



Columbus State University
Student Handbook
2015 - 2016

Cougars,

I would personally like to welcome you back to campus for the 2015-2016 school year. Your Student Government Association is filled with Senators and Executive Board members who are dedicated to upholding the best interest of every student.

The Student Government Association is the organized voice of each and every student that attends Columbus State University. SGA focuses on protecting the rights of students and advocating on their behalf for the betterment of the University. SGA also serves as a liaison between the students and the administrators on campus.



Entering this school year, I understand that there will be various pending concerns including parking, food services, HOPE, and student fees. As a member of SGA who has influence with important officials such as the Administration and the Board of Regents, I will act as your voice.

We want to encourage you to get involved! We would be so grateful if you attended one of our SGA Forum Meetings, which occur every other Wednesday @ 3:30-4:30 pm in the President's Club. If you have a concern, and are unable to attend a meeting, feel free to contact me personally at davidson_tyler@columbusstate.edu.

Tyler Davidson
Student Government President

COLUMBUS STATE UNIVERSITY

STUDENT HANDBOOK

2015-2016

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

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

Contents

Information Guide	2
2013-1018 Vision, Mission, Priorities	4
Academic Information	5
Student Services	13
Davidson Student Center	19
Student Life	21
General Information	24
Policies.	27
Fraternities and Sororities.	54
Student Government Constitution.	58
Student Responsibilities and Rights	64

INFORMATION GUIDE

What

Absences
Academic Problems
Admissions
Alumni Affairs
Athletics
Books and Supplies
Dean of Students
Asst. Dean of Students
Disability Services
Diversity Programs & Services
Employment on Campus
Fees
Financial Aid
Food Services
Greek Life & Student Leadership
Health Clinic
Housing
I.D. Cards
Information Technology Help Desk & Repair Shop
International Education
Lost and Found
Orientation & Parent/Family Connection
Parking Information
Personal Counseling
Provost & VPAA
Recreation
The Saber
Student Activities Council
Student Government
Student Organizations
Student Records
Testing Center
Tutoring
University Police
University President
Veterans Affairs
Vice President for Student Affairs

Who

Instructor
Provost Office
Admissions Office
Ms. Joyner
Mr. Reeser
Mr. Jackson
Dr. Reese
Ms. Larkin
Ms. Norman
Ms. Williams
CCD
Business Office
Mr. Romandini
Mr. Anderson
Ms. Kelley
Ms. Tew
Mr. Lucia
University Police
Mr. Lindley
Dr. McCrillis
University Police
Ms. Miller
University Police
Counseling Center
Dr. Hackett
Dr. Reese
Editor
Ms. Dempsey
President, SGA
Ms. Dempsey
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
CCT
Clearview Circle
Turner Center Complex
271 Davidson Center
Turner Center Complex
300 Schuster
3rd Floor-Richards Hall
Student Recreation Center
207 Davidson Center
271 Davidson 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



Vision

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

Mission

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

Priorities

- Attract a higher percentage of students with the motivation and preparation to complete a degree
- Employ more creative instructional methods to meet the needs of diverse students (nontraditional, traditional, first generation, international, honors, graduates)
- Increase student academic and social engagement and sense of belonging
- Sustain the university's growth by focusing resources in areas with strong potential based on emerging opportunities
- Improve faculty/staff retention, job satisfaction, and productivity
- Improve stewardship through leadership in sustainability programs, the efficient use of resources, and external 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.

Office of the Registrar

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

Academic Advising and Registration

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

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

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

Registration

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

Schedule Change

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

Enrollment in Online Courses

Students who have not previously enrolled in an online course at CSU must complete the SmarterMeasure Assessment survey before they will be allowed to enroll in an online course. The survey can be found at **online.columbusstate.edu** 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

Total GPA hours attempted (*)	Minimum overall grade point average for satisfactory progress
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

Total GPA hours attempted (*)	Minimum overall grade point average for satisfactory progress
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 mission of the Academic Center for Excellence (ACE) is to provide CSU students with high quality, innovative academic advising that will enable them to make sound decisions regarding their educational, personal, and professional goals.

ACE serves as CSU's central resource for information regarding academic programs, student support services, and other campus opportunities. ACE advisors work closely with advisors in all academic departments to provide specialized advising to transfer students, undeclared students, military students, and students who are considering changing their major. In addition to serving select majors, ACE provides general advising information for all students.

The Academic Center for Tutoring

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

Disability Services

The Office of Disability Services coordinates the compliance of CSU with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who present proper documentation of physical, psychological, or cognitive disabilities are provided with individualized plans tailored to their needs. Course requirements are not waived, but reasonable accommodations will be made when appropriate to assist students in meeting the requirements. In order to receive accommodations during a semester, appropriate documentation should be presented to the Office of Disability Services as soon as possible, preferably before the beginning of the semester. Accommodations are not retroactive, but begin once the process is completed. For more information, go to <http://disability.columbusstate.edu/index.php>

Non-Traditional Student Services

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

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

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

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

First Year Experience

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

University Information and Technology Services (UITS)

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

Services: (see the MyTech tab on CougarNet)

Computer Labs

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

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

- CCT 124
- Dillingham 106

Student Repair Shop

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

CougarWave WiFi

- Campus-wide WiFi including all dorms and CSU buses

CSU Mobile Apps

- Student and campus information on your mobile device. M.columbusstate.edu

ResNet

- WiFi and wired Internet access in the dorms

NetStorage

- Access to your network drive from off-campus

Atomic Learning - (see the MyTech tab on CougarNet)

- Software Tutorials

Hardware and Software discounts

- Apple, HP, Microsoft, SPSS, Adobe

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

- Free web space

Student Computer Accounts and Passwords:

CougarNet – CSU Portal, eMail, Google Apps, My Courses (cougarnet.ColumbusState.edu)

CougarView Desire2Learn (D2L) – Learning Management System

- See link at students.ColumbusState.edu or on the “My Courses” tab in CougarNet

Novell – use to login to campus computers

- Username for each account: lastname_firstname (Example: Doe_Jane)
- Initial Password for each account: MMDDYY (Student's date of birth - Example: June 5, 1984 = 060584)

Secure Your Information:

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

UITS Contact Information:

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

CSU Libraries

Visit The CSU Libraries Online:

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

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

Schwob Library (Main Campus): 706.507.8671

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

At the Schwob Library you can:

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

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

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

Between semesters Schwob Library hours are

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

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

Music Library (RiverPark Campus): 706.641.5045

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

The Music Library hours during semesters are:

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

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

Between semesters Music Library hours are

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

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

Library Resources & Services Available At Both CSU Libraries:**As a student you can:**

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

REMEMBER TO VISIT THE CSU LIBRARIES ONLINE:

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

Reserve Officers' Training Corps

Columbus State University, in conjunction with the Department of the Army, maintains a Department of Military Science to acquaint students with the Army, its role in society, and fundamentals of leadership and management. ROTC aids students in developing those abilities and attitudes which will make them academically successful. The ROTC program is designed to train students to become well-educated junior officers for the active Army, the Army National Guard, and the Army Reserve. Students may elect to take the first two years of academic instruction without any military obligation. Students who want to pursue a commission in the Army Officer Corps and who meet eligibility requirements may continue to take the last two years of ROTC instruction and be commissioned as second lieutenants upon graduation. Students who missed the first two years of Army ROTC can receive credit for the Basic Course requirements by attending a 32-day Leaders Training Course at Ft. Knox, Kentucky, between their sophomore and junior years. Those who have prior military experience or three years of JROTC can also receive credit.

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

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

Testing Center

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

STUDENT SERVICES

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

The Center for Career Development

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

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

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

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

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

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

Additional Services:

The Office of Community Outreach

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

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

Financial Success

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

Columbus State University

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

Visit our website at Career.ColumbusState.edu or call (706) 507-8760 or email 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 2014-2015 Free Application for Federal Student Aid (FAFSA). on-line at 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

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.

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.

First Year Student 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 first year students 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 first year students 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://disability@ColumbusState.edu>

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

Cougar Copy Center

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

Student Health Services

Student Health Services are available to Columbus State University students on Main Campus and RiverPark Campus. A per semester student health fee allows the student access to either health center. The goal of student health services is to provide quality primary health care at a reasonable cost. Community referrals and health counseling are available through the health center. All medical care and counseling are confidential.

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

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

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

The student health clinic accepts and bills all insurance plans. This is in partnership with Vivature Health, our 3rd party billing company. Students are requested to bring a copy of their insurance card when visiting the center. Current "In Network" carriers are: Aetna,

Cigna, Humana, Medicare, MultiPlan and United Health Care. **Students/parents should know that the health center will never balance bill for any portion that the insurance does not pay.**

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

All students are urged to have health insurance coverage of some type. A voluntary health insurance plan is available for non-insured students. The University System of Georgia has contracted with United Health Care as the vendor for student health insurance for the coming academic year, 2014-2015. For more information, please call 706-507-8620 or visit <http://www.uhcsr.com/columbusstate>

Military Service Center

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

Veteran Affairs

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

Veterans Educational Benefits

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

Chapter 30 - Montgomery GI Bill

Service personnel may be eligible to receive benefits if he/she initially entered active duty on or after July 1, 1985, and were discharged from active duty with an "Honorable Discharge," have completed your contractual active duty obligation and have contributed \$100.00 a month for 12 months of your active duty service.

Chapter 31 - Vocational Rehabilitation

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

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

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

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

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

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

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

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

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

Also information regarding the Fry scholarship:

Fry Scholarship

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

An information sheet about the Fry Scholarship is available at http://www.gibill.va.gov/documents/factsheets/fry_scholarship.pdf

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 or the Columbus State University Veterans Affairs Office, University Hall, (706) 507-8866.**

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

DAVIDSON STUDENT CENTER

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

General Information

- A. The use of facilities in the Davidson Center may be scheduled online through 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)

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

CSU offers a Text Book Rental program that will save you up to 50% on many of your books (over 50% of all texts are rentable). For more information click "Text Rental" on the drop-down menu under Books.

CSU also offers an Early Book program which allows you to purchase textbooks before your financial aid refund arrives and before the first day of class! You will need to opt into this program, which you can do on CougarNet.

Finally, you can sell your current-edition texts back to the bookstore at any time, though peak purchase times (and highest prices) are the first and last weeks of each semester.

The CSU Bookstore also allows you to shop on line (www.columbus.bkstr.com) for textbooks, clothing, supplies and more, all of which can be shipped to you, or picked up in the bookstore.

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

RiverPark Campus Bookstore

The CSU Bookstore at the RiverPark Campus specializes in texts and materials specific to the arts and communication, and also carries a wide array of CSU clothing, supplies and sundries

CSU Dining Services (<http://www.campusdish.com/en-US/CSS/columbus>)

CSU's dining program strives to provide you with a wide array of nutritious and tasty food options from comfort to health to snack and beyond. Our dining services partner is Aramark, a global leader in higher education food operations. All students living in CSU

housing are required to purchase a meal plan and may select from the choices provided based on the number of hours the student has completed. For the 2015/16 school year there are three different options for dining for residents, and four for commuters.

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

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

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

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

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

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

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

STUDENT LIFE

Student Fees: 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:	\$30.00
Technology: per semester:	\$79.00
Parking Deck per semester:	\$47.00
Student Rec Fee:	\$170.00
Institutional:	\$265.00
International:	\$14.00

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, racquetball, outdoor adventure trips, whitewater rafting trips, and tournaments. In addition to planned activities, courts are open for free play. Campus recreation has many programs and services such as group fitness classes, Personal training, swimming lessons, and so much more. Come get involved and find out what's happening in the SRC. For information, contact the Student Recreation Center Front Desk (706) 507- 8658

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 deck, free weight and selectorized areas, an indoor track, two movement rooms, rock and bouldering walls, locker rooms, and an indoor swimming pool with a sauna, whirlpool and a lazy river. The student recreation center fee covers access into the facility for each enrolled

Columbus State University

on campus student. Faculty, staff, spouses, dependents (16 and up) and alumni may join by purchasing a monthly, semester or yearly membership. For additional information call (706) 507-8658.

