



# Columbus State University

Student Handbook

2023-2024

# **COLUMBUS STATE UNIVERSITY STUDENT HANDBOOK**

## **2023-2024**

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

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

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ACT  
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## Where

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## **GENERAL INFORMATION**

### **Create Care Team**

The CSU Create Care Team coordinates information and referrals received from members of the CSU student, faculty, and staff communities. Referrals and reports are used to promote safety and well-being of all. However, if there is an active or immediate risk of violence to self or others, University Police should be contacted at 706-507-8911.

### **Continuing and Professional Education**

Columbus State University's Continuing and Professional Education (CPE) has been offering classes to Columbus and the region for over 40 years. CPE offers professional development and certificate programs (e.g., Real Estate Pre-Licensing, Graphic Design). Also offered are personal courses (e.g., painting and yoga), summer camps for kids, as well as a wide range of professional certificates via online courses. 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, call 706-507-8070 or visit website at [ColumbusState.edu/CE](http://ColumbusState.edu/CE)

### **Emergencies**

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

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

### **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.

### **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**

The 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 both UPS and USPS.

### **Voter Registration**

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

## **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.

## **Immunization**

The Board of Regents (BOR) of the University System of Georgia (USG) has established immunization requirements for all new students (first-year, transfer, and others) as directed by policy consistent with recommendations provided by the Advisory Committee on Immunization Practices, developed collaboratively by the Board of Regents of the University System of Georgia and the division of Public Health of the Georgia Department of Human Resources.

It is the policy of the Columbus State University's Health Services to comply with the mandatory immunization program established by the BOR of the USG. These requirements include documented proof of immunity to measles, mumps, and rubella, varicella (chicken pox), tetanus, diphtheria, pertussis, and hepatitis B.

A brief summary of current immunization requirements is available on [our immunization requirements and recommendations page](#). For more information on immunization policy, please visit: [Immunization Information - Columbus State University](#)

## **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.

## **CSU ADVISE**

CSU ADVISE provides students with high quality, innovative academic advising that will prepare them to make informed decisions regarding their educational, personal, and professional goals. CSU

ADVISE serves as the central resource for information regarding academic programs, student support services, and other campus opportunities. Advisors will assist with retention strategies, provide degree progression tools, and paths to graduation. Advisors, based on their assigned majors, are located in Simon Schwob Memorial Library and Frank Brown Hall..

Students admitted to Columbus State University will be assigned to CSU ADVISE or a faculty advisor in their academic department. Students meet with their advisors each semester to discuss the specific courses required to complete the degree of the student's choice. Students are urged to maintain communication with the advisor throughout their academic career.

Students may register for classes by logging onto the CSU website, [www.ColumbusState.edu](http://www.ColumbusState.edu), entering the MyCSU portal, and then accessing the Student Records tab. Please refer to the CSU Academic Calendar for specific dates and information regarding registration dates 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 MyCSU portal and the Student Records 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 Ecore Classes**

Online classes are offered through CSU and through a partnership with the USG with eCore. Students who have not previously enrolled in an eCore online course at CSU must complete the eCore introductory survey before they will be allowed to enroll in an eCore course. The survey can be found at [ecore.columbusstate.edu](http://ecore.columbusstate.edu).

## **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. Students receiving financial aid should also refer to Satisfactory Academic Progress (SAP) under the financial aid section of this catalog. Students on University Support Status are required to participate in CSU's University Support Program as a condition of registering for courses in the following academic term.

**University Support Status** occurs when a student's institutional grade point average falls below 2.0.

**Continued University Support Status** occurs when, at the end of a semester, a student currently on University Support Status achieves a term grade point average of 2.0 or higher but an institutional grade point average lower than 2.0.

**Removal from University Support Status** occurs when, at the end of a semester, a student's institutional grade point average equals or exceeds 2.0.

## **Class Attendance**

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 the University. 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.

### **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 MyCSU. Prior to the W grade deadline, as listed on the CSU website, a grade of W will be assigned by the Registrar unless the instructor has already assigned a WF grade for excessive absences. A student initiating a withdrawal after the published deadline will automatically receive the grade of a WF.

A student may appeal the WF grade if documentation of non-academic hardship is provided. Students may not withdraw from a required learning support course with a grade of W while remaining in degree level courses. To remain in degree level courses, the learning support withdrawal grade will be WF and will count as a learning support attempt. Refer to the CSU website for specific dates and additional information regarding course withdrawals.

### **Medical Withdrawal**

Appeals for medical/hardship withdrawals are overseen by the Academic Standards Committee and managed by the Office of the Dean of Students.,

In addition, the student should understand that:

- 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.
- The date of the medical withdrawal should coincide with the last date of attendance in class.
- How the student was performing in classes prior to the medical situation or condition will not affect whether the student gets a medical withdrawal.
- 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 <https://registration.columbusstate.edu/refundtbl.php> (See the

Bursar's Office for balance inquiries)

- 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 pro-rated refund for the remaining classes.
- 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 to be in violation of the Columbus State University Student Conduct Standards and subject to disciplinary charges.

### **Procedure:**

The Student should submit a request for a medical hardship withdrawal online at <http://sa.columbusstate.edu/forms.php>. If it is determined by qualified medical personnel and approved by the Office of 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 emailed to the student.

Students who receive a full medical withdrawal will have a hold placed on future course registrations. The student will be required to apply for readmission after a medical/hardship withdrawal online at <http://sa.columbusstate.edu/forms.php>.

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

Office of the Dean of Students  
Columbus State University  
4225 University Avenue  
Columbus, Georgia 31907

Phone: (706) 507-8730

### **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:

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

**Cost to Student**

There is a minimum \$10 charge for official transcripts.

**Institutional Educational Records**

The following educational records are maintained:

<b>Type of Record</b>	<b>Location Responsible</b>	<b>University Official</b>
Academic school	Academic	Dean of School
Admissions	University Hall	Director of Admissions
Student Conduct	Schuster Center	Dean of Students
Financial Aid	University Hall	Director of Financial
Aid		
Student permanent	University Hall	Registrar
Other Academic	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, 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 receives 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.

## **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 Learner Computer Lab and Lounge**

A designated lounge for students who are 23 and older and is located in University Hall 013 and 014. It features computers, large study/lounge tables, white board, and FREE coffee. The space is designed for Adult students who want a designated space to study, relax, and connect with other adult 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.

### **First Year Experience**

All entering freshmen must satisfy the First Year Experience requirement by enrolling in Perspectives Course PERS before they reach sophomore status (30 credit hours). Transfer students with fewer than 30 credit hours must have transferable credit from another institution in order to be exempt from this requirement.

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 MyCSU)**

### **Computer Labs**

- Main Campus Library– (hours vary during summer, semester breaks and holidays)
- Broadway Crossing - 7am - 11pm
- 

**CSU HelpDesk** (hours may vary during semester breaks and holidays)

- Main Campus Library

### **Repair Shop**

- Free troubleshooting, hardware/software installs, virus cleanups, and consultations
- Main Campus Library- drop off and pick up when the HelpDesk is open

### **CougarWave Wi-Fi**

- Campus-wide Wi-Fi including all Residence Halls and CSU buses

### **CSU Mobile App**

- Student and campus information on your mobile device.

