

# Policies

- Columbus State University Policy & Programs to Prevent Drug & Alcohol Abuse
- Health Risks
- Substance Abuse Counseling Services
- Legal Sanctions
- University Sanctions
- Distribution of Advertising Material, Propaganda, and the Like
- Columbus State University Copyright Policy
- Columbus State University Patent Policy
  
- Patent Committee
- Implementation of the Policy
- Hazing
- Sexual Misconduct Policies and Procedures
- Rights of the Parties
- Security Issues
- Sexual Assault and Violence Education Task Force (SAVE)
- Consensual Relationships Policy
- Smoke-Free Policy

## 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

## Columbus State University Copyright Policy

### Introduction

Columbus State University is dedicated to teaching, research, and the extension of knowledge to the public. Its personnel recognize as two of their major objectives the 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 scholarly material and the publication of such work. Such activities (1) contribute to the professional development of the individual staff members involved, (2) enhance the reputation of the university, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large.

Columbus State University acknowledges that faculty, staff, and students of the university regularly prepare for publication articles, pamphlets, books, and other scholarly works that may be subject to copyright and which may generate royalty income for the author. With the advent of innovative techniques and procedures, the variety and number of materials which may be created in a university community have increased significantly causing the ownership of such copyrightable materials to become increasingly complex.

Accordingly, Columbus State University does hereby establish the following policy with respect to copyrights and copyrightable materials resulting from the work of its faculties, staff, and students. Copyrightable material includes the following:

1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, tests, and proposals;
2. Lectures, musical or dramatic composition, and unpublished scripts;
3. Films, film strips, charts, transparencies, and other visual aids;
4. Video and audio tapes and cassettes;
5. Live video or audio broadcasts;
6. Programmed instruction material;
7. Computer program documentation, and
8. Other materials or works which qualify for protection under the copyright laws of the United States or other protective statutes whether or not copyrightable thereunder.

### Intellectual Property

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.

### Determination of Rights and Equities in Copyrightable Materials

Copyright considerations apply in the following four instances: (a) individual efforts, (b) university-assisted individual efforts, (c) university-assigned efforts, and (d) sponsor-supported efforts.

#### 1. Individual Efforts

Copyright in materials produced by members of the university shall vest exclusively in the member(s) if there is no significant use of university personnel or facilities (libraries excluded) and the materials are not prepared in accordance with the terms of a contract or grant or as a specific assignment. A faculty member's general obligation to produce scholarly and creative works does not constitute a specific assignment. When it is clear

that work is "individual effort" as defined above, no written agreement is required. Questionable items should be referred to the Copyright Committee for a written determination.

2. **University-Assisted Individual Efforts**

Copyright in materials produced by members of the university shall vest jointly in Columbus State University and the member of Columbus State University if there is significant support of an individual's effort by use of university personnel or facilities (libraries excluded) and the materials are not prepared in accordance with the terms of a contract or grant or as a specific assignment. Division of income from royalties and other use shall be agreed upon in writing by members of Columbus State University and appropriate administrative personnel in accordance with policies of the Copyright Committee in advance of the use of the university's personnel or facilities.

3. **University-Assisted Efforts**

Copyright in materials produced by members of Columbus State University shall vest in the university if the university has assigned the employees the writing or production of the specific materials. Sharing of royalty income with the author is authorized as an incentive to encourage further development of copyrightable materials.

4. **Sponsor-Supported Efforts**

Rights to copyrightable materials developed as a result of work supported partially or fully by an outside agency through a contract or grant shall be disposed of in accordance with the terms of the contract or grant. In those cases where all rights are vested in Columbus State University or in cases where royalty income is shared between the sponsor and the university, the author may appropriately share in the income. The nature and extent of author participation in royalty income, however, shall be subject to sponsor and Columbus State University regulations.

## Administrative Procedures

The Provost or his or her designated representative shall administer the principles and policies set forth herein, utilizing the University's Copyright Committee as provided herein.