Office of Greek Life

Columbus State offers sixteen Greek organizations spanning across 3 Greek councils. Recruitment for these organizations happen year round! For more information about Greek life on our campus, call (706) 507-8012. Visit the Greek Center, located in the lower level of Woodruff Gym, or visit our website <http://students.columbusstate.edu/greeks/index.php>

Orientation Team (ROAR Team)

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



The Saber

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

Student Government

Students play an important part in the policy and decision making process at Columbus State University. The Student Government Association handles matters concerned with the general welfare of the student body. The legislative branch of the SGA, composed of 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, referred to as SAC, is the student-run organization responsible for a variety of events for CSU's student body. The purpose of this organization is to contribute to the social, recreational, and educational development of the CSU community through programs and services. SAC is made up of committees that are responsible for a specific type of event programming. These committees include; Cinema, Speakers & Comedians and Special Events. Membership on these committees is on a volunteer basis and there are no membership fees. To sign up for a committee, students can visit the SAC Office in the Davidson Student Center room 268. Students can help plan and promote different events on campus. SAC is a great way to be involved on campus, gain life experiences, and make new friends! SAC's door is always open and students are encouraged to come by, call the office at 706-568-8595, or email sac@columbusstate.edu 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 Kickoff

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

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.

Miss CSU

CSU's annual scholarship pageant promoting women's involvement and academic achievements. The contestants receive scholarship assistance to Columbus State University while gaining poise, confidence, and life skills that benefit them and the University. The winner of this pageant goes on to compete for Miss Georgia. Congratulations to Morgan Self, Miss CSU 2015!

Homecoming

Homecoming will be featured during the Fall semester, October 19-24, 2015. This annual week is full of traditional events that help celebrate the CSU community as a whole. Events include tailgating, the Doughboy football game, downtown parade and concert as well as student organization competitions. Homecoming is organized by Student Life & Development in conjunction with Alumni Relations. For more information visit homecoming.columbusstate.edu.

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.

POLICIES

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

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

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

Health Risks

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

Substance Abuse Counseling Services

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

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

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

Legal Sanctions

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

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

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

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

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

Felony drug possession: up to 15 years imprisonment.

Trafficking in drugs: up to 30 years imprisonment.

University Sanctions

In addition to possible fines and imprisonment for violation of local, state, and federal drug laws, recent legislation mandates the following specific sanctions for students and student organizations that unlawfully manufacture, distribute, sell, possess, or use illicit drugs and/or alcohol:

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

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

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

INTELLECTUAL PROPERTY

1. Preamble

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

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

Patentable inventions and copyrightable materials often come about because of the activities of CSU faculty, staff and students who have been aided by the use of CSU resources. As part of the CSU's mission, it is important to 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:
 - 1. only incidental use of University resources is made;
 - 2. the project is developed on one's own time and is not in accordance with the terms of a sponsored project; and
 - 3. the project is not undertaken in whole or in part as a University assignment.
- H. Intellectual Property** shall be deemed to refer to copyrighted materials, patentable processes or materials, software, trademarks, and trade secrets, whether or not formal protection is sought.
- I. Lead Creator** shall be the person in charge of the project or program which develops the IP. There may be more than one Lead Creator on a project or program, however, this must be specified in the Disclosure Form.

- J. Mask Work** means a series of related images, however fixed or encoded: (i) having or representing the predetermined, three dimensional pattern of metallic, insulating, or semiconductor material present or removed from the layers of semiconductor chip product; and (ii) in which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product (See 17 U.S.C. 901).
- K. Net Revenue** shall mean the revenue received through commercialization of any IP less the associated expenses which may include, but not be limited to, patent costs, attorney's fees, marketing costs, reproduction, mailing, consumables, accounting costs, unreimbursed development costs, etc.
- L. Novel Plant Variety** means a novel variety of sexually reproduced plant (See 7 U.S.C. 2321 et seq.).
- M. Patentable Materials*** shall be deemed to refer to items which reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes whether or not patentable there-under. These are to include Novel Plant Varieties and Patentable Plants.
- N. Patentable Plant** means an asexually reproduced distinct and new variety of plant (See 35 U.S.C. 161).
- O. Software** shall include one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions, statements or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.
- P. Sponsored Efforts** are those research and other projects undertaken by faculty, staff and/or students which are paid for, either wholly or substantially in part, by outside entities. Such entities may include, but not be limited to, governmental, corporate, Defense Department, or private foundation. A sponsored effort may be in the form of a grant or a contract whose purpose is to produce a result through research, writing, programming, construction or other effort.
- Q. Trademarks** shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University System of Georgia or any of its institutions (see 15 U.S.C. 1127).
- R. Trade Secrets** means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which: (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons, who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (See O.C.G.A 10-1-761).
- S. University-Assigned Efforts** are those efforts which the University assigns to a College, department, specific faculty member(s), staff, and/or student(s). The assignment may be either explicit, as in a directive from the president, provost, a dean, department chair or other administrative or governance body, or implicit, as in an effort undertaken as a part of one's job. Excluded are those scholarly and creative works produced under the general obligation faculty and students have for developing such works which include, but are not limited to, textbooks, associated supplementary material, dissertations, class assignments, other books, musical compositions, works of art, and journal articles.
- T. University-Assisted Efforts** are those undertaken by faculty, staff and/or students on their own initiative which receive institutional support (financial or otherwise) or use

institutional resources in more than a purely incidental way.

Such resources include, but are not limited to, use of funding provided by the University or a University-associated foundation, use of University-paid time within the employment period and/or by others involved, use of support staff and/or students, and use of University facilities other than one's office and the CSU library.

U. University Managed/Operated Efforts are those in which a department is expected to develop IP to help carry out its primary mission and to assist in defraying departmental expenses. The University, Faculty and Staff recognize that these departments include elements that go beyond the traditional teacher/student/classroom relationships, though those elements are included and considered of primary importance as well. Departments that fit this category include, but are not limited to, the Coca Cola Space Science Center, Oxbow Meadows, The CSU Social Research Center, and the Cunningham Center.