### **ResNet**

Wi-Fi and wired Internet access in the RiverPark and **Atomic**

**Learning** - (see the MyTech tab on MyCSU)

- Software Tutorials

### **Hardware and Software discounts**

- Apple, HP, Microsoft, SPSS, Adobe

### **Student Computer Accounts and Passwords:**

- **MyCSU** – CSU Portal, eMail, Google Apps, My Courses (MyCSU.ColumbusState.edu)
- **CougarView Desire2Learn (D2L)** – Learning Management System

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

### **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 MyCSU for more Information Security resources

## **UTS Contact Information:**

- E-mail: [helpdesk@ColumbusState.edu](mailto:helpdesk@ColumbusState.edu)
- Phone: 706.507.8199
- In Person: Main Campus Library and Dillingham Place
- Facebook: Columbus State HelpDesk
- Twitter: csuhelpdesk
- Student Help: MyTech tab on MyCSU
- HelpDesk website: [helpdesk@ColumbusState.edu](mailto:helpdesk@ColumbusState.edu)

## **CSU Libraries**

Visit The CSU Libraries Online:

<http://library.columbusstate.edu/> Columbus State University maintains three libraries including the Simon Schwob Memorial Library on the Main Campus as well as the Music Library and the Art Resource Lab on RiverPark Campus. The CSU Libraries is comprised of 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.

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

- Access and use desktop computers, checkout laptops or Google Chromebooks for use anywhere in the library. Students may also check out laptops for 24-hour use outside of the library.
- Chat, email or text a librarian to get help with locating articles, books, and course reserves. Call the Service Desk at 706-507-8670 for more information.
- Access Wi-Fi for your mobile devices.
- Visit Einstein Bros Café.
- Utilize comfortable seating for individual and group study.
- Use Quiet Zones on 2nd and 3rd floors for reading and studying. However, on the 1<sup>st</sup> floor students are asked to use indoor voice and refrain from disturbing other patrons. Students who refuse to follow library noise policies may be asked to leave the library.
- Take advantage of group and individual study rooms on all floors.
- Copy, 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 surrounding area..

#### Schwob Library Hours during semesters are:

Monday–Thursday	8:00am – 12:30am
Friday	8:00am – 5:00pm
Saturday	12:00am – 5:00pm
Sunday	1:00pm – 12:30am

#### Between semesters Schwob Library hours are:

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

### **Music Library (RiverPark Campus): 706-641-5045**

. This facility houses music collections, including books, periodicals, and media, and scores. It provides access to computer workstations, printers, media equipment, photocopiers, scanners, laptops, phone chargers and WiFi. The Music Library is a convenient study destination for all RiverPark CSU students.

The Music Library and Art Resource Lab hours during semesters are:

Monday – Friday 9:00am – 5:00pm

Saturday and Sunday            Closed

### **Art Resource Lab (RiverPark Campus)**

The Art Research Library (ARL) is located in the lower level of the Seaboard Depot building next to the Corn Center. The Art Research Library collection is comprised of approximately 1,500 titles cover all aspects of Art and Art History. Students can browse, read, and borrow most items from the collection, and student assistants are available to provide research assistance. Students may also request research consultations from the Art Research Library Supervisor/Art Librarian, Mr. Thomas Ganzevoort ([ganzevoort\\_thomas@columbusstate.edu](mailto:ganzevoort_thomas@columbusstate.edu)).

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

#### **Library Resources & Services Available at All CSU Libraries:**

- Receive one-on-one assistance.
- Chat, email, or text a librarian to get help with locating articles, books, and course reserves.
- 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 obtain 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/>

## STUDENT SERVICES

### Bookstore

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

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

CSU Bookstores offer several programs to help you save money:

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

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

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

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

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

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

### RiverPark Campus Bookstore

The CSU Bookstore at the RiverPark Campus specializes in texts and materials specific to the arts, communication, nursing and education. It also carries a wide array of CSU clothing, supplies and sundries and offers the same programs (e.g. Book Rental, Early Book) mentioned above.

## **Center for Accommodation and Access (Disability Services)**

The Center for Accommodation and Access coordinates the compliance of CSU with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The Director of the Center for Accommodation and Access and the Title II and Section 504 Compliance Coordinator is Sarah Secoy who is located in Schuster 102. 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 Center for Accommodation and Access 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 <https://caa.columbusstate.edu>.

## **Cougar Copy Center**

The Cougar Copy Center is located in the Davidson Student Center next to the Bookstore. The 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.

## **The Counseling Center**

The Counseling Center, located in room 301 of the Schuster Student Success Center, offers a variety of services – psychological services to enrolled students, career counseling to enrolled and prospective students, and consultation to 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, romantic partners, and 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.

Psychological testing is available in areas of career interest, intelligence, learning problems or academic achievement, and personality. The primary purpose of the testing services is to assist students in meeting academic potential.

## **Dining Services**

([www.columbusstatedining.com](http://www.columbusstatedining.com))

CSU's dining program strives to provide you with a wide array of nutritious and tasty food options from comfort to health to snack and beyond. Our dining services partner is Aramark, a global leader in higher education food operations. All students living in CSU housing are required to purchase a meal plan and may select from the choices provided based on the number of hours the student has completed. For the 2018/19 school year there are three different options for dining for residents, and two specifically for commuters, though they may, of course, purchase any plan we offer.

**The Cougar Café** 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-mealtimes. 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 up to 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 is also an all-you-care-to-eat facility (Use Cougar Cash, cash or credit cards.)

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

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

**The P.O.D.s (Provisions On Demand)** are small convenience stores selling grab-n- go food, sundries, snacks and beverages. We have

three – one in the Schuster Student Success Center, another in Stanley Hall, and one in Frank Brown 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 offers fresh produce, to-go items, frozen options, beverages and a wide variety of sundries. (Use Cougar Cash, cash or credit cards.)

**CSU Catering Department** offers a wide 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!

## **Diversity Programs and Services**

The Office of Diversity Programs and Services located in the Davidson Student Center, room 271. The purpose of DPS is to provide services that promote successful college experiences for diverse populations. These services aim to foster student development, increase ~~cultural~~ awareness and provide learning outcomes which are globally focused. This office will provide activities and programs that enhance the academic and social needs of a variety of populations including first- generation students, student veterans and dependents, students of color, commuting students, adult learners, LGBTQ+, fully online students, students with disabilities, graduate learners, dual enrollment students, and international students

### **Diversity Peer Educators**

The Diversity Peer Educators are diverse student leaders who contribute to the goal of an inclusive campus community by educating and advocating for issues of diversity and inclusion among their peers by helping to create a learning environment that celebrates diversity. Applications for the new team are usually available in October. For more information, please contact the Office of Diversity Programs and Services in Davidson 267.

## **Financial Aid**

The Financial Aid Office is located on the first floor of 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 2023, Spring 2024 or Summer 2024 should complete the 2023-2024 Free Application for Federal Student Aid (FAFSA) on-line at <https://studentaid.gov> (include Columbus State University's school code of 001561). Students seeking only the HOPE or ZELL Miller

Scholarships can either complete the FAFSA or the Georgia Scholarship/Grant Application (GSFAPPS) on the web at [www.gafutures.org](http://www.gafutures.org)

Financial aid priority deadlines are:

- Fall semester- June 1<sup>st</sup>
- Spring semester- November 1<sup>st</sup>
- Summer semester- April 1<sup>st</sup>

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. All documents can be submitted virtually using the [Financial Aid Verification Portal](#). For additional information on completing the financial aid process, please view the [CSU Financial Aid Checklist](#). Additional information and helpful videos about financial aid can be found at <https://finaid.columbusstate.edu>. Students are encouraged to review CSU scholarship opportunities on-line at [Scholarships - Columbus State University](#).

