculty member to remove the conflict of interest may lead to disciplinary procedures, including termination of employment. This policy is superceded by laws governing ability to consent based on age.

### **Smoke-Free Policy**

Columbus State University prohibits smoking on any non-designated property owned, leased or controlled by Columbus State University. For the purposes of this policy, "smoking" is defined as the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.





## CAMPUS ORGANIZATIONS

Students are encouraged to participate in campus organizations. The following organizations have provided information to assist individuals in the selection of activities best suited to their interests. The Office of Student Life & Engagement is available to refer students to campus organizations of their choice. Persons interested in forming new campus organizations should contact the Office of Student Life in 271 Davidson Center at (706) 568-2273.

### **Organization Advisors**

Every organization is required to have a campus advisor. This person should be both an advocate for the organization as well as the Student Life Office. This person should work in collaboration with the Student Life Office and offer sound, ethical direction to the organizations. The Director of Student Activities reserves the right to remove any individual/s who may not be effectively leading the students and / or fostering a positive relationship with the Office of Student Life & Engagement.

It is the responsibility of the campus organization to seek a campus advisor. While the university recognizes that some organizations also have a community member serving in an advisor's capacity, it is the university faculty or staff member who will be regarded as the primary contact and responsible advocate for the organization.

### **Clubs and Organizations.**

In order to become a recognized organization, the students involved must submit a registration packet to the Student Life Office and be approved by the Student Government Association. Once approved, there is an annual registration renewal that is to be submitted along with the Organizational Declaration to the Student Life Office.

### **Accounting Club**

The Accounting Club of Columbus State University is a student organization associated with the D. Abbott Turner College of Business. The principal goal of the club is to further academic achievement in the study of accounting; to create professional aspirations in accounting; and to promote the profession of accounting in general. Monthly meetings with community leaders in the profession of accounting and related fields allow students to connect the classroom studies with real world experiences. Students interested in membership should visit the D. Abbott Turner College of Business or contact a professor in the Accounting Department.

### **Action International**

Action International of Columbus State University is a non-biased student-run organization helping international students adjust to all aspects of American culture.

Action International provides domestic students the opportunity to experience foreign traditions and customs through a variety of events and activities throughout the school-year. It is the overall intention of Action International to enhance positive relations among all nations through a healthy international experience for domestic as well as foreign students alike.

### **African Students Organization**

The African Students organization (ASO) was organized on the campus of Columbus State University in October, 2004. The objective of the organization is to promote African culture on campus, serve as a support group for incoming and continuing students and provide a channel for community services. The organization is open to all Columbus State University students, faculty and staff with an interest in learning about Africa, and promoting African cultural values. For more information please contact Dr. Florence Wakoko at [wakoko\\_florence@ColumbusState.edu](mailto:wakoko_florence@ColumbusState.edu)

### **Alumni Association**

The Columbus State University Alumni Association's mission is to support, foster, and promote the aims and objectives of Columbus State University and to establish mutually beneficial relationships between the university and its alumni. The Alumni Association

keeps alumni connected, informed and involved with Columbus State University, and annually awards the William Howard, Roy Tanner, Charles Eason and Alumni Scholarships to deserving students. The Alumni Association also supports the university's instructional and intercollegiate athletic programs and actively works with students to coordinate homecoming events and to provide other activities that enrich and enhance the academic and social lives of students. Annually, The Alumni Association recognizes one outstanding graduate by awarding the Thomas Y. Whitley Distinguished Alumnus Award. All persons who have graduated from CSU are automatically inducted into the Alumni Association.

### **AMSA's CSU Premedical Chapter**

The American Medical Student Association is a national organization dedicated to representing and organizing future health professionals. With a membership of nearly 30,000 from across the country, AMSA continues its commitment to improving medical training and the nation's health. The mission of AMSA Premed is to provide information, support, and leadership development for future health professionals. As activists, we seek to foster our philosophy of diversity and community service in the premedical student, while providing benefits and services which aid students as they prepare for a career in medicine.

As a chapter, AMSA is dedicated to bringing CSU premedical students together with others across the nation so that they can get to know each other and interact through community service and other events. Communication skills and interaction with other people is as much a part of being a physician as science. Bringing new students and experienced students together is another major goal of our organization. AMSA is a great opportunity for premedical and professional students to get involved in campus activities and get to know some of their fellow students. Membership is open to all premedical and pre-professional students in the health field. Interested students should contact Dr. Jeff Zuiderveen at (706) 569-3019, Lenoir Hall, Room 162. Visit [www.amsa.org](http://www.amsa.org) for additional information.

### **American Criminal Justice Association-Lambda Alpha Epsilon, Gamma Lambda Chapter**

Lambda Alpha Epsilon is a national professional criminal justice association open to all criminal justice majors of high moral character. The objectives are to encourage professionalism and to foster and promote a greater understanding and cooperation between the public, the academic community and the operational criminal justice agencies. For more information, phone (706) 568-2057.

### **Arden**

Arden is CSU's art and literary journal, showcasing the best creative works from CSU students, faculty, and staff. The Arden staff takes submissions all year long, but the usual deadline for the spring publication is late fall. All submissions undergo blind review. Prizes are given for the best submission in each category: art, poetry, fiction. Those interested in working on the staff should contact Dr. Nick Norwood or Crystal Woods at (706) 568-2054. For submission guidelines, current deadlines and much more, visit our website at <http://clubs-orgs.ColumbusState.edu/arden/>

### **Association for Computing Machinery (ACM)**

Participation in Association for Computing Machinery (ACM) activities provides the opportunity to meet a diverse group of students, staff, faculty members, and other university personnel, as well as corporate representatives. ACM also provides students with the opportunity to develop leadership, communication, and organization skills vital for advancement in the corporate world. ACM membership benefits include: employment and research opportunities, field trips to corporate sites, information sessions, networking with students and faculty, and networking with companies. The organization holds regular meetings throughout the year in addition to sponsored trips and special computer-related activities.

## **Baptist Collegiate Ministries (BCM)**

The Baptist Collegiate Ministries is a religious, service, and social organization. It is the oldest and largest organization on campus and is open to all students, regardless of religious preference. The BCM seeks to promote a positive understanding of the Christian faith through education, activities, and fellowship.

Two full-time campus ministers are available for personal counseling. Weekly activities include Bible studies, prayer groups, luncheon programs, “family” groups, campus intramural participation, social activities, mission and ministry projects, “Impact Teams”, and gospel choir. Other areas of focus include special emphasis on international students, athletes, and African-American students.

The BCM Student Center is located at 3930 University Avenue and is open daily for informal gatherings and planned activities. Interested students and faculty will be sent a copy of the monthly newsletter upon request. For further information, call 563-2089 (office) or 563-2142 (lobby).

## **Bible Club**

The purpose of the Bible Club is to promote a comfortable environment for Biblical discussion and to provide challenges to increase the knowledge of the Bible.

President: Sierra Johnson, Email: [Johnson\\_sierra@ColumbusState.edu](mailto:Johnson_sierra@ColumbusState.edu)

## **Campus Nerds**

Campus Nerds is an organization dedicated to those students with varied interests. They focus on many different interests, including science fiction, fantasy, art, theatre, film, literature, and gaming (traditional and electronic) just to name a few. Campus Nerds is also one of the most diverse non-profit student groups on campus, as they accept anyone who wishes to simply be a part of a welcoming organization. Hosting events such as Talk Like A Pirate Day, a costumed Halloween Ball, NerdsGiving, Winter-een-mas celebration, along with many others, it is easy to see that this is a group that is constantly breaking the mold of traditional campus organizations.

## **CHEC – Cougars Helping To Enhance the Community**

The purpose of this organization is to engage people in open dialogue that optimizes opportunities to unify the campus and the community. We will promote cultural diversity through awareness, communication and mentoring. This organization provides the opportunity for us all to come together and improve the community and reach a better understanding of each other.

## **Chi Alpha Christian Fellowship**

President Brittany Watson Email: [Watson\\_brittany2@ColumbusState.edu](mailto:Watson_brittany2@ColumbusState.edu)

Vice President Liliana Saucedo Email: [Saucedo\\_liliana@ColumbusState.edu](mailto:Saucedo_liliana@ColumbusState.edu)

Campus Advisor: Rhonda Morway Email: [Morway\\_rhonda@ColumbusState.edu](mailto:Morway_rhonda@ColumbusState.edu)

## **Chi Rho at Cornerstone Church**

Chi Rho is a Christian based organization whose goal is to reach people for Christ.