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

3. Intellectual Property Committee

A. Composition

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

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

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

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

B. Duties of the Intellectual Property Committee

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

C. Meetings

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

4. Intellectual Property Management

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

A. Management of Sponsor-Supported Efforts

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

B. Management of University-Assigned Efforts

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

C. Management of University-Assisted Individual Effort

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

D. Management of Individual Efforts

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

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

E. Declined Intellectual Property

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

5. Determination of Rights and Equities in Intellectual Property

A. Sponsor-Supported Efforts

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

B. University-Assigned Efforts

Ownership of IP developed as a result of University-Assigned Efforts, including any effort normally associated with one's discipline and position, shall reside with the University. Copyrightable works created by an employee in the course of that employee's employment are considered to be works made for hire under copyright law, with ownership vested in the employer. The general obligation among faculty and students to produce scholarly and creative works, such as textbooks and associated supplementary material, dissertations, other books, musical compositions, works of art, and journal articles does not constitute a specific assignment for this purpose and would constitute an Individual Effort.

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

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

B. University-Assisted Efforts

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

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

C. Individual Efforts

Ownership of IP developed by University personnel shall reside with the Creator(s) of

such IP provided that it meets the definition of Individual Efforts in Section 2(G) and that the Creator(s) has decided not to use the CSURSF to commercialize the IP. It shall be the responsibility of the Creator of the IP, if requested, to demonstrate that this classification applies to the IP.

D. University-Managed/Operated Efforts

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

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

6. Distribution of Income

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

	<u>Creator(s)</u>	<u>Creators' Department</u>	<u>Creators' College</u>	<u>Creators' Research Efforts</u>	<u>CSURSF</u>	<u>Provost's Office for Faculty Research & Development</u>
<u>Sponsor</u>	65%	10%	5%	5%	5%	10%
<u>Univ-Assigned</u>	50%	15%	10%	10%	5%	10%
<u>Univ-Assisted</u>	65%	10%	5%	5%	5%	10%
<u>Individual Effort</u>	65%	10%	5%	5%	5%	10%
<u>Univ-Managed / Operated</u>						
<u>CCSSC</u>	15%	80%	=	=	5%	=
<u>Cunningham</u>	15%	80%	=	=	5%	=
<u>SRC</u>	10%	60%	=	=	5%	25%
<u>UTTS</u>	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 administered by the Dean of the College, and the share going to Faculty Research and Development shall be administered by the Provost. The share designated for the Creator's Research Efforts may only be used for future research efforts by the project's Lead Creator or for professional development and is only in effect while the Lead Creator(s) is employed by, and conducting research at, the University. If the Lead Creator leaves the employ of the University, then this share is returned to CSURSF.

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

The Creator's share of Net Revenue shall be divided equally among joint Creators of the IP unless a written statement signed by all joint Creators which provides for a different

distribution formula is filed with CSURSF prior to the first distribution of shared Net Revenue.

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

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

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

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

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

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

7. Disclosure of Intellectual Property

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

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

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

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

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

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

8. Dispute Resolution and Appeals

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

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

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

9. Collaboration

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

10. Confidentiality

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

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

11. Obligations of Lead Creators

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

12. Heirs and Assigns

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

13. Prevailing Policy

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

14. Changes in Policy

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

15. Retention of Ownership

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

16. Policy Applicability

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

Hazing

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

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

Sexual Misconduct Policies

In cooperation with University System of Georgia (USG) policy and as part of Columbus State University's comprehensive health and safety program, beginning Fall semester 2015, Columbus State will require all incoming students to complete an online sexual violence prevention and alcohol education program. The USG and Columbus State University's goals are to increase each student's knowledge of sexual violence, decrease harmful behaviors, and provide information to assist in making quality life choices.

The Campus Sexual Violence Elimination (SaVE) Act requires all colleges and universities to address sexual violence. Institutions of higher education must provide educational programming for all incoming students on the issues of domestic violence, dating violence, sexual assault and stalking. To comply with this federal mandate, Columbus State University has partnered with EverFi, whose mission is to help students address critical skills such as alcohol abuse prevention and sexual violence awareness in institutions of higher education. With this partnership, we will be requiring all students to take the online class called *Haven: Understanding Sexual Assault* program which addresses the critical issues of sexual assault, relationship violence and stalking.

Introduction

Members of Columbus State University community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples

of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

Columbus State University's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The University uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the University never assumes a responding party is in violation of University policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

Title IX Coordinator

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

Title IX Coordinator:

Laurie Jones, Director of Human Resources, Richards Hall 228
Ph. 706-507-8920

Deputy Title IX Coordinator:

Aaron Reese, Asst. VP of Student Affairs and Dean of Students, Schuster Student Success Center 216
Ph. 706-507-8730

Deputy Title IX Coordinator:

Annette Brown, HR Administration and Benefits Manager, Richards Hall 228
Ph. 706-507-8920

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

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

Office for Civil Rights (OCR)
U.S. Department of Education
61 Forsyth St. SW, Suite 19T40
Atlanta, GA 30303
Telephone: 404-974-9450
Fax: 404-974-9459

Customer Service Hotline #: (800) 421-3481

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

U.S. Department of Justice Civil Rights Division

950 Pennsylvania Avenue, N.W.

Educational Opportunities Section, PHB

Washington, D.C. 20530

By e-mail to education@usdoj.gov

By telephone at (202) 514-4092 or 1-877-292-3804 (toll-free)

By facsimile at (202) 514-8337

Overview of Policy Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows:

- In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing, conscious, and voluntary consent prior to and during sexual activity.
- Consent is sexual permission.
- Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't.
- Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity.
- Previous consent does not imply consent to sexual activity in the future. Silence or passivity -- without actions demonstrating permission -- cannot be assumed to show consent.
- Consent, once given, can be withdrawn at any time.
- There must be a clear indication that consent is being withdrawn.
- Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions.
- When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation.
- Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes."
- Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

Consensual Amorous 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. Members of the faculty and staff, including graduate assistants, are prohibited from having "Amorous Relationships" with students over whom they have "Supervisory Responsibilities."