## **Military-Connected Student Services**

The Military-Connected Student Services Office has two locations to better serve our students who are Active Duty, Veteran or a dependent. We are located in the Soldier for Life Center at Ft. Moore as well as on the first floor of Schuster Student Success Center. on Main Campus. Our office assists students with the enrollment process as well help with utilizing VA Educational Benefits and Tuition Assistance

## **Residence Life**

### **Contact Information**

Residence Life Office, Clearview Hall: 58 Clearview Circle

Main Telephone: 706-507-8710

The Courtyard at CSU: 3815 University Ave

Telephone: 706-507-8778

RiverPark Office-1019 Broadway, Suite 5

Telephone 706-507-8035

### **Main Campus Housing Options**

- Clearview Hall is a 540 bed Residence Hall located on Clearview Circle on the interior of campus..
- The Courtyard at CSU is a 444 bed student apartment complex that houses upperclassmen students. The Courtyard, located at

3815 University Ave, and is just a short walk from the center of campus.

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

### **Reserve Officers' Training Corps**

Columbus State University, in conjunction with the Department of the Army, maintains a Department of Military Science to acquaint students with the Army, its role in society, and fundamentals of leadership and management. ROTC aids students in developing those abilities and attitudes which will make them academically successful. The ROTC program is designed to train students to become well-educated junior officers for the active Army, the Army National Guard, and the Army Reserve. Students may elect to take the first two years of academic instruction without any military obligation.

Students who want to pursue a commission in the Army Officer Corps and who meet eligibility requirements may continue to take the last two years of ROTC instruction and be commissioned as second lieutenants upon graduation. Students who missed the first two years of Army ROTC can receive credit for the Basic Course requirements by attending a 32-day Leaders Training Course at Ft. Knox, Kentucky, between their sophomore and junior years. Those who have prior military experience or three years of JROTC can also receive credit.

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

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

## **Student Health Center**

The Student Health Center is located on main campus in Tucker Hall and is available to all students who pay the student health fee each semester. The goal of Student Health Services is to provide quality primary health care at a reasonable cost. Community referrals and health counseling are also available through the Health Center. All medical care and counseling visits are confidential.

A Women's Health Nurse Practitioner and/or a Family Practice physician are available to see students by appointment during scheduled clinic hours. Students may also be seen by a Registered Nurse during clinic hours.

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 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. For more information, please call 706-507-8620 or visit <http://www.uhcsr.com/columbusstat>

## **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 ACCUPLACER, tests to fulfill legislative requirements, Math Placement test, College Level Examination Program (CLEP) exams, the nursing entrance exam, and the Outcomes Assessment, among others. 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, and FINRA exams, among many others.

### **University Police**

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 1019 Broadway. The department has sworn police officers who are responsible for life and property safety, 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.

## **STUDENT LIFE**

### **Student Fees**

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

### **Campus Recreation**

The Campus Recreation Department offers a co-educational program providing an opportunity for students, faculty, and staff to participate in a variety of recreational activities improving their overall well-being. Current programs include flag football, volleyball, basketball, softball, indoor and outdoor soccer, ultimate Frisbee, table tennis, racquetball, outdoor adventure 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.

### **Student Recreation Center**

Columbus State University offers a state of the art Student Recreation Center to meet the well-being, 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 campus student. Affiliate members such as CSU Faculty, staff, spouses, dependents (16 and up) and alumni may join by purchasing a monthly, semester or yearly membership. For additional information call (706) 507-8658.

### **Outdoor Recreational Complex**

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

### **Club Sports**

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

### **Fraternity and Sorority Life**

Columbus State offers eighteen Greek organizations spanning across 3 Greek councils (NPC, IFC, and NPHC). Recruitment for these organizations happens year-round! For more information about Fraternity and Sorority Life at CSU, 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>.

For more information on resources and policies about Greek organizations please visit: [Policies - Columbus State University](#).

## **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 Fraternity, Inc.**

Alpha Phi Alpha Fraternity, Inc., 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. 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.

### **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.



### **Interfraternity Council**

The Interfraternity Council (IFC) is the governing body for the 10 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.

### **Iota Phi Theta Fraternity, Inc. (Currently Inactive)**

Iota Phi Theta Fraternity, Inc. was founded in 1963 at Morgan State University in Baltimore, Maryland. The organization's purpose is "The Development and perpetuation of Scholarship, Leadership, Citizenship, Fidelity and Brotherhood among men." The organization has 3 national service initiatives: the National Iota Foundation, the I.O.T.A Youth Alliance and the INROADS Partnership.

### **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.

### **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.

### **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, and Xi Theta, who is an associate member of CPC. 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.

### **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 bound 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.

### **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.

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.

### **Sigma Gamma Rho Sorority, Inc. (Currently inactive)**

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 was founded on and continues to be steadfastly committed to the tenets of excellence in Scholarship, Sisterhood and Service. Sigma Gamma Rho has a proud legacy of providing positive and proactive community leadership and support when and wherever needed as indicated by the sorority's international slogan, "Greater Service, Greater Progress."

### **Sigma Nu**

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

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

### **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.

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

The Orientation 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 on to campus. Orientation Team Leader are expected to participate in all orientation sessions. Members are compensated financially for participating in the Orientation Program. For more information on how to become a member of the Orientation Team, call the Orientation Office, Davidson 279 at (706) 507-8593.

## **Student Organizations**

Columbus State University encourages students in the development of their special interests and talents through participation in student organizations. The value of student organizations as means of providing opportunities for students to enrich their educational experiences outside of the classroom is recognized by the university.

To facilitate the development of student organizations, it is necessary to subscribe to 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/](http://students.columbusstate.edu/student-orgs/)), 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, one must complete an online registration process. All processes, forms and information can be found at [CSUinvolve.columbusstate.edu](http://CSUinvolve.columbusstate.edu).

## **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 706-507-8595, or email [sac@columbusstate.edu](mailto:sac@columbusstate.edu) for

more information.

## **Student Leadership Positions**

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

## **Student 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 students get to know CSU and their fellow Cougars! Traditional signature events include RiverPark Picnic, Main Campus Picnic, Meet the Greeks, and many more! For more information, and a full schedule of events, visit our website at [students.columbusstate.edu/cougarkickoff](https://students.columbusstate.edu/cougarkickoff)

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

During the first week of the school year, the entire campus gathers at the campus picnics for food and entertainment. Students can participate at Main Campus or RiverPark. 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.

### **First Year Convocation**

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

### **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.

## **Homecoming**

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

## **WinterFest**

Columbus State University transforms the campus into a winter wonderland complete with the snow, Santa and a show during the community-wide event. WinterFest is free to attend and is an opportunity for the CSU family and the Columbus community to come together to welcome the holiday season. The event offers activities for everyone, including families with young children, students, university faculty and staff, CSU alumni and adults.

## **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.

## **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, and track & field. Men compete in intercollegiate baseball, basketball, cross country, golf, tennis, and track & field. Any student interested in competing on any sports team should contact the Athletic Director. The Athletic Department also supports a Dance Team and nationally ranked co-ed Cheerleading Squad.