1. The standing Copyright Committee shall consist of six persons appointed by the president from the general faculty for three-year staggered terms and three members representing the library, the Provost, and the VPBF. Ad hoc advisors may be added by the chair at any time to consider a particular case if their advice is needed. Five members shall constitute a quorum. The chair shall be designated by the president from the six general faculty members of the Copyright Committee.
2. Routine cases where the author(s) and the Provost or designee agree as to classification and handling shall be processed automatically according to the principles and policies set forth herein.
3. The Copyright Committee shall recommend to the Provost or other designee in the administration the rights and equities in copyrightable materials in all cases in which questions arise.
4. Changes to these principles and policies shall be with the recommendation of the Copyright Committee and with approval of the president and the Board of Regents.
5. Columbus State University shall disclose annually to the Copyright Committee, upon its request, a record of income and expenses from copyrights.
6. The Provost shall be responsible for, and that office shall be active in, providing advice and assistance in copyright and related matters to the faculty and staff. Those responsible for carrying out programs which may generate copyrightable materials with full or significant support by Columbus State University or a sponsor shall clarify with the Office of the Provost in advance any questions with respect to rights, disposition, and income distribution.
7. It shall be the responsibility of each producer of university-assigned and sponsor-supported copy- rightable materials to consider the desirability of copyrighting and to recommend appropriate action to assure further consideration of copyright when it is desirable. In addition, it shall be the responsibility of each dean, director, and department chair person to consider the possible desirability of copyrighting as programs are initiated, reviewed, and/or renewed and to take appropriate action.
8. The implementation of the policy is intended to protect the rights of the faculty and Columbus State University and to preserve the historical precedent for individual efforts.

## Appeals

Columbus State University personnel shall have a right to appeal the decisions of the Provost. Appeals shall be made to the president of Columbus State University. University personnel may, in accordance with Article IX of the By-Laws (Appendix ID) of the Board of Regents, apply to the Board of Regents for a review of a decision of the president.

## Policy Conflict

In the event of a conflict between this policy and the official copyright policy of the Board of Regents, the latter shall prevail.

# Columbus State University Patent Policy

## Preamble

Columbus State University is dedicated to teaching, research, and the extension of knowledge to the public. The personnel at the university recognize as two of their major objectives the 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 devices and processes and the publication of scholarly works. Such activities (1) contribute to the professional development of the individual staff members involved, (2) enhance the reputation of the institutions concerned, (3) provide additional educational opportunities for participating students, and (4) promote the general welfare of the public at large.

Patentable inventions and materials often result from activities of the faculty and other employees who have been aided wholly or in part through the use of facilities of the institution. It becomes important, therefore, to ensure the utilization of such inventions for the public good and to expedite their development and marketing. The rights and privileges, as well as the incentive, of the inventor must be preserved so that his/her abilities and those of other employees of the university may be further encouraged and stimulated.

The foregoing considered, Columbus State University does hereby establish the following policy with respect to patents and patentable inventions resulting from the work of its faculty, staff, and students.

## Definition of Patentable Materials

As used in this policy the term "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 thereunder.

\*"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 therefor, subject to the conditions and requirements of this title." United States Code Annotated, Title 35, Section 101, as amended.

## Determination of Rights and Equities in Patentable Materials

### 1. Sponsor-Supported Efforts

The grant or contract between the sponsor and the institution, under which patentable materials are produced, may contain specific provisions with respect to disposition of rights to these materials. The sponsor (1) may specify that the materials be placed in the public domain, (2) may claim reproduction, license-free use, or other rights, or (3) may assign all rights to the institution. In those cases where all rights are vested in the institution or in cases where royalty income is shared between the sponsor and the institution, the inventor may appropriately share in the royalty income. The nature and extent of inventory participation in royalty income, however, shall be subject to sponsor and institution regulations.