"Supervisory Responsibilities" are defined as teaching, evaluating, tutoring, advocating, counseling and/or advising duties performed currently and directly, whether within or outside the classroom, by a faculty, staff member or graduate assistant, with respect to a student. Such responsibilities include the administration, provision or supervision of all academic, co-curricular or extra-curricular services and activities, opportunities, awards or benefits offered by or through the University or its personnel in their official capacity. Employees are prohibited from having "Amorous Relationships" with employees whom

they supervise, evaluate or in any other way directly affect the terms and conditions of the others' employment, even in cases where there is, or appears to be, mutual consent. An "Amorous Relationship" is defined as a consensual romantic, sexual or dating relationship. This definition excludes marital unions. The term also encompasses those relationships in which amorous or romantic feelings exist without physical intimacy and which, when acted upon by the faculty or staff member, exceed the reasonable boundaries of what a person of ordinary sensibilities would believe to be a collegial or professional relationship. 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 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, particularly when students and employees not involved in the relationship claim they have been disadvantaged by the relationship. A faculty, staff member or graduate assistant who enters into an "Amorous Relationship" with a student under his or her supervision, or a supervisor who enters into an "Amorous Relationship" with an employee 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.

Those who require clarification of this policy or the definition of a relational conflict of interest, or who require guidance in removing a potential conflict of interest must contact the Director of Human Resources or his/her designee. Any individual who violates this policy is subject to disciplinary action commensurate with the offense, up to and including termination.

This policy is superseded by the laws governing inability to consent based on age.

Sexual Violence -- Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. Only those who commit sexual violence are responsible for those actions. We offer the tips below with no intention to victim-blame, with recognition that these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Give thought to sharing your intimate content, pictures, images and videos with others, even those you may trust. If you do choose to share, clarify your expectations as to how or if those images may be used, shared or disseminated.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.

- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. Your partner's consent should be affirmative and continuous. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or altered state, even if they willingly consumed alcohol or substances.
- Realize that your potential partner could feel intimidated or coerced by you. You may have a power advantage simply because of your gender or physical presence. Don't abuse that power.
- Do not share intimate content, pictures, images and videos that are shared with you.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Sexual Misconduct Offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

1. Sexual Harassment

Sexual harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the Title IX Coordinator or a Deputy Coordinator or online at https://publicdocs.maxient.com/reportingform.php?ColumbusStateUniv&layout_id=40. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
 - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational [and/or employment], social and/or residential program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.
Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in a professor's office or on the exterior of a residence hall door
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus
- Male students take to calling a particular brunette student "Monica" because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, "sexual relations" and Weight Watchers.
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

2. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

3. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,
- with any object,

- by a person upon another person,
- that is without consent and/or by force

Intercourse includes:

- vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

4. Sexual Exploitation

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Additional Applicable Definitions:

Consent:

Consent is

- clear, and
- knowing, and
- voluntary [or affirmative, conscious and voluntary],
- words or actions,
- that give permission for specific sexual activity.
 - Consent is active, not passive.
 - Silence, in and of itself, cannot be interpreted as consent.
 - Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
 - Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
 - The question of what the responding party should have known is objectively

based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Force:

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

- Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

- Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.
- This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.
- For reference to the pertinent state statutes on sex offenses, please see [insert reference here, or place in Appendix].

Examples

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never had done it but for Bill’s incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. **Bill is responsible for violating the university Non-Consensual Sexual Contact policy. It is likely that campus decision-makers would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not valid when forced. Sex without consent is sexual misconduct.**

2. Jiang is a junior at the university. Beth is a sophomore. Jiang comes to Beth's residence hall room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? **Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, it is important to be as clear as possible as to whether or not sexual contact is desired, and to be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.**
3. Kevin and John are at a party. Kevin is not sure how much John has been drinking, but he is pretty sure it's a lot. After the party, he walks John to his room, and John comes on to Kevin, initiating sexual activity. Kevin asks him if he is really up to this, and John says yes. Clothes go flying, and they end up in John's bed. Suddenly, John runs for the bathroom. When he returns, his face is pale, and Kevin thinks he may have thrown up. John gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that John seems pretty groggy and passive, and he thinks John may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into John the next day, he thanks him for the wild night. John remembers nothing, and decides to make a report to the Dean. **This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that John was incapable of making a rational, reasonable decision about sex. Even if John seemed to consent, Kevin was well aware that John had consumed a large amount of alcohol, and Kevin thought John was physically ill, and that he passed out during sex. Kevin should be held accountable for taking advantage of John in his condition. This is not the level of respectful conduct the university expects.**

Other Misconduct Offenses (Will fall under Title IX when sex or gender-based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);

5. Bullying, defined as
 - a. Repeated and/or severe
 - b. Aggressive behavior
 - c. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - d. That is not speech or conduct otherwise protected by the 1st Amendment.
6. Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other.
 - a. A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
 - b. An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
 - c. A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
 - d. Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.
7. Stalking
 - a. Stalking 1:
 1. A course of conduct
 2. Directed at a specific person
 3. On the basis of actual or perceived membership in a protected class
 4. That is unwelcome, AND
 5. Would cause a reasonable person to feel fear
 - b. Stalking 2:

Repetitive and Menacing
Pursuit, following, harassing and/or interfering with the peace and/or safety of another]
 - c. Examples of Stalking:
 1. A student repeatedly shows up at another student's on-campus residence, always notifying the front desk attendant that they are there to see the resident. Upon a call to the resident, the student informs residence hall staff that this visitor is uninvited and continuously attempts to see them, even so far as waiting for them outside of classes and showing up to their on-campus place of employment requesting that they go out on a date together. Stalking 1.
 2. A graduate student working as a on-campus tutor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently tutored, the graduate student thanked the student and stated that it was not necessary and would appreciate the gift deliveries to stop. The student then started leaving notes of love and gratitude on the graduate assistant's car, both on-campus and at home. Asked again to stop, the student stated by email: "You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything necessary to make you have the feelings for me that I have for you." When the tutor did not respond, the student emailed again, "You cannot escape me. I will track you to the ends of the earth. We are meant to be together." Stalking 2.
8. Any other University policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity [subject to limitations imposed by the 1st Amendment and/or Academic Freedom]. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of university policy.

Sanctions

The following sanctions may be imposed on students who have found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

Sanctions include:

- Warning
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Organizational Sanctions
- Other Actions

Sanctioning for Sexual Misconduct

- Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*
- Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).*
- Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Confidentiality Privacy and Reporting Policy

Confidentiality and Reporting of Offenses Under This Policy

All University employees (faculty, staff, administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources.

On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate University officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared.

Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at University:

Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff
- Off-campus:
 - Licensed professional counselors
 - Local rape crisis counselors
 - Domestic violence resources,
 - Local or state assistance agencies,
 - Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors [and/or the Employee Assistance Program] are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit [timely, quarterly, semesterly, yearly] anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client, patient or parishioner.

Formal Reporting Options

All University employees have a duty to report, unless they fall under the “Confidential Reporting” section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Coordinators. Employees must share all details of the reports they receive.

Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal University action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Deputy Coordinators, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality.

In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to: Division of Student Affairs, University Police, and the Behavioral Assessment and Recommendation Team. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy.

Reports to the Title IX Coordinators can be made via email, phone or in person at the contact information below:

Title IX Coordinator:

Laurie Jones, Director of Human Resources, Richards Hall 228
Ph. 706-507-8920

Deputy Title IX Coordinator:

Aaron Reese, Asst. VP of Student Affairs and Dean of Students, Schuster Student Success Center 216
Ph. 706-507-8730

Deputy Title IX Coordinator:

Annette Brown, HR Administration and Benefits Manager, Richards Hall 228
Ph. 706-507-8920

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

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware, is a violation of University policy and can be subject to disciplinary action for failure to comply with university policies.

Additional Information:**Federal Statistical Reporting Obligations**

Certain campus officials – those deemed Campus Security Authorities - have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Additional Policy Provisions**1. Attempted violations**

In most circumstances, University will treat attempts to commit any of the violations listed in the *Gender-Misconduct Policy* as if those attempts had been completed.

2. False Reports

University will not tolerate intentional false reporting of incidents. It is a violation of the *Falsification of University Records or Giving False Statements policy* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

3. Amnesty for Victims and Witnesses

The university community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, university pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The University pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

4. Parental Notification

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which university officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

Questions and Answers

Here are some of the most commonly asked questions regarding the university's sexual misconduct policy and procedures.

Does information about a report remain private?

The privacy of all parties to a report of sexual misconduct must be respected, except insofar as it interferes with the university's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. The university will not disseminate information and/or written materials to persons not involved in the resolution process without the consent of both parties. Witnesses are also required to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the reporting party or the responding party may lead to conduct action by the university, though both parties are allowed to share their perspectives and experiences. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials.

In all resolutions of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the university, Dean of Students, Director of Security). If there is a report of an act of alleged sexual misconduct to a conduct officer of the university and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will

be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an “Annual Security Report” of campus crime statistics. This statistical report does not include personally identifiable information.

Will my parents be told?

No, not unless you tell them. Whether you are the reporting party or the responding party, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, in a life-threatening situation.

Will the responding party know my identity?

Yes, if the university determines there is reasonable cause to believe a violation has occurred and investigates the matter. The responding party has the right to know the identity of the reporting party. If there is a hearing, the university does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

Do I have to name the responding party?

Yes, if you want formal disciplinary action to be taken against the responding party. You can report the incident without the identity of the responding party, but doing so may limit the institution's ability to respond comprehensively.

What do I do if I am accused of sexual misconduct?

DO NOT contact the reporting party. You may immediately want to contact someone who can act as your advisor; anyone may serve as your advisor [or advocate]. You may also contact the [Student Conduct Office], which can explain the university's procedures for addressing sexual misconduct reports. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.

Will I (as a victim) have to pay for counseling/or medical care?

Not typically, if the institution provides these services already. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc. [In this state, victims may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution].

What about legal advice?

Victims of criminal sexual assault need not retain a private attorney to pursue criminal prosecution because representation will be handled by the District Attorney's office. You may want to retain an attorney if you are considering filing a civil action or are the responding party. The responding party may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding. Both the responding party and the reporting party may also use an attorney as their advisor [or advocate] during the campus' resolution process. Attorneys are subject to the same restrictions as other advisors.

How is a report of sexual misconduct decided?

The university investigates allegations of sex/gender based harassment, discrimination or misconduct to determine whether there is evidence to indicate a policy violation is “more likely than not.” This standard, called the preponderance of the evidence, corresponds to an amount of evidence indicating a policy violation is more than 50% likely.

What about changing residence hall rooms?

You may request a room change if you want to move. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you prefer that the responding party be moved to another residence hall, that request will be evaluated by the Title IX Coordinator or deputy to determine if it can be honored. Other assistance and modifications available to you might include:

- Assistance from university support staff in completing a room relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Help with finding an off-campus residential alternative;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.) or otherwise implementing academic assistance;
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Escorts to and from campus locations;
- On or off-campus counseling assistance;
- Transportation assistance or support;
- Other accommodations for safety as necessary.

What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution can also accompany you to Hospital and law enforcement or Security can provide transportation. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligation him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct. The university provides amnesty from any consequences for minor

policy violations that occur during or come to light as the result of a victim's report of sexual misconduct.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct resolution?

The use of alcohol and/or drugs by either party will not diminish the responding party's responsibility. On the other hand, alcohol and/or drug use is likely to affect the reporting party's memory and, therefore, may affect the resolution of the reported misconduct. A reporting party must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove that policy was violated. If the reporting party does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the responding party without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a responding party.

Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present matter.

What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's Title IX Coordinator (not confidential) or counseling center [victim advocate's office] (confidential). [The institution also provides process advisors [or advocates] who can help you to define and clarify the event(s), and advise you of your options].

Sexual Misconduct Procedures

For the complete procedures and process for a Sexual Misconduct, Harrassment or Discrimination report see the Columbus State University's Sexual Assault and Violence Education website at <http://sa.columbusstate.edu/dos/save.php> under the heading **Columbus State University Civil Rights Investigation and Resolution Process for Reports Concerning Discrimination, Harrassment or Sexual Misconduct.**

Tobacco and Smoke-Free Campus Policy

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the USG commitment to provide a safe and amicable workplace for all employees. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campuses.

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

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

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

CAMPUS ORGANIZATIONS

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

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

FRATERNITIES AND SORORITIES

Alpha Omicron Pi

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

Alpha Phi Alpha

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

Alpha Kappa Alpha Sorority, Inc.

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

Delta Sigma Theta Sorority, Inc.

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

Delta Zeta Sorority

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

Interfraternity Council

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

Kappa Alpha Psi Fraternity, Inc.