## **Student Government**

SGA acts as a liaison between the faculty and student body to ensure clear communication and problem solving on an institutional level. Our goal is to successfully serve students and support all student voices and concerns. Students are encouraged to get involved with SGA.

For more information about SGA, the 2022-23 Executive Board, Senate, Cabinet, Constitution and By-Laws, please visit: [Student Government Association - Columbus State University](#)

## **POLICIES**

### **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 Alcohol and Drug Education Task Force provides 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. As such, they are associated with 1) distressing psychological, behavioral, and biological symptoms; 2) impairment in one or more important areas of functioning; or 3) significantly increased risk of suffering, death, pain, or important loss of freedom.

### **Substance Abuse Counseling Services**

An Alcohol and Drug Specialist Counselor at the University Counseling Center can provide individual counseling for substance abuse and other personal concerns to students of the University. All services of the Counseling Center are provided without charge students are informed of the nature and purpose of any assessment, treatment, educational or training procedure, and are given the freedom to choose to participate. When the Counseling Center is not able to provide the necessary services, clients are informed of alternative resources and appropriate referrals can be 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 client.

The counseling staff refrains from becoming unnecessarily involved 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, 12 months' imprisonment, and/or 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 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.

The Board of Regents of the University System of Georgia's 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.

### **Hazing Policy**

Hazing by definition is: "Any action taken or situation created, intentionally, whether on or off university or organizational 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 the administrations within the Offices of Student Life and Dean of Students include but are not limited to: community service, loss of facility privileges, loss of membership within said organization, temporary or permanent disbandment of organization from campus, or arrest. In such cases, the above-mentioned Offices work collectively to determine the appropriate course of action based on the severity of the offense.

### **Hoverboards Policy**

Due to recent concerns expressed by the United States Consumer Product Safety Commission (<http://www.cpsc.gov/en/>) and the potential impact these devices may have on campus and fire safety, the possession of, use, and storage of self-balancing scooters, more popularly known as “hoverboards”, will be prohibited on the Columbus State University campuses (Main Campus and RiverPark) effective immediately. Students, faculty, and staff who own one of these devices are encouraged to review safety guidelines provided by the National Fire Protection Association (<http://www.nfpa.org>).

As part of the University's efforts to maintain campus safety and remain in compliance with its fire protection and prevention efforts, the University has also added these devices to the list of items not allowed in Columbus State University Residence Halls. Those who currently have a hoverboard on the Columbus State University campuses should immediately remove it from campus premises. Columbus State University will continue to monitor the ongoing federal investigation regarding hoverboard safety and may reconsider the provisional ban as appropriate based on the outcome and recommendations of national consumer safety investigations and/or best practices recommended by the Board of Regents of the University System of Georgia.

## **Intellectual Property**

Columbus State University’s policy on intellectual property explains the rights of intellectual property and the revenue distribution, if applicable. The purpose of this document is to describe the definitions and stakeholders related to intellectual property and this policy and the aspect of rights and revenue as they relate to intellectual property. For more information and to review the complete policy refer to the following link:

[https://generalcounsel.columbusstate.edu/docs/policies/Intellectual\\_Property.pdf](https://generalcounsel.columbusstate.edu/docs/policies/Intellectual_Property.pdf)

## **Parking Policy**

All faculty, staff, currently enrolled students, and service providers who intend to park on either the Columbus State University main campus or its RiverPark campus are required to register their vehicle(s) with Parking Services. Failure to register a vehicle could result in a citation and/or vehicle immobilization or towing. Students taking only online classes and who visit either campus must have their vehicle registered upon arrival by requesting a temporary student permit online or by contacting the Parking Services Office. Vehicle information must be updated when vehicles or license plates change.

For more information on how to register your vehicle and for parking regulations, please visit [parking.columbusstate.edu](http://parking.columbusstate.edu).

## **Sexual Misconduct Policy**

In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined herein.

In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When sexual misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the

procedures outlined in the Sexual Misconduct Policy. The purpose of the Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct. For more information for sexual misconduct policies and reporting potential violations refer the non-academic misconduct section of this handbook and the following links: <https://columbusstate.edu/TitleIX>.

### **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” are 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 indoor and outdoor areas, 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 - 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.

## **STUDENT RESPONSIBILITIES AND RIGHTS**

### **1. 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.

## **2. 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 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.

## **3. 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 their individual academic rights have been violated may seek redress by contacting the Associate Provost for Academic 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 produced in accordance with university regulations and 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.

#### **4. Student Publications**

##### **A. The Uproar**

Columbus State University students publish their own newspaper, The Uproar, during fall and spring semesters. The Uproar 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 while gaining valuable journalistic experience. Staff positions are open to all students who meet the qualifications.

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

- i. Experience in self-expression.
- ii. Training in the aspects of publishing.
- iii. Outlets for creative work.
- iv. Information about student and faculty activities.
- v. A forum for the free exchange of opinion.

##### **B. 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:

- i. **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.
- ii. **Obscenity and profanity in articles or advertising.** Obscenity guidelines consider 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, and
  - 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 or academic standards, promote sexism or sexist attitudes, encourage bigotry, hate or violence, etc. is prohibited.

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.

### **C. Publication Editor Responsibilities**

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

- i. Facts should be distinguished from opinion.
- ii. The Editor should check for libelous content before publication.
- iii. 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.
- iv. 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.
- v. A newspaper should not publish opinion affecting reputation or moral character without allowing the right of swift rebuttal.
  - vi. A newspaper should not invade a person's privacy unless there is a public right to know as opposed to mere curiosity.
  - vii. It is the duty of a newspaper to make prompt and complete correction of serious mistakes of fact or interpretation, whatever their origin.
  - viii. All submissions must be signed; The Saber will not publish anonymous opinion.
  - ix. 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.
  - x. Faculty, students, or others may submit contributions to student publications; however, Editors are not obligated to publish all materials received.
  - xi. Materials of an official nature may be published as a service to the student body.
  - xii. Student publications will bear a prominently displayed statement to the effect that they are student publications.

#### **D. Advisor Responsibilities**

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

#### **E. 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.

#### **F. 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, a staff member 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.

### **5. Freedom of Expression Policy**

Columbus State University (“CSU”) supports and respects rights embodied in the First Amendment, including the right of freedom of speech, freedom of expression, the free exercise of religion, and the right to peaceably assemble. In accordance with Board of Regents Policy 6.5 Freedom of Expression, CSU agrees that these rights are of the utmost importance and must be protected. CSU also recognizes its responsibility to provide a secure learning environment that allows individuals enrolled at or employed by the University (“members of the CSU community”), as well as non-CSU community members, to express their views in ways that do not disrupt the operation of the University. The policy presumes 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) so long as such expression does not disrupt the functioning of the University or classroom instruction.

As a public institution of higher education, CSU supports the exchange of open ideas and academic freedom on its campus. This policy has been enacted to promote campus safety, to ensure the



proper functioning of the academic environment and institution activities, and to protect individual rights. In no way is this policy intended to place an undue burden on members of the CSU community to freely express themselves. Time, place, and manner restrictions imposed by the University shall be content neutral for all individuals and leave open an alternative means of expression for members of the CSU community. For more information and to view the entire policy, please refer to:

<https://www.columbusstate.edu/legal-affairs/docs/policies/freedom-of-expression-policy.pdf>

### **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.

### **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 any 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.

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

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

### **Equal Opportunity Policy**

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

Any student with a complaint or concern that is related to these standards should contact the Affirmative Action/Equal Opportunity Office at (706) 507-8920 or the General Counsel at (706) 507-8234 located in Richards Hall.