**2. Institution-Assigned Efforts**

Ownership of patentable material developed as a result of assigned institutional effort shall reside with the institution; however, sharing of royalty income with the inventor is authorized as an incentive to encourage further development of patentable materials. Any patentable materials will be considered as having been developed as an assigned duty when conception and/or development is in the area of principal competence for which the individual is employed.

**3. Institution-Assisted Individual Effort**

Joint rights of ownership and/or sharing of royalty income, shall be ensured where the institution provides any support of an individual's effort resulting in patentable materials by the contribution of faculty or staff time, facilities, or institutional resources.

**4. Individual Effort**

Ownership of patentable material generated entirely on personal time and solely as a result of individual initiative and not as an institutional assignment and/or employment responsibilities nor involving the use of System facilities or institutional resources shall normally reside with the inventor.

## Patent Committee

1. The Provost or his or her designated representative shall administer the principles and policies set forth herein, utilizing the University's Patent Committee as provided herein.
  - a. The standing Patent Committee shall consist of six persons appointed by the president from the General Faculty for three-year staggered terms and three members representing the library, the Provost, and the VPBF. Ad hoc advisors may be added by the chair at any time to consider a particular case if their advice is needed. Five members shall constitute a quorum. The chair shall be designated by the president from the six general faculty members of the Patent Committee.
  - b. Routine cases where the inventor and the Provost or designee agree as to classification and handling shall be processed automatically according to the principles and policies set forth herein.
2. The Patent Committee shall recommend to the Provost or other designee in the administration the right and equities in patentable materials in all cases in which questions arise.
  - a. Changes to these principles and policies shall be made after consultation with the Patent Committee and with the approval of the president and the Board of Regents.
  - b. Columbus State University shall disclose annually to the Patent Committee a record of income and expenses from patents, upon its request.
  - c. The Provost shall be responsible for, and that office shall be active in, providing advice and assistance in patent and related matters to the faculty and staff. Those responsible for carrying out programs which may generate patentable materials with full or significant support by Columbus State University or a sponsor shall clarify with the Office of the Provost in advance any questions with respect to rights, disposition, and income distribution.
  - d. It shall be the responsibility of each producer of university-assigned and sponsor supported patentable materials to consider the desirability of patenting and to recommend appropriate action to assure further consideration of a patent when it is desirable. In addition, it shall be the responsibility of each dean, director, and department chair to consider the possible desirability of patenting as programs are initiated, reviewed, and/or renewed and to take appropriate action.

## Implementation of the Policy

The implementation of the policy is intended to protect the rights of the faculty and Columbus State University and to preserve the historical precedent for individual efforts. Columbus State University personnel shall have a right to appeal decisions of the Provost to the university president. University personnel may, in accordance with Article IX of the By-Laws of the Board of Regents, apply to the Board of Regents for a review of a decision of the president.

In the event of a conflict between this policy and the official patent policy of the Board of Regents, the latter shall prevail.

In the implementation of its policies and procedures, Columbus State University retains the right to elect, through its Patent Committee and with the approval of the president, any of the following courses:

1. To develop and manage its licensing program through an independent patent assistance organization so as to secure competent evaluation of inventions or discoveries, expeditious filing of applications for patents and aggressive licensing and administration of patents; or
2. To develop and manage its licensing program through an affiliated non-profit corporation such as the Georgia State University Foundation, Inc., the Georgia Tech Research Institute, or other nonprofit organizations established for this purpose; or
3. To develop and manage independently its own licensing program; or
4. To release an invention to which the institution has title or an interest to the inventor for management and development as a private venture after the execution of an agreement providing for the division of royalty income produced.

## 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) 568-2022.

### **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 sufficient 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 706-568-2022 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.

<b>Important Phone Numbers:</b>	
University Police	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 goal is to increase the awareness level of the campus community on sexual violence. The task force will provide programs to inform members of the community about sexual assault, risk factors and risk reduction measures, and to invite 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 result in disciplinary procedures, including termination of employment. This policy is superseded 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.