President: Alexis Jarrett, Email: [Jarrett\\_alexis1@ColumbusState.edu](mailto:Jarrett_alexis1@ColumbusState.edu)

Campus Advisor: Sheri Noviello Email: [noviello\\_sheri@ColumbusState.edu](mailto:noviello_sheri@ColumbusState.edu)

## **CHISPA (CSU Hispanic Association)**

CHISPA is committed to promote higher education among the local Hispanic population and establish strong ties between CSU and the Columbus Hispanic community through service and cultural activities. This organization invites ALL students and faculty/staff who are interested in supporting this mission.

Meetings are held monthly and well-attended due to the friendliness of our group.

CHISPA participates in *Christmas Flavors from Around the World* and CSU's annual *Hispanic/Latino Youth College Conference*. For more information please contact [velasquez\\_shenia@ColumbusState.edu](mailto:velasquez_shenia@ColumbusState.edu)

## **CMENC**

CMENC (The Collegiate of Music Educators National Conference) affords students an opportunity for professional orientation and development while still in school. This chapter

enables students to gain an understanding of music education philosophy and professional practices through monthly speakers and various community activities.

### **The Collective**

The Collective is Columbus State University's student art organization. Foremost in the Collective's mission is to organize exhibitions of student and professional work, to invite visiting artists for talks and demonstrations and to involve CSU art students with Columbus's cultural community and the greater art world.

### **College Democrats.**

The College Democrats of America (CDA) is the official student outreach arm of the Democratic Party. It aims to train and engage new generations of Democratic activists and shape the Democratic Party with voices from America's youth. In election years, College Democrats work hard to mobilize student voters and recruit volunteers for Democratic campaigns, from town council to President of the United States.

### **College Republicans**

The College Republicans organization is open to any student who is interested in voter education drive, public policy positions and campaigning for Republican candidates. For additional information, contact the Political Science Department at (706) 568-2027.

### **Colleges Against Cancer**

The primary purpose of this organization is to implement programs and the mission of the American Cancer Society. Membership only requires an interest in the fight against cancer. Campus Advisor: Lyn Riggsby-Gonzalez, Email: [Riggsby\\_lyn@ColumbusState.edu](mailto:Riggsby_lyn@ColumbusState.edu)

### **Collegiate 100**

This organization is the student chapter for 100 Black Men of America (Columbus, GA chapter). The purpose of this organization is to uplift African American men through scholarship, community service, mentoring, and leadership. Their motto is "What they see is what they'll be". Contact: Shawn Richardson, Email: [Richardson\\_srichards@ColumbusState.edu](mailto:Richardson_srichards@ColumbusState.edu)

### **Collegiate Women of Wisdom**

A student group of women that want to be empowered and empower other women.

President: Michaela Teasley, Email: [Teasley\\_michaela@ColumbusState.edu](mailto:Teasley_michaela@ColumbusState.edu)

### **Columbus State University Cougar Pep Band**

The CSU Cougar Pep Band is comprised of university personnel selected by audition to perform at university basketball games and various university functions. No academic credit is received and no registration is required. The group is open to CSU personnel. This ensemble is specifically appropriate to the non-music-major, sports enthusiast and to the music education major who will be organizing similar ensembles in their future positions. Selection to this group is by announced audition.

### **Columbus State University Orchestra**

The CSU Orchestra is the flagship ensemble for the Schwob School of Music, performing three concerts per semester of classical standards and cutting-edge contemporary repertoire in venues at the RiverCenter and throughout the Southeast. The Orchestra regularly collaborates with international conductors and soloists and in addition, appears regularly in both fully staged opera and musical theatre productions. Audition and course registration is required for membership. For more information, contact the Schwob School of Music at 706-649-7225.

### **Columbus State University Wind Ensemble & Wind Orchestra**

The CSU Wind Ensemble and CSU Wind Orchestra are highly skilled and respected performing ensembles that have gained national attention over the past several years with high profile performing, touring, and recordings. Membership is by audition and course registration is required.

For more information, contact the Schwob School of Music at 706-649-7225.

## **Council for Exceptional Children (CEC)**

The purpose of CEC is to find purpose for all individuals and provide a community of professionals within and outside the education system. Members will be actively involved in a quality organization that instills these core values.

Contact: Bonnie Miller Email: [Miller\\_bonnie2@ColumbusState.edu](mailto:Miller_bonnie2@ColumbusState.edu)

Campus Advisor: Greg Blalock, Email: [Blalock\\_gregory@ColumbusState.edu](mailto:Blalock_gregory@ColumbusState.edu)

## **Creative Writing Club**

The purpose of this organization is to allow all students a creative outlet in the arts.

Contact: Kristin Kolb, Email: [Kolb\\_kristin@ColumbusState.edu](mailto:Kolb_kristin@ColumbusState.edu)

Campus Advisor: Joseph Sanders, Email: [Sanders\\_joseph@ColumbusState.edu](mailto:Sanders_joseph@ColumbusState.edu)

## **CSU Advertising Federation (Communication Department):**

The CSU Advertising Federation is open to all students who are interested in a career in Advertising. The mission of the organization is to (1) provide and promote a better understanding of the functions of advertising and of its values; (2) stimulate and encourage advertising professionalism through advertising education; (3) provide networking opportunities with the professional community; (4) develop the individual abilities of members; and (5) promote fellowship and the free exchange of ideas.

## **CSU Ambassadors**

Columbus State University Student Ambassadors represent CSU both on and off campus, as the official host and hostess group for Enrollment Services. The organization is looking for people from diverse backgrounds and programs that demonstrate excellent communication skills and leadership potential. The Ambassadors provide resources and information about current CSU programs and activities. Students selected as Ambassadors will have excellent opportunities to further develop personal and social, communication and leadership skills. Such development will have positive effects upon achieving intended professional career goals. A scholarship of \$150.00 per semester and the ability to register for classes early will be awarded to each Ambassador.

### **ELIGIBILITY REQUIREMENTS:**

1. The candidate must be a full-time undergraduate student enrolled in any academic major within the University. Students taking learning support courses will not be eligible for membership.
2. Cumulative GPA of 2.3 or higher
3. Have been enrolled as a full-time student at CSU for a minimum of one (1) semester.
4. Availability for some evening and/or weekend events.
5. Reliable transportation for off-campus events.
6. Excellent communication skills.

Student Ambassadors are selected at the end of Spring Semester. For further information please contact the Recruitment Office at 706-568-2035.

## **CSU-ANS (Association of Nursing Students)**

CSU-ANS provides pre-nursing and nursing students with the opportunity to participate in campus, State and National Student Nurse Associations. Members provide various health related service projects to the community, individually and through participation with interdisciplinary groups. Membership in CSU-ANS promotes the development of the whole person, professional role socialization and accountability for the health care of multi-cultural people. Contact the School of Nursing for additional information.

## **CSU Chorale**

The mission of the Columbus State University Chorale is to provide a choral environment that integrates students majoring in music, non-music majors, and community members in the performance of a variety of choral and choral/orchestral literature. For more information, contact the Schwob School of Music at 706-649-7225.

## **CSU Hillel**

This is a Jewish organization where Jewish students can interact and celebrate Jewish holidays. Their purpose is to unite the Jewish community and include CSU as a partner while fostering a warm environment and learning about the Jewish heritage.

Contact: Rochelle Ripple, Email: [Ripple\\_rochelle@ColumbusState.edu](mailto:Ripple_rochelle@ColumbusState.edu)

Sarah Walton, Email: [Walton\\_sarah@ColumbusState.edu](mailto:Walton_sarah@ColumbusState.edu)

## **CSU History Club**

The CSU History Club is open to any student interested in history, politics or current events. The club meets biweekly during the semester, sponsors a historical feature film monthly, a dinner with the International Students at Thanksgiving and a local field trip each term. Members are also invited to the History Awards Banquet every spring.

## **CSU Jaycees**

We build leadership skills for young people through community service projects. The United States Junior chamber has one simple premise: "WE HELP PEOPLE!" To that end, chapters large and small, in communities from rural America, college campuses, and to our metropolitan centers work hard on specific projects geared to making life in that area better. From playgrounds for children, to large-scale fundraising efforts, these projects are the key reason motivated men and women have chosen to join the organization.