### **Non-Discrimination and Harassment Prevention**

It is the policy of Columbus State University to maintain an academic and work environment for all students, faculty, and staff that is free of discrimination and harassment. Discrimination and harassment are contrary to the standards of the university community. They diminish individual dignity and impede educational opportunities, equal access to freedom of academic inquiry, and equal employment. Discrimination and harassment on the basis of race, color, national origin, age, sex, sexual orientation, disability, religion, or veteran's status will not be tolerated at Columbus State University.

Discrimination and harassment are very serious matters that can have far-reaching, current and future impact on the lives, educational experience, and careers of individuals. Intentionally false accusations can have a similar impact. Both a person who impermissibly discriminates against another, and a person who knowingly and intentionally files a false complaint under this policy, are subject to university discipline.

For additional information and the latest Non-Discrimination and Harassment Prevention policy updates, please visit: [Non-Discrimination and Harassment Prevention - Columbus State University](#).

## **Notice of Non-Discrimination under Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.**

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. As recipients of federal assistance, Columbus State University is required to comply with Title IX. As such, the institution does not discriminate on the basis of sex in the education programs and activities it operates including admission and employment. Prohibited sex discrimination includes sexual harassment and sexual violence such as sexual assault, stalking, and domestic and dating violence.

Title IX complaint procedures can be found in Columbus State University [Sexual Misconduct Policy](#) for complaints against non-students. Questions about this Notice and Title IX application at Columbus State University, contact the Title IX Coordinator and/or the Department of Education Office of Civil Rights Assistant Secretary, as provided below.

### **CSU Title IX Coordinator**

Sarah Secoy, MPA.

Director of Center for Accommodation and Access/Title IX Coordinator  
Schuster 110

Columbus, GA 31907

(706) 507-8757

[secoy\\_sarah@columbusstate.edu](mailto:secoy_sarah@columbusstate.edu)

### **Deputy Title IX Coordinator**

Dr. Amber Dees

Richards Hall 313

706-507-8634

[dees\\_amber@columbusstate.edu](mailto:dees_amber@columbusstate.edu)

### **Region IV-Atlanta Office of Civil Rights U.S. Department of Health & Human Services**

Sam Nunn Atlanta Federal Center, Suite 16T7061 Forsyth Street, S.W.  
Atlanta, GA 30303-8909

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## **U.S. Department of Education**

Office of Civil Rights

(800) 421-3481

[ocr@ed.gov](mailto:ocr@ed.gov)

### **Reviewing and Amending the Student Handbook**

The Student Government, the faculty by formal vote of the Faculty Senate, the Activities Committee, any group of 100 or more students by petition, or the residents of Columbus State University may propose amendments or revisions. The Columbus State University Student Handbook is a summary of policies and procedures that have been developed over time.

Other policies and procedures that relate to specific operations of the University may exist and apply, but they may not have been included in this publication.

As the need arises, University officials reserve the right to amend, change, delete and/or develop new policies and procedures to meet the needs of the institution and/or as directed by the University System of Georgia and by laws and regulations enacted at the state and federal level.

All new policies or policy changes become effective immediately upon being posted.

## **STUDENT MISCONDUCT AND APPEALS**

### **Judicial Procedures for the Student**

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

Columbus State University will not tolerate academic 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 University community.

Reports may be filed with the Create Care Report (Formerly Behavioral Assessment and Recommendation Team, BART Report) as described in the General Information area in this handbook or found online in MyCSU. For more information and to access the Create Care on-line report/referral form, please visit: [CREATE CARE - Columbus State University](#).

### **Academic Misconduct Procedures**

The university recognizes honesty and integrity as central virtues of academic life and integral 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.

### **Academic Dishonesty/Misconduct Policy**

Educational institutions have the responsibility for protecting the educational purposes for which they exist, and for establishing safeguards to ensure that those charged with violations of university standards on academic integrity, scholarship and behavior are accorded equal protection from unfair disciplinary measures. The University recognizes honesty and integrity as central virtues of academic life 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 and procedures have been established for the resolution of alleged academic misconduct. Columbus State University will not tolerate academic misconduct, and individual is found to be in violation of the University standards, policies or procedures will be subject to the sanctions/remedies listed in this handbook.

### **Reporting of Academic Misconduct Policy**

The standards for academic honesty and integrity established in

this policy apply to all students enrolled at Columbus State University for any work performed for the purpose of advancing through and completing any course or program of study which leads to earning academic credit.

Faculty have specific responsibilities regarding academic misconduct, and all suspected deliberate violations of academic integrity (including, but not limited to: plagiarism, falsification, deception, collusion, or cheating) which, in the judgment of the faculty member, warrant application of an academic sanction in accordance with the course syllabus must be reported to the Office of the Dean of Students. Reports should be made through the Care and Concern Reporting Portal online Maxient system immediately upon discovery. Reports may be submitted using a web referral form:

<https://cm.maxient.com/reportingform.php?ColumbusStateUniv>.

Upon receipt of any report, the Office of the Dean of Students, in consultation with the designated representative of the Office of Academic Affairs, may take into consideration the following aspects: degree to which academic due process has been applied and completed, the severity of the offense, and any history of previous academic or non-academic misconduct cases. This information, and other information which is deemed relevant by the Office of the Dean of Students, will be used in determining whether further student conduct processes and actions are warranted that could result in additional student conduct charges and sanctions.

Before any sanction is imposed, any student suspected of violating the academic misconduct policy must be provided with due process. Application of due process includes providing the student notice of the charge(s) and possible sanctions, and the opportunity for the student to respond to the charge. If the instructor deems the student responsible after receiving a response from the student, and any academic sanction is applied by the instructor, the student should receive written notification and be informed that the decision can be appealed to the department chair (or college dean if the instructor is the department chair).

### **Academic Misconduct Regulations**

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, or otherwise obtained from others, 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.

### **Academic Misconduct Sanctions**

After application of due process rights, the possible course-related sanctions for students found responsible for academic misconduct may include:

1. Reduction of grades assigned to the student by the instructor for an assignment and/or the course in accordance with the syllabus.
2. A written reprimand and/or case management with the Office of the Academic Affairs or the responsible academic college of the University.
3. Removal from a course or program if in accordance with the policies of the department, program, and University.

### **Student Conduct Sanctions**

The Office of the Dean of Students, in consultation with the designated Academic Affairs representative, may deem the violation of academic misconduct sufficiently severe in and of itself, or when considered along with any other previous or concurrent violations of the student conduct code, such that additional student conduct processes are initiated and completed.

Possible sanctions resulting from the student conduct process, and after application of due process rights under the student conduct code, may include:

1. Student conduct probation for a specified period of time.
2. Case management applied by the Office of the Dean of Students which may include regular, scheduled meetings with the Office of the Dean of Students or referral to other designated departments or outside agencies, programs, or individuals as deemed appropriate by University officials.
3. Suspension from University enrollment for a specified period of time.
4. Permanent expulsion from the University.

### **Academic Appeal Procedures**

There are three processes for academic appeals depending on what is being appealed and when the appeal is occurring: Academic Appeal, Academic Standards Appeal and Ecore Appeal. For more help with Academic Appeals and Academic Standards Appeals and links to related documents, you should visit:

[Academic Grievance and Grade Appeal Based on Unfair Treatment - Columbus State University](#)

#### **Academic Appeal**

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 student 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 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 academic 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.