Kappa Alpha Psi Fraternity, Inc., was founded on the campus of Indiana University in Bloomington, Indiana on January 5, 1911. The Eta Theta Chapter of Kappa Alpha Psi Fraternity, Inc., was established on the campus of Columbus State University on April 11, 1974. The purpose of Kappa Alpha Psi is to encourage honorable achievement in every field of the human endeavor. Kappa Alpha Psi Fraternity, Inc., offers its members brotherhood, leadership training, and self-discipline. Men interested in Kappa Alpha Psi Fraternity, Inc., may contact any brother of the fraternity or the Greek Life Office at 706-507-8012.

Kappa Sigma

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

National Panhellenic Conference

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

National Pan-Hellenic Council

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

Omega Psi Phi Fraternity, Inc.

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

Phi Sigma Kappa

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

Phi Beta Sigma Fraternity, Inc.

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

Phi Mu

On January 4, 1852, Mary Ann DuPont (Lines), Mary Elizabeth Myrick (Daniel) and Martha Bibb Hardaway (Redding) founded an organization called the Philomathean Society at Wesleyan Female College in Macon, Georgia. Wesleyan was the first institution to grant college degrees to women. For the next two months the Founders were busy gathering additional members, creating a constitution, devising an initiation service and adopting a secret and an open motto. On March 4, 1852, the members announced the formation of their new society, which became the Alpha Chapter of Phi Mu Fraternity. Since that time, March 4 has been observed as Founders' Day.

Columbus State University

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 or the Greek Life Office at 706-507-8012.

Tau Kappa Epsilon

Tau Kappa Epsilon is a brotherhood of men who support each other's mental, moral, and social development. Since its founding, more than 240,000 men of good character have become members. We currently operate Chapters and Colonies on 272 college campuses

across the United States and Canada, which makes us the largest college social fraternity in the world. Over 300 men from Columbus State have become brothers in TKE.

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

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

Xi Theta

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

Zeta Phi Beta, Inc.

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

STUDENT GOVERNMENT CONSTITUTION

Preamble

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

Article I: Name

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

Article II: Objectives

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

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

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

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

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

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

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

Article III: Forum

Section 1: Membership

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

1. The Executive Committee, which shall be composed of the President of the student body, Vice President of Scholastic Affairs, Vice President of Finance, Speaker of the Senate, and Speaker of the Representatives. The Speaker of the Senate and the Speaker of the Representatives shall be voting members of the Executive Committee, and have a regular vote in forum sessions. However, the President shall have a tie-breaking vote.
2. The voting forum body, which shall consist of the following two components:
 - a. The Senators-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.

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

Students shall have the right of protection against prejudiced academic evaluation. At the same time, students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Any student who

believes that individual academic rights have been violated may seek redress by contacting the Director of Judicial Affairs, the Dean of Students, or the Associate Vice President for Academic Affairs for direction in filing a formal grievance.

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

IV. University Police/Motor Vehicle Regulations

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

Operation and parking of a motor vehicle on campus is a privilege. All motor vehicles (including motorcycles) parked on campus, CSU Courtyard I & 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

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:
 - 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 Recorders 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. **All organizations must follow and adhere to the Registered Student Organization Handbook (<http://students.columbusstate.edu/student-orgs/index.php>), in addition to all student rules, regulations and guidelines.**

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

VI. Student Publications

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

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

Publications Committee

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

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

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

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

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

Publication Editor Responsibilities

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

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

Advisor Responsibilities

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

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

Editor's Qualification. The Advisor will ensure that all candidates meet eligibility requirements.

The Staff of Publications

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

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

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

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

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

Election of Editor

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

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

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

VII. Demonstrations and Speakers on Campus

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

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

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

- A. The location selected for the activity is inadequate for the purpose for which it will be used (not big enough for the event, etc.);
- B. The activity substantially interferes with either vehicular or pedestrian traffic;
- C. The activity blocks the ingress or egress to buildings;
- D. The space is not available due to a prior reservation;
- E. The activity conflicts with a previously planned university activity;
- F. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university;
- G. The activity presents an unreasonable danger to the health or safety of the applicant or other individuals;
- H. The activity is prohibited by local, state, or federal law; or

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

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

VIII. Use of Likeness for Promotional Purposes

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

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

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

X. Posting of Notices and Care of Bulletin Boards

Materials placed on campus bulletin boards or cork strips should be arranged neatly

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

XI. Student Records Policies and Procedures

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

Student Access to Educational Records

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

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

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

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

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

Copies of Records to Students

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

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

Copies of Records to Third Parties at Student's Request

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

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

Cost to Student

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

Institutional Educational Records

The following educational records are maintained:

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

Release of Directory Information

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

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

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

Release of Student Information to Third Parties

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

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

Release of Student Information to Institutional Officials

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

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

Release of Student Information to Other Institutions

Under FERPA regulation 99.31 (a)(2), a school district or postsecondary institution may disclose education records, without consent, to officials of another school, school system,

or post secondary institution where a student “seeks or intends to enroll.” The regulation clarifies that the authority to disclose or transfer education records to a student’s new school does not cease automatically the moment a student has enrolled and continues to any future point in time so long as the disclosure is for purposes related to the student’s enrollment or transfer. This means that a school may disclose any records or information, including health and disciplinary records, that the school could have disclosed when the student was seeking or intending to enroll in the new school.

Correction of Education Records

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

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

Right to File a Complaint

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

XII. Equal Opportunity Policy

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

Any student with a complaint or concern that is related to these standards should contact the Affirmative Action/Equal Opportunity Office at (706) 568-2005. This office is located in Richards Hall.

XIII. Academic and Non-Academic Misconduct and Appeals

A. Judicial Procedures for the Student

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

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 be filed with the Behavioral Assessment and Recommendation Team (BART) as described in the General Information area in this handbook or found online in CougarNet

B. Academic Misconduct

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

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

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

1. During examinations no student shall use materials not authorized by the instructor.
2. No student or other person shall obtain and furnish to any other student materials which can be shown to contain the questions or answers to any examination scheduled to be given at any date in any course offered by the university.
3. No student shall knowingly receive and use materials, which can be shown to contain the questions, or answers to any examination scheduled to be given at any date in any course offered by the university.
4. No student shall receive or give assistance in preparation of any assignment, essay, laboratory report or examination to be submitted as a requirement for any academic course in such a way that the submitted work can no longer be considered the personal effort of the student submitting the work. In the case of tutoring, peer review and similar instances of assistance, a special effort must be made to retain this distinction and the integrity of the student's personal performance.
5. In some cases, tutoring may border on academic irregularity; in the case of course requirements for a grade, it is the student's responsibility to clarify the instructor's policy. If the student is uncertain as to the direction of the instructor, it is the student's responsibility to seek clarification from the instructor.
6. Plagiarism is prohibited. Themes, essays, term papers, tests, and other requirements for a grade, must be the work of the student submitting them. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged. Term papers, reports, reviews, or other assignments may not be purchased for submission in lieu of the student's own efforts.