One of the few organizations you can take with you after college. When you graduate, your membership can be transferred to one of 40 other Jaycee chapters in Georgia. You can even transfer membership to other states and countries through the Junior Chamber International.

Opportunity to compete in different areas on a local, state, and national levels in several different areas is but one facet of the Jaycees. Check us out on [www.columbusjaycees.com](http://www.columbusjaycees.com). We may be just what you are looking for. The CSU chapter meets on the 2nd & 4th Thursdays, at 7:30 pm.

## **CSU Pre-Veterinary Medical Association**

The CSU Pre-Veterinary Medical Association (PVMA) is open to all students with an interest in veterinary medicine, regardless of major or concentration. The PVMA encourages participation in activities to strengthen the community and the individual. Such activities include volunteering with local humane organizations, taking trips to area veterinary schools, hearing presentations by practicing veterinarians and mock interviews for veterinary school applicants.

For more information, please contact the faculty advisor, Dr. Glenn Stokes, Department of Biology, LeNoir Hall 301C, [stokes\\_glenn@ColumbusState.edu](mailto:stokes_glenn@ColumbusState.edu).

## **Cougars for Christ**

Cougars for Christ is a non-denominational Bible-based group of Christians at CSU dedicated to living for Jesus Christ while serving one another. The objective of the organization is to support fellow Christians striving to live with P.U.R.P.O.S.E. Cougars for Christ provides a full-time campus minister available to all students.

"FAMILY TIME" Bible devotionals are open to all interested persons. These devotionals provide opportunities for involvement, building strong relationships, and developing stronger faith in Jesus Christ. "SMALL GROUPS" provides opportunities to explore subjects practical to everyday living. Cougars for Christ members have opportunities to become involved in community and campus service projects, social activities, retreats and campus intramurals. For more information, contact [CougarsforChrist@knology.net](mailto:CougarsforChrist@knology.net)

## **Counseling Student Association (CoSA)**

The purpose of CoSA is to enhance the professional development experiences of counseling graduate students. Membership in the organization provides the students a chance to network among themselves and with professional counselors in the community, learn and practice leadership skills, and have the opportunity to participate in workshops and other activities for professional development. For additional information contact the Department of Counseling, Foundations and Leadership.

## **Dance Domination**

Dance Domination is a student dance group designed as a creative outlet and support group of academic and social wellness for all. Their main goal is to bring the arts to the public and bridge the gap between the main and downtown campuses.

## **Early Childhood Organization (ECHO)**

ECHO provides students opportunities to learn more about the field of early childhood education. Membership in ECHO allows students to network with their peers and other early childhood personnel, participate in a peer-mentoring program or volunteer in various early childhood settings. The organization holds monthly meetings, which focus on topics of interest identified by students.

## **G.E.N.E.S.I.S.**

G.E.N.E.S.I.S. is the Columbus State University Gospel choir, and was founded in 2001 as a class project. G.E.N.E.S.I.S. stands for **G**odly, **E**xcellent, **N**otable, **E**mpowering, **S**piritual, **I**nterdenominational, **S**ingers. Today, eleven years later G.E.N.E.S.I.S. still meets every Friday to minister to each other, and fellowship.

## **GLBT Alliance (Gay, Lesbian, Bi-sexual, and Transgender)**

The purpose of this organization is to unite the GLBT community and give them a nurturing environment that is secure and to interact with others who can relate to them.

Contact: Travis Petty, Email: [Petty\\_travis@ColumbusState.edu](mailto:Petty_travis@ColumbusState.edu)

## **French Club**

The French Club gives members a relaxed environment in which to practice speaking French as well as provide the opportunity for members to participate in cultural events.

The French Club will also promote the understanding, study and appreciation of the French language and culture.

Any Columbus State University student with an interest in French culture, heritage, or language may be a member of the French Club.

## **Historical Society**

This group was designed to bring more campus awareness to history in general. The Historical Society also helps in historical restoration projects in the community.

Contact: Taina Griffin, Email: [Griffin\\_tania@ColumbusState.edu](mailto:Griffin_tania@ColumbusState.edu)

Campus Advisor: Gary Sprayberry, email: [Sprayberry\\_gary@ColumbusState.edu](mailto:Sprayberry_gary@ColumbusState.edu)

## **Honoris Causa**

Honoris Causa, Latin for “deserving of honors,” is a student-run organization whose members are in the CSU Honors Program. As an organization, it strives to create a community of scholars and to stimulate involvement in campus and community activities. Honoris Causa provides an outlet for honor students to engage in a variety of activities, including extracurricular, social, academic, and volunteer events. It also provides honor students with a medium in which to voice their ideas regarding the development and policies of the CSU Honors Program. The President of Honoris Causa is the student representative to the Honors Program Committee.

## **Jazz Band**

The award-winning Columbus State University Jazz Band is the performance cornerstone of the University's Jazz Studies program. The Jazz Band has presented more than 1,000 performances to audiences in the southeast, midwest and far west regions and has won honors at thirteen regional and national jazz festivals. The band has also performed at the 8th International Hawaiian Jazz Festival (Honolulu), the North Sea Jazz Festival (Netherlands), at the Eurodisney Music Days Festival (France), and at the Montreux and Brienz Jazz Festivals (Switzerland). Supported by academic course work in Jazz History, Jazz Improvisation and Jazz Pedagogy, the band performs repertoire ranging from the traditional literature of jazz pioneers such as Count Basie and Duke Ellington to the contemporary writers of the day. Guest soloists have included Freddie Hubbard, Bill Watrous, David Baker, Ed Shaughnessy, Phil Woods, Cecil Bridgewater, Bob Mintzer, Lou Soloff, Tim Armacost, Paquito D'Rivera, Howie Smith, and the New York Voices. The Jazz

Band has also hosted guest performances by the Count Basie Orchestra, the Stan Kenton Band, Dizzy Gillespie, the New York Voices, the Buddy Rich band, the Maynard Ferguson band, the Ted Howe Orchestra, James Drew, and others. The Jazz Band is open to all Columbus State University students by audition. For more information, contact the Schwob School of Music at 706-649-7225.

### **LEAD**

LEAD, an organization for leadership education and development, was founded by local students during the 2003-04 school year. All students interested in learning, developing, and enhancing leadership skills are invited to participate. Members focus on understanding leadership and practicing personal and organizational skills.

### **Let's Move**

This group's purpose is to enhance personal growth and achievement through service and diverse community service activities.

Contact: Laquita Daniel, Email: [Daniel\\_laquita@ColumbusState.edu](mailto:Daniel_laquita@ColumbusState.edu)

Campus Advisor : Dr. Kimberly Mullen, Email: [Mullen\\_kimberly@ColumbusState.edu](mailto:Mullen_kimberly@ColumbusState.edu)

### **Life With A Purpose Campus Ministries**

Life With A Purpose Campus Ministries is a very diverse and nondenominational campus ministry focused on showing individuals how to live their lives on the purpose that God has called them to. The ministry conducts a weekly Bible study, has accountability groups for males and females, and participates in mission and fellowship activities. For more information, please e-mail us at [csulifewithapurpose@gmail.com](mailto:csulifewithapurpose@gmail.com)

### **MAX - Mathematics and Computer Science Club**

All students with an interest in mathematics, mathematics education, or computer science, are invited to join. MAX meets regularly for both social and academic activities. A student chapter of the Mathematical Association of America has been formed in conjunction with MAX. For further information contact the Department of Mathematics, University Hall.

### **Math Education Student Association (MESA)**

President: Andrew Bailey, Email: [Bailey\\_andrew2@ColumbusState.edu](mailto:Bailey_andrew2@ColumbusState.edu)

Campus Advisor: Dr. Cindy Henning, Email: [Henning\\_cindy@ColumbusState.edu](mailto:Henning_cindy@ColumbusState.edu)

### **Methodist Campus Ministry**

While strolling around CSU's campus, you may be puzzled upon seeing several students wearing t-shirts that simply say "college." Upon closer observation, however, you might notice that, on the back of their shirt, the word "house" is also prominently displayed. Congratulations! You have met one of the many students involved in the Methodist Campus Ministry at Columbus State University. The "College House" is a white, two story house located downtown on Second Avenue that is home to this special ministry. Located on St. Luke United Methodist Church's campus, the house provides space for Sunday night worship services, which includes a live (student led) band, time for prayer, and a dynamic message. Also, available throughout the week are bible studies and lunch every Thursday at noon. Because of its proximity to CSU's downtown campus, the "College House" also provides a place for busy students to relax and unwind between classes and work schedules. As the "College House" T-shirts make their circulation around the CSU campuses, more and more students are becoming actively involved in the Methodist Campus Ministry. The "College House" provides a space where students can fellowship with other Christians, and, most importantly, grow in their daily walk with Christ. Contact information is available by calling the Office of Student Life & Engagement, 706/568-2273.