If the reviewer finds in favor of the appeal they may recommend that all or some of the student’s recommended remedies be granted. Copies of the appeal decision will be sent to the principals, the chairperson, the academic dean, and the Office of the Associate Provost for Faculty Affairs and Academic Innovation.

If 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. An academic 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.

### **Academic Standards Committee (ASC) Appeals**

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/Hardship 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 consult the 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 Appeal. Appeals to the Academic Standards Committee must be made within two years of the original grade unless there are extremely extenuating circumstances (military duty, lengthy hospitalization).

### **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 CSU Advise. The eCore advisor will provide the necessary steps for the student to submit the grade appeal.

### **Non-Academic Misconduct Procedures**

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

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

### **Non-Academic Misconduct Violations**

#### **1. Alcoholic Beverages**

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

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

In Columbus Hall, Courtyard, Maryland Circle, Fontaine, Oglethorpe, Yancey at One Arsenal, and Rankin student housing units, alcoholic beverages may be consumed by members and guests of legal drinking age in the privacy of the apartment. Residents who are under the legal drinking age may not host guests who are in possession of alcohol. Unless all assigned residents of the unit are of legal drinking age, alcohol must be stored and secured within the owner's bedroom and may not be stored in areas accessible to all residents of the unit. Residence Life staff and the CSU University Police reserve the right to require verification of the ages of any guest and the host resident(s) will be held accountable for the action of their guest(s). Kegs, "drinking fountains", or other common containers are not allowed at any time in or around the residential facilities.

Those of legal age who choose to drink are encouraged to do so safely, responsibly and in moderation. It is imperative that residents understand their individual rights and responsibilities if they choose to consume alcohol or host gatherings that involve the consumption of alcohol on the grounds of University housing.

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

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

**Student Travel:** This Policy on Alcoholic Beverages applies to students who travel on University-official business. Students who travel in an official capacity are expected to abide

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

## **2. Drugs**

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

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

- a. Malicious damage or destruction of property belonging to Columbus State University, its employees, its students, or visitors to the University is prohibited.
- b. Theft, removal, or conversion, for personal use, of 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/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.
  - 1. 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 include, but are not limited to:

- a. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such relationship shall be determined based on the totality of the circumstances including, without limitation to: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.
- b. **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant.
- c. **Sexual Harassment (Per the USG Sexual Misconduct Policy 6.7.1, Student on Student):** Unwelcome verbal, nonverbal, or physical conduct based on sex (including gender stereotypes), determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to participate in or to benefit from an institutional education program or activity in violation of Title IX.
- d. **Sexual Harassment (Per the USG Sexual Misconduct Policy 6.7.1, Other than Student on Student):** Unwelcome verbal, nonverbal, or physical conduct, based on sex (including gender stereotypes), that may be any of the following: 1. Implicitly or explicitly a term or condition of employment or status in a course, program, or activity; 2. A basis for employment or educational decisions; or 3. Is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity. The USG also prohibits unwelcome conduct determined by a Reasonable Person to be so severe, pervasive and objectively offensive that it effectively denies

a person equal access to a USG education program or activity in violation of Title IX.

- e. **Sexual Harassment** (Per Title IX BOR Policy 6.7.4): Conduct on the basis of sex that satisfies one or more of the following: (1) An employee conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or (3) "Sexual assault" as defined by the Clery Act and "dating violence," "domestic violence," and "stalking" as defined by the VAWA Amendments.
- f. **Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to the touching of a person's intimate parts (for example, genitalia, groin, breasts, or buttocks); touching a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts. This provision also includes "Fondling" as defined by the Clery Act.
- g. **Nonconsensual Sexual Penetration:** (1) Any penetration of the vagina, anus, or mouth by a penis, object, tongue, finger, or other body part or (2) contact between the mouth of one person and the genitals or anus of another person without the person's consent. This provision also includes "Rape, Incest, and Statutory Rape" as defined by the Clery Act.
- h. **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation may include, but are not limited to, the following: 1. Invasion of sexual privacy; 2. Prostituting another individual; 3. Non-consensual photos, video, or audio of sexual activity; 4. Non-consensual distribution of photo, video, or audio of sexual activity, even if the sexual activity or capturing of the activity was consensual; 5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts; 6. Knowingly transmitting an STD or HIV to another individual through sexual activity; 7. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or 8. Sexually-based bullying.
- i. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition: 1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or



through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property. 2. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

### **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 campus, 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 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 or her financial obligations will be dropped from classes and shall not be allowed to register for the next term, transfer credits to

another school, or 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**

Students are 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\***

The University System of Georgia (USG) prohibits all weapons on property owned or leased by the USG and its institutions, except as specifically provided herein or as provided in federal or state law.

#### **Exceptions**

- a. Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.
- b. Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.
- c. Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.
- d. Weapons carry license holders may possess weapons while under the license holder's physical control in a

motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.

- e. A weapons carry license holder may carry a handgun in any building or on any real property owned or leased by the USG and its institutions; provided, however, that such exception shall:
  - i. Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses;
  - ii. Not apply to any preschool or childcare space located within such buildings or ~~real~~ property;
  - iii. Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Georgia Code Section 20-4-37;
  - iv. Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the Dual Enrollment as provided for under Georgia Code Section 20-2-161.3;
  - v. Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;
  - vi. Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Georgia Code Section 16-11-126 and pursuant to Georgia Code Section 16-11-129; and
  - vii. Only apply to the carrying of handguns which are concealed.

### **Definitions**

The terms listed below are defined for the purposes of this Policy as follows:

- a. "**Weapon**" means and includes any pistol, revolver or any instrument designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches,

straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, and any stun gun or taser as defined in subsection (a) of Georgia Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the faculty member.

- b. "**Handgun**" means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term "handgun" shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.
- c. "**Electroshock weapon**" means a stun gun or taser or similar commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge.
- d. "**Concealed**" means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.
- e. "**Preschool or childcare space**" means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled

access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1 of Title 20 of the Georgia Code.

\* Revision approved by Board of Regents of University System of Georgia on October 10-11, 2017.

### **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" are 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.

## **Student Conduct Investigation and Disciplinary Proceedings**

This Policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations. The purpose of this Policy is to ensure uniformity in the quality of investigations while providing for due process that affords fairness and equity in all student conduct investigations. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and

## Fourteenth Amendments.

These procedures apply to matters relating to student misconduct, except matters relating to academic dishonesty. Columbus State University shall inform students of procedures governing student misconduct complaints and investigations.

For the purposes of this Policy the term Complainant means an individual who is alleged to be a victim of conduct that would violate any Board or other applicable Columbus State University policy. The term Respondent means an individual who is alleged to have engaged in behavior that would violate any Board or other applicable institution policy. Other individuals who report information to the institution regarding alleged policy violations are deemed Reporters.

## Reports of Student Misconduct

Complaints of student misconduct may be reported online at [Incident Reporting Form \(maxient.com\)](https://maxient.com) or to the appropriate department and should include as much information as possible, such as: (1) the type of misconduct alleged; (2) the name and contact information of the respondent; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Where appropriate, Complainants may file a law enforcement report as well as an institutional report but are not required to file both.