7. Any person taking, or attempting to take, steal or otherwise procure in any unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, laboratory equipment, roll books, etc., shall be in violation of these regulations.

C. Academic Appeal Procedures for Students

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

1. Academic Grievance

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

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

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

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

Unless an extension is approved by the dean of the appropriate college or the Provost, the appeal should be submitted by the student not more than ten university working days after the start of the term immediately following the term in which the course was taken.

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

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

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

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

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

A decision by a department chair may be appealed to the appropriate dean. A dean's decision may be appealed to the Provost. Filing an appeal of a decision represents an opportunity to rectify a failing that occurred within the appeal review. Therefore, the filing of an appeal must focus on: (1) a request to introduce new and compelling evidence which was not available at the time of a hearing and which could apparently result in a different final decision, (2) the documentable failure of the decision to comply with specific Columbus State University or University System of Georgia policies, or (3) the documentable error of facts substantial enough to apparently result in a different final decision. All decision appeals must be made in writing and received by the appropriate party not more than 5 university working days after the decision was issued. The burden of proof falls on the principal making the appeal.

2. 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 considered in violation of the Columbus State University Student Conduct Standards and subject to disciplinary charges.

Procedure: The Student should submit a request for a medical hardship withdrawal online at [Http://sa.columbusstate.edu/forms.php](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 Academic Center for Excellence.

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

D. Non-Academic Misconduct

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

In Columbus Hall, Courtyard II, Maryland Circle, Fontaine, Oglethorpe, Yancey at One Arsenal, and Rankin student housing units, alcoholic beverages may be consumed by members and guests of legal drinking age in the privacy of the apartment. Residents who are under the legal drinking age may not host guests who are in possession of alcohol. Unless all assigned residents of the unit are of legal drinking age, alcohol must be stored and secured within the owner's bedroom and may not be stored in areas accessible to all residents of the unit. Residence Life staff and the CSU University police reserve the right to require verification of the ages of any guest and the host resident (s) will be held accountable for the action of their guest(s). Kegs, "drinking fountains", or other common containers are not allowed at any time in or around the residential facilities. Those of legal age who choose to drink are encouraged to do so safely, responsibly and in moderation. It is imperative that residents understand their individual rights and responsibilities if they choose to consume alcohol or host gatherings that involve the consumption of alcohol on the grounds of University

housing. If a resident is found acting in a hostile or threatening manner, University police will be notified. It the responsibility of all residents to understand the alcohol policy of Columbus State University as it applies to the entire campus.

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

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

- 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 or possess remnants of drug use, to include but not limited to, seeds, leaf remnants, and smoke.

3. Property Damage/Theft

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

4. Disorderly Assembly

- a. No persons shall assemble on campus for the purpose of creating a riot or destructive or disorderly diversion which interferes with the normal educational process and operation of the University. This section shall not be construed to deny any students the right of peaceful assembly.
- b. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of the University facilities, or prevent the normal operation of the University. (See the Board of Regents' Policy Statement.)
- c. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited.

5. Disorderly Conduct

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

Attendance of Unenrolled Individuals In Class

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

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

6. Sexual Misconduct

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

- a. **Sexual Harassment**- Unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is, based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.
- b. **Non-Consensual Sexual Contact**- Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force. Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- c. **Non-Consensual Sexual Intercourse**- Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

- d. Sexual Exploitation- Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV to another student; Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

7. Assault/Fighting

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

8. Hazing

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

9. Falsification of University Records or Giving False Statements

- a. Each person must complete any University record honestly.
- b. No person shall alter, counterfeit, forge or cause to be altered, any record, form or document used by the University.
- c. No person shall fail to identify themselves or convey of false information to a college official acting in the performance of their duties.

10. Financial Responsibility to the University

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

11. Fire Safety

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

12. Use of University Facilities

- a. No person shall make unauthorized entry into any University building, office, or

other facility. Nor shall any person remain without authorization in any building after normal closing hours.

- b. No person shall make unauthorized use of any University facility. Upon appropriate notice by University officials, authorization for the use of University facilities may be withdrawn or otherwise restricted.
- c. Unauthorized duplication of keys to University facilities or equipment is prohibited.

13. Violations of Laws

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

14. Weapons and Firearm Policy

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

15. Computer Violations

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

16. Copyright Material Violations

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

17. Tobacco and Smoking

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

F. Procedures for Alleged 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:
 - a. the student being given notice of the alleged violation(s),
 - b. an explanation of the charges,
 - c. and an opportunity to be heard by an appropriate Hearing Officer.
- 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. 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 or see the Board of Regents Policy Manual, 4.7 Appeals at, <http://www.usg.edu/policymanual/section4/C333>

XIV. 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 Interim Suspension may be issued when in the judgment of the Dean of Students, and after consulting with appropriate University officials, such as the Director of Student Health Services, Campus Police and/or the Director of the Counseling Center, it is determined that the continued presence of an individual

poses a significant danger or threat to others, or the University. All Interim Suspensions should be reviewed within 72 hours of the time of suspension and a recommendation for appropriate action forwarded to the Vice President for Student Affairs.

2. A person suspended or expelled is prohibited from entering the facilities or property of Columbus State University or the Columbus State Foundation except for the pursuit of due process.
3. Students who are suspended or expelled for disciplinary reasons, or those who leave the University when disciplinary action is pending will receive a WF.
4. Students who are suspended or expelled from Columbus State University for disciplinary reasons may be held responsible for all tuition, fees, housing and meal charges, as defined by Residence Life and Business Office policies.

XV: Reviewing and Amending

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