### **Mu Phi Epsilon**

Mu Phi Epsilon is an international co-ed fraternity dedicated to the advancement of music throughout the world; the promotion of musicianship and scholarship; and the development of a true bond of friendship and loyalty to the Alma Mater.

Mu Phi Epsilon is open to undergraduate music majors or music minors enrolled as candidates for a degree; graduate students who have been music majors or minors; music



# Columbus State Univeristy

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faculty members not affiliated with another professional music fraternity; and professional musicians eligible by special election upon approval of the International Executive Board. All of the preceding must meet chapter requirements for eligibility. For more information, contact Professor Teresa Hopkin, Schwob School of Music.

## **N- Trads**

The purpose of this organization is social networking designed primarily for non-traditional students.

Contact: Jacqueline Colquitt, Email: [Colquitt\\_jacqueline@ColumbusState.edu](mailto:Colquitt_jacqueline@ColumbusState.edu)

## **National Art Education Association (NAEA)**

Student chapter to promote art education through professional development, service, advancement of knowledge, and leadership.

Campus Advisor: Claudia Williams, Email: [Williams\\_claudia@ColumbusState.edu](mailto:Williams_claudia@ColumbusState.edu)

## **Newman Society**

The Newman Society is a fellowship organization designed to meet the needs of the Roman Catholic students of Columbus State University and those interested in learning more about the Roman Catholic faith.

The Newman Society shall strive for the unity of all faiths on campus by upholding all teachings of the Roman Catholic Church. The goals and purposes of the Newman Society are:

- A. Education and faith enrichment for members through discussion of issues pertaining to our faith;
- B. Providing service to the community and campus;
- C. Providing fellowship activities for members.

## **One Cougar World Association**

The purpose of One Cougar World is to foster relationships between CSU's international and American students in order to further the institution's goal of internationalizing the campus. One Cougar World aims to do this by sponsoring social and cultural activities on campus that are fun and educational in nature, as well as through volunteer efforts and social activism. The organization will also collaborate with, and support the missions of other ethnic and international organizations on campus to help further promote the value of other world peoples and cultures.

Membership is open to all Columbus State University students, faculty, and staff who have an interest in supporting the objectives of the organization. Columbus community members will also have an opportunity to be involved as ex-officio representatives.

## **Perfect Love Fellowship**

President: Jerry Eubuomwan, Email: [Eubuomwan\\_jerry@ColumbusState.edu](mailto:Eubuomwan_jerry@ColumbusState.edu)

Campus Advisor: Paulina Kuforiji, Email: [Kuforiji\\_paulina@ColumbusState.edu](mailto:Kuforiji_paulina@ColumbusState.edu)

## **Phi Beta Lambda**

Phi Beta Lambda (PBL) is the collegiate division of the national association, Future Business Leaders of America-Phi Beta Lambda Inc. (FBLA-PBL). PBL is a nonprofit educational and professional business organization dedicated to providing college business students who have an interest in business and leadership with a way to gain those useful skills through participation in chapter activities. We use leadership training, community service, state-wide and national competition, and social events to accomplish this goal. Membership is not limited to business majors; any student with a strong interest in business is encouraged to join.

The first PBL chapter was chartered in Iowa in 1958. Our chapter at Columbus State University is fairly new and has been around since 2002.

More than 250,000 active members participate in more than 13,000 chartered chapters in 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, US Territories, and Department of Defense Dependent Schools worldwide. An additional 13,000 business educators sponsor and support the FBLA and PBL programs on the local level as teachers/advisers.

## **Phi Mu Alpha Sinfonia Professional Fraternity for Men in Music**

Phi Mu Alpha is a professional music fraternity dedicated to the advancement of music and to brotherhood among men engaged in musical and related activities. Over 300 chapters are on college and university campuses throughout the United States. Alumni chapters in most major cities serve some of Sinfonia's more than 50,000 alumni members. For more information, contact Dr. Rob Murray at the Schwob School of Music at 706-649-7225.

### **Pre-Law Organization**

This is a student group of various majors who are interested in pursuing a career in the field of law. This organization keeps students informed about pre-law activities, mock trials, and other opportunities available in the field of law.

President: Jonathan Dalton, Email: [Dalton\\_jonathan1@ColumbusState.edu](mailto:Dalton_jonathan1@ColumbusState.edu)

Campus Advisor: Dr. Kimberly Gill, Email: [Gill\\_kimberly1@ColumbusState.edu](mailto:Gill_kimberly1@ColumbusState.edu)

### **Psychology Club**

The Psychology Club is an official organization open to all students, but is of great benefit to psychology majors. We encourage freshmen and sophomores to explore and experience the field of psychology. The club promotes the art and science of psychology.

Valuable information concerning graduate advancement at the masters and doctoral level is also available. Numerous disciplines of psychology (behavioral, research, industrial, counseling, etc.) offer a broad spectrum and rich diversity of future career paths for psychology majors. Attend our bimonthly meetings (watch for posted flyers, Saber articles, and announcements in psychology classes). Our meetings often feature a guest speaker from the community or psychology faculty. This provides a knowledge base, contact, networking, and rapport with psychology faculty. If you would like to be a registered member (\$5.00/year), telephone the Psychology Department, (706) 568-2116. A membership card will be issued to you as an interested and supporting member of the Psychology Club. You need not be registered to attend our free meetings and events. We encourage your participation as you build your future.

### **Residence Housing Association (RHA)**

RHA is an association made up of CSU Courtyard residents, dedicated to ensuring that the "Home away from Home" experience is as efficient and enjoyable as possible. The Residence Housing Association sponsors fun activities for residents that are designed to foster a community atmosphere. The organization offers leadership opportunities and strives to inspire residents to become active on campus. It also offers a forum to hear any suggestions or ideas for improvements that residents may have. Scholarships are available for the Executive Board.

### **S.K.R.A.P.E. Martial Arts Club**

President: Joseph Harris, Email: [Harris\\_joseph@ColumbusState.edu](mailto:Harris_joseph@ColumbusState.edu)

Campus Advisor: Ryan Slay, Email: [Slay\\_ryan@ColumbusState.edu](mailto:Slay_ryan@ColumbusState.edu)

### **Space Science Club**

The purpose of this group is to promote the learning and interest in space, astronomy, and physic related sciences.

Contact: Zachary Edwards, Email: [Edwards\\_zachary@ColumbusState.edu](mailto:Edwards_zachary@ColumbusState.edu)

Campus Advisor: Zdeslav Hrepic, Email: [Hrepic\\_zdeslav@ColumbusState.edu](mailto:Hrepic_zdeslav@ColumbusState.edu)

### **Students in Free Enterprise (SIFE)**

President Jarek Fleming, Email: [Fleming\\_jarek@ColumbusState.edu](mailto:Fleming_jarek@ColumbusState.edu)

Vice President Faye Russell, Email: [Russell\\_faye@ColumbusState.edu](mailto:Russell_faye@ColumbusState.edu)

Campus Advisor Dr. Steven Brown < Email: [Brown\\_steven@ColumbusState.edu](mailto:Brown_steven@ColumbusState.edu)

### **Students for Concealed Carry**

The purpose of this student chapter is to make known and promote the right of concealed handgun license holders to carry concealed handguns on college and university campuses.

Contact: Jason Stubbs, Email: [Stubbs\\_jason@ColumbusState.edu](mailto:Stubbs_jason@ColumbusState.edu)

## **Society for Human Resource Management**

President: Georgia Beard-White, Email: [Beardwhite\\_georgia@ColumbusState.edu](mailto:Beardwhite_georgia@ColumbusState.edu)

Campus Advisor: Tobias Huning, Email: [Huning\\_tobias@ColumbusState.edu](mailto:Huning_tobias@ColumbusState.edu)

## **Sociology Club**

The Sociology Club is an official organization that encourages contact between sociology majors, helps to instill professionalism, and is involved in community service. The club provides information on internships, brings in guest speakers on important and relevant themes, sponsors field trips, and explores the diversity in occupations for which a sociology degree may be used.