1. **Confidentiality:** Where a Complainant (where applicable) requests that their identity be withheld or the allegation(s) not be investigated, the institution should consider whether or not such request(s) can be honored while still promoting a safe and nondiscriminatory environment for the institution and conducting an effective review of the allegations. The institution should inform the requesting party that the institution cannot guarantee confidentiality and that even granting requests for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.
2. **Retaliation:** Anyone who has made a report or complaint, provided information, assisted, participated or refused to participate in any investigation or resolution under applicable Board or institution policy shall not be subjected to retaliation.

Anyone who believes they have been subjected to retaliation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation shall be subject to disciplinary action, pursuant to the institution's policy.

3. **False Complaints/Statements:** Individuals are prohibited from knowingly giving false statements to an institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, in violation of applicable Board or institution policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated pursuant to the institution's policy.
4. **Amnesty:** Students should be encouraged to come forward and report violations of the law and/or student code of conduct notwithstanding their choice to consume alcohol or drugs. Information reported by a student during the conduct process concerning their consumption of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty procedure shall prevent a university staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

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

**Jurisdiction:** Columbus State University shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct should be addressed when such acts occur on institution property, at institution-sponsored or affiliated events, or otherwise violate Columbus State University's student conduct policies, regardless as to where such conduct occurs. If the student has admitted responsibility and has voluntarily decided to participate in the informal

process, the procedures outlined in this section will not apply.

**Access to Advisors:** The Respondent and Complainant (where applicable), as parties to these proceedings, shall have the right to have an advisor (who may or may not be an attorney) of the party's choosing, and at their own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise their advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions posed to the advisee, but shall not participate directly during the investigation or hearing process.

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

Any report that involves allegation(s) of conduct that could lead to the suspension or expulsion of the Respondent(s) in an initial violation must be promptly reported to the System Director of Equity & Investigations ("System Director") by the institution. The System Director will work with the institution to determine whether any interim measure(s) are necessary, to assign an investigator and may collaboratively supervise the investigation with the appropriate institution professional (e.g., the Title IX Coordinator, Dean of Students). If an allegation is not initially identified as one that could lead to suspension or expulsion of the Respondent(s), but facts arise during the course of the investigation that would require notice to the System Director, then the institution shall report that case to the System Director or their designee prior to proceeding.

### **Interim Measures**

Interim measures may be implemented by the institution at any point after the institution becomes aware of the alleged student misconduct and



should be designed to protect any student or other individual in the USG and Columbus State University community. To the extent interim measures are imposed, they should minimize the burden on both the Complainant (where applicable) and the Respondent, where feasible.

Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a “no contact” directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. Other measures designed to promote the safety and well-being of the parties and the institution’s community.

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

Before an interim suspension is issued, the institution must make all reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent’s presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. The Respondent shall receive notice of the interim suspension and the opportunity to respond to the interim suspension. Within three business days of receiving a challenge the institution will determine whether the interim suspension should continue.

### **Investigation**

Throughout any investigation and resolution proceedings, a party shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in an investigation, the investigation may still proceed and policy charges may still result and be

resolved. Timely and equal access to information that will be used during the investigation will be provided to the Complainant (where applicable), Respondent.

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held “in abeyance,” such as probationary suspension or expulsion) the institution’s investigation and resolution procedures must provide the additional minimal safeguards outlined below.

1. The Complainant (where applicable) and Respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file.
2. Upon receipt of the written notice, the Respondent shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any Complainant (where applicable) shall also be provided three business days to respond to or to supplement the notice.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed.
5. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party’s proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
6. The initial investigation report shall be provided to the Respondent and the Complainant (where applicable). This report should clearly indicate any resulting charges (or alternatively, a

determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this Policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.

7. The final investigation report should be provided to the misconduct panel or hearing officer for consideration in adjudicating the charges brought against the Respondent. A copy shall also be provided to the respondent and Complainant (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

### **Resolution/Hearing**

In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized.

Where the Respondent indicates that they contest the charges, the matter shall be set for a hearing and once the investigative report has been finalized and copies provided to the Respondent and Complainant (where applicable); however, the Complainant (where applicable) and Respondent may have the option of selecting informal resolution as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs (or their designee) or the System Director.

Where a case is not resolved through informal resolution or informal resolution is not available due to the nature of the charges, the Respondent shall have the option of having the charges heard either by an administrator (Hearing Officer) or a Hearing Panel. If an administrative hearing is requested, the Respondent shall use their discretion to determine whether the case should be heard by a Hearing Panel. Notice of the date, time, and location of the hearing shall be provided to the Respondent and Complainant (where applicable) at least five business days prior to the hearing. Notice shall be provided via institution email where applicable. Hearings shall be conducted in person or via conferencing technology as reasonably available. Additionally, the following standards will apply to any such hearing:

The Respondent and Complainant (where applicable) shall have the right to present witnesses and evidence to the hearing officer or panel. Witness testimony, if provided, shall pertain to knowledge and facts directly

associated with the case being heard. The Respondent and Complainant (where applicable) shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer or Hearing Panel for consideration. Advisors may actively assist in drafting questions. The Hearing Officer or Hearing Panel shall ask the questions as written and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the Respondent(s). In any event, the Hearing Officer or Hearing Panel shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

1. Where the Hearing Officer or Hearing Panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the Hearing Officer or Hearing Panel may establish special procedures for providing testimony from a separate location. In doing so, the Hearing Officer or Hearing Panel must determine whether there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the Hearing Officer or Hearing Panel will disregard or discount the testimony.
2. Formal judicial rules of evidence do not apply to the investigatory or resolution process.
3. The standard of review shall be a preponderance of the evidence.
4. Institutions should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings, and/or video recordings.
5. Following a hearing, both the Respondent and Complainant (where applicable) shall be simultaneously provided a written decision via institution email (where applicable) of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence relied on in support of the outcome and the rationale for the resulting sanction. The same form will be completed, regardless of whether the student opts for a hearing panel or an administrative proceeding.



## **Reports of Sexual Misconduct**

**Initial Evaluation of Sexual Misconduct Reports:** Upon notice of the alleged Sexual Misconduct the institution's Title IX Coordinator ("Coordinator") will assess whether a formal investigation, informal resolution, or dismissal would be appropriate. In making this determination, the Coordinator will assess whether the allegation(s), if true, would rise to the level of prohibited conduct, whether a Formal Complaint must be filed, whether an investigation is appropriate in light of the circumstances, whether the parties prefer an informal resolution, and whether any safety concerns exist for the campus community. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

**Confidentiality:** Where a Complainant requests that their identity be withheld or the allegation(s) not be investigated, the Coordinator should consider whether or not such request(s) can be honored in a manner consistent with the institution's obligations to promote a safe and nondiscriminatory environment. The institution should inform the Complainant that the institution cannot guarantee confidentiality. Honoring a Complainant's request for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.

**Retaliation:** Anyone who has made a report or complaint, provided information, assisted, participated, or refused to participate in any manner in the Sexual Misconduct process, shall not be subjected to retaliation. Anyone who believes that they have been subjected to retaliation should immediately contact the Coordinator or their designee. Any person found to have engaged in retaliation shall be subject to disciplinary action.

**False Complaints/Statements:** Individuals are prohibited from knowingly making false statements or knowingly submitting false information to a system or institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) under the appropriate institutional process.

