
Legal Affairs, Ethics and Compliance Division

[CSU Ethics Reporting Hotline](#)

[Online Complaint Form](#)

[Open Records Request](#)

[Legal Services Request Form](#)

[Outside Activities Request and Disclosure Form](#)

[Online Contract Approval & Routing Form](#)

[Invention Disclosure Form](#)

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Vision

We empower the university community to learn, teach and innovate by promoting a culture of ethical conduct, risk mitigation, and compliance. Leading by example, we further strive to foster a climate of trust and responsibility, empowering the university community to learn, teach, and innovate without fear of reprisal or retaliation.

Mission

To partner, educate and provide expert guidance to the university community by:

- Promoting Ethical Conduct
- Ensuring Safety and Compliance
- Stewardship of Resources
- Adherence to the Law

The Legal Affairs, Ethics, & Compliance Division (LAEC) manages and coordinates legal services for Columbus State University, including providing counsel and advice to the President, the Executive Leadership Team, and various administrators on a variety of matters, including but not limited to employment, public records requests, business transactions, student concerns, and compliance with pertinent federal and state laws. LAEC also works closely with lawyers at the University System of Georgia (USG) and the Office of Attorney General.

We provide advice and counsel to the University, including CSU officials acting in their official capacities. We do not provide advice and counsel to employees on matters that are personal in nature, nor do we advise students on legal matters except when those students are employees or are acting in an official or volunteer capacity, such as, an officer in the student government association or as a recognized volunteer in a structured volunteer program.

Although we don't perform legal services of a personal nature, USG employees can seek personal legal advice or representation through the [KEPRO Employee Assistance Program \(EAP\)](#). A 30-minute phone or in-person consultation is available to help answer basic legal questions and simplify the process of obtaining legal help.

The Legal Affairs, Ethics and Compliance Division is located in Suite 206, Richards Hall. We welcome all calls and questions.

DISCLAIMER: *Materials presented are for general informational purposes only and do not constitute legal advice. Any attorney should be consulted regarding the specific facts and circumstances associated with any legal matter. No warranties or representations are made as to the accuracy of any information presented here or at any of the web sites to which a link is provided, and the inclusion of a link or reference is not intended to be or imply any endorsement. Any discrepancy between the information presented here and the official rules and policies of Columbus State University is not intended to and does not alter or amend the official rules and policies.*