While intended primarily for sociology majors, the Sociology Club is open to all students who have an interest in sociology. Further, we encourage freshmen and sophomore students to stop by and learn more about Sociology and to explore the many and varying types of careers for which a sociology degree may be useful.

We encourage interested students to attend any of our monthly meetings (watch for flyers and announcements in The Saber), travel with us on one of our field trips, or attend the annual Sociology Club picnic held in late April. Come join us and see what it's all about. For more information, contact Dr. Rik Newton at (706) 507-8705, or visit our webpage at: <http://soci.columbusstate.edu/sociologyclub/SociologyClub.php>

## **Student Political Awareness Association**

The Student Political Awareness Association was founded in the fall of 1998 by students of the Department of Political Science. The name of the association was Political Science Union, which was changed to the current name during the summer of 2000. The association is open to both political science students and non-political science students; to undergraduates as well as to graduate students. The intent of the non-partisan association is two-fold:

- to foster awareness about issues present in the political arena and relevant especially to the student body, but also to society at large. In pursuit of this objective, the association organizes formal debates, brings in speakers and otherwise tries to focus on issues and events that matter;
- to engage in service activities that enhance the quality of life on campus and in the community.

## **Student Promoters**

President: Atrevis Williams, Email: [Tree.williams86@gmail.com](mailto:Tree.williams86@gmail.com)

Vice President: Arielle Sutton, Email: [Sutton\\_arielle@ColumbusState.edu](mailto:Sutton_arielle@ColumbusState.edu)

## **Student Veterans Organization**

This organization provides mentorship to new veteran students and supports current student veterans and their immediate families. Membership requires current or future student status and proof of prior or current military service in one of the five branches of service.

Contact: Donald Bolz, Email: [Bolz\\_donald@ColumbusState.edu](mailto:Bolz_donald@ColumbusState.edu)

## **Tri-Beta**

Associated with the Beta Beta Beta National Honor Society chapter at Columbus State University, Tri-Beta provides an opportunity for students interested in life sciences to participate in the professional and social activities. Those interested in becoming associates should contact a member or faculty advisor. Meetings are held regularly each semester featuring topics that are related to the biological sciences. Field trips, recreational and social activities are also featured.

## **Undergraduate Student National Dental Association (USNDA)**

The purpose of this organization is to aid in increasing the number of minority students entering dental schools, increasing the knowledge of dentistry, and improving test scores of pre-dental undergraduates.

President: Anson Duran, Email: [Duran\\_anson@ColumbusState.edu](mailto:Duran_anson@ColumbusState.edu)

## University Singers

University Singers is the premier mixed choral ensemble in the Columbus State University Schwob School of Music. Primarily, this choral ensemble consists of auditioned music majors. However, membership is available by audition to non-music majors who have considerable choral experience. University Singers performs multiple concerts throughout the academic year, each featuring a variety of historical and contemporary choral literature.

For more information, contact the Schwob School of Music at 706-649-7225.

## Westminster Fellowship

The Westminster Fellowship is a campus ministry supported by local Presbyterian churches. As an open-minded, open-hearted Christian community that seeks to “grow in knowledge and love,” we welcome students from all traditions and in all stages of their faith journeys. Activities include weekly Bible study and special events. For more information visit our website at <http://www.theabbeyfellowship.org/>.

## WeTeach Columbus

WeTeach Columbus is a student-driven organization formed and sustained by members of Columbus State University’s UTeach program. The purpose of WeTeach is to promote the success of future math and science teachers in the UTeach Columbus program by promoting excellence in math and science learning in the community, providing service and volunteers to programs and events involving students at the elementary, middle, and high school levels, and providing both professional and interpersonal support during UTeach students’ progress through the program. Members also have opportunities to participate in exciting activities and fun, educational field trips around the area. Students have participated in making ice cream (the science way!) for CSU students during finals week, creating activities for Pi Day, and visiting places such as the Georgia Aquarium and Oxbow Meadows. For more information, contact the program advisor, Gail Sinkule.

## Young Life

President Katherine Kelly, Email: [Kelly\\_katherine3@ColumbusState.edu](mailto:Kelly_katherine3@ColumbusState.edu)

Vice President Kate Hargrove, Email: [Hargrove\\_kate@ColumbusState.edu](mailto:Hargrove_kate@ColumbusState.edu)

Campus Advisor Stuart Rayfield, Email: [Rayfield\\_stewart@ColumbusState.edu](mailto:Rayfield_stewart@ColumbusState.edu)



## HONOR SOCIETIES

### Alpha Psi Omega

Alpha Psi Omega was organized as a theatre honor society for the purpose of providing acknowledgement to those demonstrating a high standard of accomplishment in theatre and, through the expansion of Alpha Psi Omega among colleges and universities, providing a wider fellowship for those interested in theatre. The society is not intended to take the place of any regular theatre clubs or producing groups, but as students qualify they may be rewarded with election into this society.

### Alpha Phi Sigma, Omega Kappa Chapter

Existing since 1942, Alpha Phi Sigma is now fully recognized by the Association of College Honor Societies. The local chapter carries out the mandate of the national honor society to recognize scholastic excellence in the field of criminal justice sciences. To be eligible for membership, students must rank in the top 35 percent of their class, have a 3.0 cumulative grade point average or more in all university work and a 3.2 grade point average or more in criminal justice course work. Students must also have completed 43 semester hours or more of the required credits towards a bachelor's degree in criminal justice, or have completed 21 semester hours or more of the required credits for an associate degree. Currently enrolled graduate students are eligible for membership based upon their undergraduate major or their enrollment in a graduate program in Criminal Justice. Graduate students must have completed at least 8 semester hours of graduate work with a 3.4 grade point average in their major, and have a minimum 3.4 cumulative grade point average.

Eligibility for membership is considered at the end of each semester.

### Beta Beta Beta

The Mu Omicron chapter of Beta Beta Beta at Columbus State University is an honor and professional society for students of the biological sciences. It seeks to encourage scholarly attainment, cultivate intellectual interest in the natural sciences and promote a better appreciation of the value of biological study. Regular membership is offered to those with superior academic records and Associate membership to those with a special interest in the life sciences. Regular members are eligible to hold office, wear honorary insignia and participate in national activities. Open meetings for all members are held regularly each semester featuring speakers on biological research and professional opportunities. If you are planning to be a biology or biology education major and would like more information, please leave a message on our office voice mail at (706) 568-2283



## Chi Chi

Chi Chi is the Columbus State University chapter of Chi Sigma Iota, which is the international honor society for counseling students, educators, and professionals. Its mission is to promote scholarship, research, professionalism, leadership, and excellence in counseling. Advantages to membership include opportunities for recognition, awards, and conventions, as well as leadership and professional development.

## Eta Sigma Gamma, Delta Tau Chapter

The Health Science Program at Columbus State University is home of the Delta Tau Chapter of Eta Sigma Gamma. Eta Sigma Gamma is the national honorary for the health education profession. As indicated in the organization's symbol, Eta Sigma Gamma was created to enhance student and professional experience in the areas of teaching, research and service to the community. This organization was first established in 1967 at Ball State University in Muncie, Indiana. Various Eta Sigma Gamma chapters exist on over 100 college campuses throughout the nation.

## Kappa Delta Pi

Kappa Delta Pi is a national honor society in education, which encourages excellence in scholarship, high personal standards, improvement in teacher preparation, and contributions to education. Membership is by invitation to all undergraduate education majors who have been admitted to teacher education, have completed at least 60 semester hours, and have maintained at least a 3.50 grade point average. Graduate education majors who have completed at least 20 graduate hours and have maintained at least a 3.96 grade point average are also eligible.

## Lambda Pi Eta

The Columbus State University chapter of Lambda Pi Eta, designated as the Mu Nu Chapter, was established in 2000. Lambda Pi Eta is the honor society of the National Communication Association and promotes interest and professional development among communication majors and the field of communication; provides opportunities to discuss and exchange ideas in the field of communication; and explores options for graduate education in communication studies. To be eligible for consideration for admission, applicants must have completed 60 semester credit hours; have a minimum cumulative GPA of at least 3.0 for all courses taken; be in the upper 35% of their institutional academic class; have a 3.25 GPA for all communication studies courses; completed the equivalent of 12 semester credit hours in communication studies; and currently be enrolled as a student in good standing. Interested students should contact the Department of Communication, 210 Arnold Hall.