**Amnesty:** Students should be encouraged to come forward and to report Sexual Misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by a student during the Sexual

Misconduct process concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty provision shall prevent an institution staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

**Jurisdiction:** Columbus State University shall take necessary and appropriate action to promote the safety and well-being of its community. Accordingly, Sexual Misconduct should be addressed when such acts occur on institution property, at institution-sponsored or affiliated events, or otherwise violates the institution's student conduct policies, regardless as to where such conduct occurs.

**Access to Advisors:**

1. For Formal Title IX Complaints: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except to conduct cross-examination at the hearing as outlined in the Resolution/Hearing section below. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party's permission, the advisor may be copied on all communications.

2. For Non-Title IX Sexual Misconduct Complaints: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process. All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. With the party's permission, the advisor may be copied on all communications.

**Interim Measures:** Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the USG and Columbus State University community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter Sexual Misconduct and retaliation. Interim measures must be implemented consistent with the provisions in applicable Board and institutional policies and procedures. An interim suspension should only occur where necessary to promote safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent's presence on campus poses a danger. If an interim suspension is issued, the terms of the interim suspension take effect immediately. The Respondent shall receive notice of the interim suspension and the opportunity to respond to the interim suspension. Within three business days of receiving a challenge the institution will determine whether the interim suspension should continue.

### **Process for Investigating and Resolving Sexual Misconduct Reports Investigation**

Throughout any investigation and resolution proceeding, a party shall



receive written notice of the alleged Sexual Misconduct, shall be provided an opportunity to respond, and shall be allowed the right to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in the investigation or resolution process, the investigation and resolution process may still proceed, and policy violations may result.

Until a final determination of responsibility, the Respondent is presumed to have not violated the Sexual Misconduct Policy. Prior to the finalization of the investigation report, timely and equal access to information directly related to the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complainant, the Respondent, and a party's advisor (where applicable).

Formal judicial rules of evidence do not apply to the investigation process, additionally the standard of review throughout the Sexual Misconduct process is a preponderance of the evidence.

1. The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known. This information will be supplemented as necessary with relevant evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party's institution email.
2. Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the Sexual Misconduct process the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.

3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
5. An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. The initial investigation report shall be provided to the Complainant, the Respondent, and a party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.
7. The Complainant and the Respondent shall have at least 10 calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.
8. The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least 10 calendar days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

## **Resolution/Hearing**

The Respondent and the Complainant, as parties to the matter, may have the option of selecting informal resolution as a possible resolution in certain cases where the parties agree, and it is deemed appropriate by the institution. Where a matter is not resolved through informal resolution a hearing shall be set. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. All institutional participants in the Sexual Misconduct resolution process shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act and Title IX.

In no case shall a hearing to resolve a Sexual Misconduct allegation take place before the investigation report has been finalized. The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing. Relevant facts or evidence that were not known or knowable to the parties prior to the issuance of the final investigative report shall be admissible during the hearing. The institution will determine how the facts or evidence will be introduced. The admissibility of any facts or evidence known or knowable by the parties prior to the issuance of the final investigative report, and which were not submitted during the investigation, shall be determined by the institution in compliance with the obligation to provide both parties an equal opportunity to present and respond to witnesses and other evidence.

Notice of the date, time, and location of the hearing as well as the selected hearing panel members shall be provided to the Complainant and the Respondent at least 10 calendar days prior to the hearing. Notice shall be provided via institution email to the parties' institution email. Parties may attend the hearing with their advisor.

Hearings shall be conducted in-person or via video conferencing technology. Where the institution determines that a party or witness is unable to be present in person due to extenuating circumstances, the institution may establish special procedures to permit that individual to provide testimony from a separate location. In doing so, the institution must determine whether there is a valid basis for the individual's unavailability, require that the individual properly sequester in a manner that ensures testimony has not been tainted, and make a determination that such arrangement will not unfairly disadvantage any party. Should it be reasonably believed that the individual presented tainted testimony, the hearing panel will disregard or discount the testimony. Parties may

also request to provide testimony in a separate room from the opposing party, so long as no party is unfairly disadvantaged, and they have the opportunity to view the testimony remotely and submit follow-up questions.

At all times participants in the hearing process, including parties, a party's advisor, and institution officials, are expected to act in a manner that promotes dignity and decorum throughout the hearing. Participants are expected to be respectful to others and follow procedural formalities outlined by this Policy and the institution. The institution reserves the right to remove any participant from the hearing environment if the participant refuses to adhere to the institution's established rules of decorum.

The institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

Additionally, the following standards will apply to Title IX and Non-Title IX Sexual Misconduct hearings respectively:

A. Title IX Hearings

1. Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the hearing panel shall not rely on statements of that party or witness in reaching its determination regarding responsibility. The hearing panel shall not draw an adverse inference against the party or witness based solely on their absence from the hearing or refusal to subject to cross-examination.
2. The parties shall have the right to present witnesses and evidence at the hearing.
3. The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.

4. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
5. The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
7. Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal as outlined below.

#### B. Non-Title IX Sexual Misconduct Hearings

1. The parties shall have the right to present witnesses and evidence at the hearing. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard.
2. The parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting

questions. The Hearing Officer shall ask the questions as written and will limit questions only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

3. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
4. The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
5. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
6. Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal, as outlined below.

### **Possible Sanctions**

In determining the severity of sanctions or corrective actions the

following should be considered: the frequency, severity, and/or nature of the offense; history of past conduct; an offender's willingness to accept responsibility; previous institutional response to similar conduct; strength of the evidence; and the wellbeing of the university community. The institution will determine sanctions and issue notice of the same, as outlined above.

The broad range of sanctions includes: expulsion; suspension for an identified time frame or until satisfaction of certain conditions or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating no-contact orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

For suspension and expulsion, the institution must articulate, in its written decision, the substantial evidence relied upon in determining that suspension or expulsion were appropriate. For purposes of this Policy substantial evidence means evidence that a reasonable person might accept to support the conclusion.

## **Appeals**

Appeals may be made in any cases where sanctions are issued, even when such sanctions are held "in abeyance," such as probationary or expulsion. Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided.

The Respondent (and in cases involving sexual misconduct or other forms of discrimination and/or harassment, the Complainant) shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing (or appeal), because such information was not known or knowable to the person appealing during the time of the hearing (or appeal); (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing(or appeal), including but not limited to whether any hearing questions were improperly excluded or whether the decision

was tainted by a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), decision makers(s); or (3) to allege that the finding was inconsistent with the weight of the information.

The appeal must be made in writing and must set forth one or more of the bases outlined above and must be submitted within five business days of the date of the final written decision. The appeal should be made to the institution's Vice President for Student Affairs or their designee.

The appeal shall be a review of the record only, and no new meeting with the Respondent or any Complainant is required. The Vice President, or their designee, may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision-maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his or her their designee shall then issue a decision in writing to the respondent within a reasonable time period.

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

The President may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to any lower decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President decision shall be simultaneously issued in writing to the parties within a reasonable time period. The President's decision shall be the final decision of the institution.

Should the Respondent or Complainant (where applicable) wish to appeal the President's decision, they may request review by the Board of Regents in accordance with the Board of Regents' Policy on Discretionary Review.

Appeals received after the designated deadlines above will not be considered unless the institution or Board of Regents has granted an extension prior to the deadline. If an appeal is not received by the deadline the last decision on the matter will become final.

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

Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The designee shall not



be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual knows or reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge and, if sustained, the replacement to be appointed.