## National Society of Collegiate Scholars

The NSCS is an honor society for students in their first and second years. Membership is by invitation only and requires a 3.4 cumulative GPA and placement in the top 20 percent of the class. The NSCS emphasizes academic achievement and community involvement. For additional information contact, Dr. Carmen Skaggs, (706) 568-2054.

## Phi Alpha Theta

Phi Alpha Theta is an international honor society in history. The Columbus State University Chapter, Phi Upsilon, was chartered in 1975. Membership is composed of students and professors selected on the basis of their excellence in the study and writing of history. Phi Alpha Theta brings students, teachers, and writers of history together, both intellectually and socially, and encourages historical research and publication by its members.

## Phi Beta Delta

Phi Beta Delta Honor Society for International Scholars is the first honor society dedicated to recognizing individuals who have demonstrated scholarly achievement in the areas of international education and exchange. Delta Nu Chapter of Phi Beta Delta was established at Columbus State University in December, 1997. Phi Beta Delta's goals are to recognize the scholarly achievement of international and domestic students and scholars

who have studied abroad and faculty and staff who are involved in international activities; to serve as a vehicle for the development of academic based international programming; to provide a network on campus of faculty, staff and students involved in international endeavors. Membership is open to international students who have demonstrated high scholastic achievement at their U.S. institution; domestic students who have demonstrated high scholastic achievement in the pursuit of academic studies abroad; distinguished faculty, staff and visiting scholars involved in international endeavors. Phi Beta Delta serves as an organization for recognition of international endeavors on the campus through academic, cross-cultural and social programming. For more information contact, the Center for International Education.

### **Phi Kappa Phi**

Phi Kappa Phi is a national scholastic honor society organized to promote excellence in all academic disciplines and to recognize outstanding achievement by students and faculty. The national association was founded in 1897; the Columbus State University chapter was installed in 1976 as the 185th chapter. Eligibility is limited to juniors, seniors, and graduate students who have achieved scholastic excellence and are of sound character. The Columbus State University chapter also promotes scholarship by recognizing the outstanding senior student and sponsoring an essay contest.

### **Pi Alpha Alpha**

Pi Alpha Alpha is the national honor society formed to recognize and promote excellence in the study and practice of public affairs and administration. Membership identifies those with the highest performance levels in educational programs preparing them for public service careers. The organization fosters integrity, professionalism and creative performance in the conduct of governmental and related public service activities.

### **Pi Kappa Lambda**

Pi Kappa Lambda, the national music honor society, fosters the recognition and encouragement of the highest level of musical achievement and academic scholarship. Membership to the Eta Kappa Chapter at Columbus State University is open to junior, senior and graduate music majors nominated by the chapter's faculty committee, who follow stringent national guidelines regarding both academic class standing and high standards of musicianship.

### **Pi Sigma Alpha**

Pi Sigma Alpha is the national honor society for undergraduate and graduate students of political science. The purpose of Pi Sigma Alpha is to stimulate scholarship and interest in the subject of government by providing tangible recognition to students who have excelled in the field. The Pi Sigma Alpha chapter on the CSU campus is Upsilon Sigma.

### **Psi Chi**

Psi Chi is the national honor society in psychology. It was established to encourage, stimulate, and maintain scholarship in psychology. Membership is open to undergraduate students in psychology and rank in the highest 35 percent of their class. Psi Chi is an affiliate of the American Psychological Association and a member of the Association of College Honor Societies.

### **Sigma Alpha Iota**

Sigma Alpha Iota is an international music fraternity dedicated to women in music. It was founded on June 12, 1903 by seven talented women at the University School of Music, Ann Arbor, Michigan. The mission of Sigma Alpha Iota is to encourage, nurture, and support the art of music. Sigma Alpha Iota continuously supports music in education and music in the community.

### **Sigma Gamma Epsilon**

Sigma Gamma Epsilon (SGE) is a national honor society for Earth and Space Science (ESS) Majors. SGE is a valuable resource for student network, to get different resources as well as assistance with different research opportunities in the ESS fields of study. Students must have an overall GPA of 2.6 and a program GPA of 3.0 to become a member.

## Sigma Tau Delta

The purpose of Sigma Tau Delta is to confer distinction on outstanding students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the field of language and literature. Active membership is open to students who are enrolled as English majors or minors, who have a minimum of a B or equivalent average in English, who rank at least in the highest thirty-five percent of their class in general scholarship and who have completed at least three semesters of college work. Associate memberships are available to currently enrolled students, undergraduate or graduate, who have the requisite background but who are not majoring or minoring in English. In addition, non-sponsoring faculty members with a degree in English may be associate members. Students who meet the qualifications for membership must apply by contacting one of the two faculty advisors in Woodall Hall, Dr. Patrick Jackson.

## Sigma Theta Tau

Sigma Theta Tau is the international honor society of nursing established in 1922. The local chapter of Pi Beta is the 384th chapter. The Honor Society is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. The society promotes the use of nursing research and health care delivery and makes its resources available to all people and institutions interested in the latest nursing care knowledge.

More than 260,000 nurse scholars have been inducted into Sigma Theta Tau International Honor Society making it the second largest and one of the most prestigious nursing organizations in the world.

The society is comprised of chapter honor societies that are located on more than 400 college and university campuses in the United States, Puerto Rico, Canada, South Korea, Taiwan and Australia. The society's members are active in more than 72 countries and territories worldwide.

Membership is by invitation, conferred upon students in baccalaureate and graduate nursing programs who demonstrate excellence in scholarship, and to community leaders who are qualified college graduates demonstrating exceptional achievement in nursing.

In 1936, Sigma Theta Tau International became the first organization in the United States to fund nursing research. Since then, it has provided more than 500 seed grants instrumental in the development of many of the world's leading nurse scientists.





## **FRATERNITIES AND SORORITIES**

### **Board of Regents Participation Policy**

Students enrolled in remedial courses shall not participate in fraternity or sorority recruitment (Rush) of any kind until they have met the following requirements: completed required remedial courses, have a minimum 2.0 grade point average, and completed 30 semester hours applicable towards a degree. Students enrolled in remedial courses shall not go forth with any pledgeships/candidacies/lines, etc., or participate in any related activities. Should this occur, both the student in question and the chapter will be dealt with appropriately. All students interested in Greek membership must be approved by the Director of Student Life & Engagement prior to attending any recruitment function. Students interested in pledging an organization must be enrolled a minimum of half-time in courses. Some organizations require students be enrolled full time or three quarters of the time. Legacies who are enrolled in remedial courses are not excluded from this policy.

### **Hazing Policy for Fraternities & Sororities**

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.

### **Recruitment**

Columbus State University recognizes the academic year for fraternity and sorority recruitment. All Greek organizations are restricted to recruitment after completion of Spring semester and prior to Fall semester. All organizations wishing to extend a bid to an individual must complete a copy of a bid agreement provided by the Greek Advisor in order to accurately approve eligibility of all new members. As of Spring 2004, the university stipulates that any student wishing to pledge a Greek organization must be enrolled at least half time / 6 semester hours. Should a national organization dictate their own enrollment policies, the University will acknowledge and honor those guidelines as long as they are equal to or greater than that of CSU. Please refer to the Board of Regents Policy above for clarification of any students wishing to join a Greek organization who is enrolled in remedial courses.

### **Organizational Rosters**

During the second week of each semester, each organization is required to provide the Office of Student Life & Engagement a typed copy of each active and inactive member with social security numbers. This information will be used for reports and other institutional purposes. Upon completion of any rush activity, a typed list of potential new members shall be provided to the Office of Student Life & Engagement. Each roster should have a

date at the top to insure that all rosters are current. Any organization failing to provide this information is subject to denial of facility privileges (or possibly an administrative hold on members records) until the proper documentation has been provided.

**RISK MANAGEMENT GUIDELINES FOR CSU FRATERNITIES & SORORITIES**

**A. Open Events:**

1. An open event is defined as being openly advertised to the CSU student body. An example of these would be the annual Back to School, Rush, or Initiation parties.
2. No organization on any type of probation with the university or nationals may host an open party. Should an individual member of an organization be on probation, he or she will not be allowed to attend a function hosted by his or her organization. It should also be noted that no such individual/s should be allowed to attend another organization's social functions.

**B. While CSU relinquishes its governance over off campus events hosted by student organizations, the university expects that organizations execute thorough risk management.**

**C. The following regulations will apply to all large student events and/or functions:**

1. Any member, active or inactive, of an organization on probation of any kind (academic, behavioral, in debt to his / her organization ,etc.) is restricted from attending any social event sponsored by his / her or another organization.
2. Student organizations are allowed to advertise on campus for all events hosted by CSU organizations in accordance to CSU student handbook and organizational handbook policies.
3. No advertisement will be permitted for events hosted by graduate chapters.
4. All organizations are required to follow the student organization handbook policies as they relate to security needs at large student functions. The organizations should be prepared to pay the officers in full by the end their event. Organizations are also required to notify the Director of Student Life and Engagement within the Office of Student Life and Engagement along with the responsible officer in the Office of University Police in the case that the event is cancelled or changes are made. Failure to do so may result in sanctioning deemed by the Director of Student Life and Engagement.

**D. In the absence of the Greek Advisor, any functions must be approved by the following administrators: Director of Student Life & Engagement, Dean of Students, Assistant Vice President for Student Affairs, or Vice President for Student Affairs.**

**E. CSU police department has patrolling and arresting powers within 500 yards of campus property. Any crimes committed within an area will be treated in accordance to state and federal law.**

The administration of CSU reserves the right to modify these policies at any time. CSU has no jurisdiction over property privately owned or rented by students, however, anytime an organization is represented anywhere, we reserve the right to impose governance over behavior of those members and / or the organization itself as it is a reflection on the university. If the public at large perceives or could perceive an event to be hosted by a CSU organization, the university will recognize it as such, thereby, reserving the



right to impose sanctions and / or to request that risk management policies by followed regardless of location. The Greek Advisor is to act as the advisor to all Greek governing bodies (Panhellenic Council, National Pan-Hellenic Council, and Interfraternal Council). Anyone else working with these organizations must do so under the approval and guidance of the Greek Advisor.

## **Panhellenic Council**

The National Panhellenic Council is an organization that embraces the mission, and abides by the policies of the National Panhellenic Conference whereby sororities who are members of NPC and / or wish to become a member of NPC are required to participate.

## **National Pan-Hellenic Council**

The National Pan-Hellenic Council is an organization on campus that unifies all African American Greek organizations. Together, they strive to maintain positive relationships among themselves on campus as well as work in the community through various philanthropic and community events.

## **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 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. Theta Beta Chapter of Alpha Phi Alpha Fraternity 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 Office of Student Life & Engagement, located in Davidson 271.

**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.



**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 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 Office of Student Life & Engagement, Davidson 271.

**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.

# Columbus State Univeristy

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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 visit the Office of Student Life & Engagement, Davidson 271.



## 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 Office of Student Life & Engagement, located in Davidson 271 (706) 568-2273.



## 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-at-Large, who shall be elected by the student body. The number of senators shall not exceed 15. 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, Senators, and the Chief Justice shall be elected at large. 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-at-Large

Senators-at-Large must have completed at least one (1) semester as Columbus State University students prior to their elected terms. An undergraduate candidate must have at least a 2.0 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.



## 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 complementarity 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.

Recognized student organizations shall be allowed to invite and to hear any person of their own choosing for the purpose of hearing that person's ideas and opinions. However, the University President has final responsibility for campus events and activities and may affirm or cancel a speaker's appearance. Scheduling of such events shall be made through the Office of the Dean of Students to ensure that there is orderly scheduling of facilities and observance of University regulations. This requires filing a registration form one week before the speaker is to appear (see section on speakers). The Dean of Students does not approve or disapprove, but may specify the time, location, or place.

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 identified by the name of the student or organization, 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 & II and RiverPark campus are required to have a university decal. Students must first register online thru ISIS for a temporary parking decal, valid for five (5) 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 may be purchased for \$5.00 each.

Habitual parking violators (3 or more tickets) will be booted and/or towed and 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 of the rear window either upper or lower corner.
- 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**

- A. All parking spaces on Main Campus are designated faculty, staff, student, handicapped, services or visitor.
- B. Downtown Campus has designated parking for faculty, staff and students:

# Columbus State Univeristy

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- Dillingham – Faculty/Staff parking ONLY
  - One Arsenal – Faculty/Staff parking ONLY
  - River Park Parking garage – Levels 3, 4 & 5 are Student parking (Levels 4 & 5 require an access card – student housing)
- C. Parking is allowed only in marked spaces.
- D. Vehicles not parked in appropriate spaces are subject to towing and fines.
- E. Parking is also prohibited on university roads, drives, driveways, walkways and seeded areas.
- F. Parking lot color definitions
- |                  |                              |
|------------------|------------------------------|
| 1. White spaces  | Student/Visitor              |
| 2. Blue spaces   | Handicapped                  |
| 3. Yellow spaces | No Parking and Tow Away Zone |
| 4. Green spaces  | Faculty/Staff                |
| 5. Orange spaces | Service Vehicles             |

## **Improper Parking**

- A. Vehicles must be parked between the painted lines.
- B. Vehicles must be headed into diagonal parking spaces. They must not pull through or back into said spaces.

## **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 outstanding 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 and Courtyard II.**

- 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 Records Court, located at 702 10th Street.

## **Parking Appeals**

- A. All parking appeals should be in writing and submitted on the appropriate form to

the office of the Dean of Students (Schuster 216) within thirty (30) days of the citation in order to be heard by the Student Judicial Council.

- B. All appealed traffic fines must be paid prior to appeal.

## 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.

- A. 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. In order to start an organization, there must be at least 5 interested students. Procedures for obtaining a charter for new student organizations are available in the Office of Student Life & Engagement. The essential steps in obtaining charters include:
  1. Filing of a written petition of intent to organize.
  2. It is the responsibility of the campus organization to seek a campus advisor. While the university recognizes that some organizations also have a community member serving in an advisor's capacity, it is the university faculty or staff member who will be regarded as the primary contact and responsible advocate for the organization.
  3. Faculty advisor should embody a positive attitude and should maintain positive relations with the student affairs staff as student advocates.
  4. Approval of the petition by the Dean of Students.
  5. If, at anytime, the Director of Student Activities feels that an advisor isn't acting in the best interest of the organization and / or Student Life Department, he / she reserves the right to remove and replace the individual from this capacity.
- B. To facilitate communications, to provide necessary services, and to allocate the use of university facilities, all student organizations are required to file an annual registration form with the coordinator of students activities. Organizations failing to satisfy requirements will be considered inactive. Organizations wishing to renew their status should confer with the coordinator of student activities.
- C. It is the responsibility of each organization to inform the Office of Student Life & Engagement of the names and addresses of new officers and faculty advisors and changes in their constitutions.
- D. Organizations wishing to effect changes in their affiliations must have the approval of the activities committee.
- E. Each organization should have at least one faculty or staff advisor at all times. Organizations may seek the assistance of the Office of Student Life & Engagement in obtaining names of faculty members willing to serve in this capacity.
- F. The membership, policies, and actions of student organizations are to be determined by vote of only those who hold bona fide status in Columbus State University. All officers of student organizations are to be currently enrolled during the terms of their offices, with the exception of the summer term.
- G. No student club or organization may adopt any provisions that discriminate against membership or participation based on race, creed, religion, sex, national origin, or physical disability, except where such provisions have been authorized by federal laws or directives.
- H. Each organization is expected to conduct its affairs in accordance with democratic principles and sound fiscal management. Misappropriation of an organization's funds by officers or members is contrary to these principles and may be considered as the basis for disciplinary action by the university and legal action by the organization against violators. An internal audit should be conducted annually and, in addition, each time there is a change of officers entrusted with organizational funds.
- I. All organizations are expected to conduct their activities in such a manner as to



reflect credit on the university. Organizations must comply with all applicable social regulations. Failure to do so may result in revocation of an organization's charter and subject the group and/or individual to disciplinary action.

- J. Special rules and policies governing the establishment and operation of social fraternities and sororities have been promulgated by the university and are available in the Student Life Office.

## 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. Speakers on Campus**

- A. Any student wishing to invite a speaker to Columbus State University must do so through a recognized campus organization. Any student who does not belong to an organization can request the Student Activities Council or Student Government

to sponsor the desired speaker. This is so an accountable body on campus will be responsible for the conduct of the speaker and his audience.

- B. Any recognized organization may sponsor speakers of its own choosing upon the approval of the organization's advisor when the audience is limited to members of the organization, currently enrolled students, and faculty and staff. When the speaking engagement is to be open to the general public, or advertised through the public media, the sponsoring organization is to submit a request for the speaker to appear on campus to the Dean of Students who will secure the necessary approval for the desired speaker to appear.
- C. The sponsoring organization is responsible for securing adequate facilities and making all necessary physical arrangements for the speaker. The university reserves the right to limit and determine the time, date, and location of any speaker's appearance on campus.
- D. 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.

## **VIII. Demonstrations**

Students or individuals may wish to show their support or call attention to issues when recognized outlets, such as campus organizations or the student newspaper, are not immediately available for such purposes. These 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). Although the campus is open to expression activities users are required to make reservations through the Office of Student Life and Engagement to prevent conflicting events from trying to use the same space.

Students 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 (either too close to buildings, 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.

## **IX. 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.

## **X. 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.

## **XI. 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.

## **XII. 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 Director of Judicial Affairs 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.

## **XIII. 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) 568-2005. This office is located in Richards Hall.

## **XIV. 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.

When appearing before either a Hearing Officer or Judicial Body, the accused and accuser are entitled to have a Hearing Advisor present. This Advisor must be from the Columbus State University community and must be a current student or member of the faculty or staff. The Hearing Advisor does not represent the student and is only at the hearing to offer advice and to ensure that a fair hearing occurs. Students and Hearing Advisors will not be allowed to hear deliberation proceedings.

A Hearing Officer is defined as a Columbus State University faculty or staff member who is duly appointed to hear the facts of a matter, make a decision, and issue sanctions when appropriate.

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 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. Medical/Hardship 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.
- a. The date of the medical withdrawal should coincide with the last date of attendance in class.
  - b. How the student was performing in classes prior to the medical situation or condition will not affect whether the student gets a medical withdrawal.
  - c. 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)
  - d. 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.
  - e. 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 consider 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

### 3. 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 Registrar's Office in Enrollment Services. The eCore advisor will provide the necessary steps for the student to submit the grade appeal.

### D. Non-Academic Misconduct

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.

#### 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:** Columbus State University abides by Georgia law concerning the sale, possession, consumption, brewing, and/or use of alcohol. As Courtyard I and Broadway Crossing are primarily reserved for traditional-aged freshman (18-19), these units and surrounding areas are alcohol-free, which extends to and includes any guest who visits these areas. Use of alcohol containers for decorative purposes is strictly prohibited, as empty bottles may be considered evidence of consumption.

In Columbus Hall, Courtyard II, Maryland Circle and Rankin student housing units, alcoholic beverages may only be consumed by students of legal drinking age in the privacy of their apartments. No alcohol is permitted in common areas, which include kitchens and refrigerators. Residence Life staff and the CSU University Police reserve the right to require verification of the ages of any guest. The host resident (s) will be held accountable for the action of their guest(s). Such items as kegs, "drinking fountains", or other community containers are not allowed at any time, in individuals' apartments, common areas, and in or around housing facilities and buildings. Those of legal age who choose to drink are encouraged to do so safely, responsibly and in moderation.

**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/Paraphenalia**

- 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.
- 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. Such authorization is obtained through the Office of the Dean of Students.

## **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.
- 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. Lewd, indecent, and obscene conduct and/or expression are prohibited.
- 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 attempt to threaten, 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**

a. 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.

b. No person shall commit offenses which include, but are not limited to, rape, aggravated sodomy, statutory rape, sexual battery and aggravated sexual battery as they are defined in chapter six (6) of the "Official Code of Georgia Annotated." Persons found in violation of this policy may be subject to suspension or expulsion from the University.

## **7. Assault/Fighting**

a. No person shall physically 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.

## **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.

**F. Procedures for Alleged Violations of Student Non-Academic Violations.**

1. 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.
2. Minimum requirements for an administrative hearing consist of the student being given notice of the alleged violation(s), an explanation of charges, and an opportunity to be heard by an appropriate Hearing Officer. However, a Hearing Officer may determine that the student and/or the University may best be served by using the following procedure. The student may also request that these procedures be used.

**Procedures for Administrative Hearing:**

- a. A reasonable effort will be made to deliver a hearing notice and full disclosure of all reports and evidence to student(s) accused of violating Student Conduct Standards.
- b. Students will be reminded of their rights by the Hearing Officer or another University administrator before a judicial hearing begins.
- c. The Hearing Officer will remind all witnesses that lying to any University official or hearing committee member is a violation of Columbus State University policy and subject to additional penalties. Pleading no violation when a violation is found to have occurred is not considered lying.
- d. Presentation and explanation of charges by Hearing Officer or his/her designee.
- e. Response of the accused. (see note 1)
- f. Presentation of evidence against the accused.
- g. Presentation of evidence for the accused.
- h. Deliberation in executive session (verdict consideration only).
- i. If the accused is found responsible for a violation(s), opportunity for presentation of two character witnesses is offered. The character witnesses must be prepared to present their testimony, either written or verbal, when the hearing reaches this point. (Hearing Advisors may be a character witness).
- j. The Hearing Officer presents a history of prior disciplinary records and reviews academic records.
- k. Any student(s) who has brought charges against another student will have the right to speak to the Hearing Officer in private.

l. Deliberation on penalty in executive session.

m. The accused is informed of penalty and reminded of the right of appeal.

n. Any student(s) or staff/faculty member who brought charges will be informed of the outcome of the hearing.

**Note** <sup>1</sup>: When a student admits to a violation of University rules, the Hearing Officer may ask if the admission is freely given. If questions or doubts arise concerning the validity of the confession, the Hearing Officer may require that witnesses or evidence be produced.. The Hearing Officer is responsible for making certain that the accused is not using a false claim to avoid penalty.

3. After an administrative hearing where the student is found to be responsible for violation(s) of University rules or policies, the Hearing Officer will assign an appropriate sanction(s).

#### **4. Appeals:**

Appeals of a decision by the Director of Residence Life are to be forwarded to the Office of the Dean of Students. Appeals of a decision by the Dean of Students are to be forwarded to the Vice President for Student Affairs. The decision of the Vice President of Student Affairs is final. Appeals must be submitted within 10 working days of the completion of the hearing.

The University will entertain appeals from students that have been suspended, expelled, removed from housing, or removed from class or forced to withdraw from the course and/or department. Victims in a sexual misconduct case are also afforded the same appeal process. Other cases may be reviewed in regard to policy and procedural accuracy upon the request from the student.

Appeals based solely on the assertion of innocence will not be considered. Appeals of the Hearing Officer's decisions may be made under the following circumstances:

- a. 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;
- b. The specific citation of a violation of due process as it is defined in this policy;
- c. The documentable failure of the decision to comply with specific Columbus State University or University System of Georgia policies;
- d. The documentable error of facts substantial enough to apparently result in a different final decision; or
- e. A mercy appeal requesting a less severe sanction.

**NOTE: For additional information contact the Office of the Dean of Students.**

## **XV. Sanctions/Remedies**

A hearing official or judicial body may assign one or more of the following sanctions/remedies.

- A. Expulsion - permanent forced withdrawal from the University.
- B. Suspension - forced withdrawal from the University for a specified period of time.
- C. 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.
- D. Reprimand - a written admonition which will be placed in the individual's file.
- E. Restitution - compensation to the person or University body whose property rights have been violated by the offender.
- F. An appropriate change in grade.
- G. Revocation of privileges - loss of right or denial of privileges to participate in campus functions or to have access to the campus or University facilities including parking or housing. This may include revoking the charter or official recognition of an organization.
- H. Probation - placing of the student or organization under restrictions for a specified period of time.
- I. Referral - may include referral to agencies or individuals for specific evaluation, treatment, assistance or action.
- J. Fines or Fees – certain fines or fees may be associated with a violation.

**Special Notes:**

1. An Emergency 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 Emergency 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.
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.

**XVI: 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. All new policies or policy changes become effective immediately upon being posted on the CSU Announcements area of CougarNet.





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