



Columbus State University

Student Handbook

2024-2025

COLUMBUS STATE UNIVERSITY

STUDENT HANDBOOK

2024-2025

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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 Justin Hay
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 Ms. Maiya Harris
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 ACT
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 Dr. Stuart Rayfield
 Ms. Susan Lovell
 Dr. Gina Sheeks

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Reviewing and Amending the Student Handbook

The Columbus State University Student Handbook is a summary of policies, procedures and information that has 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 bylaws and regulations enacted at the state and federal level. All new policies or policy changes become effective immediately upon being posted.

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 the 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.

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 valid a student's entire university career at Columbus State University. Cards are made at the University Police Department on Main 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 issued. 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.

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.

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.

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 professional, innovative academic advising that prepares 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. Based on their assigned majors, advisors 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 and will meet with their advisors each semester to discuss the specific courses required to complete the degree of the student's chosen degree program. Students are urged to maintain communication with the advisor throughout their academic career to ensure they are taking the appropriate steps to achieve their academic and professional goals.

After advisement, students may register for classes by logging into their MyCSU portal (mycsu.columbusstate.edu), accessing the Student tab, and clicking the Course Registration button. Students should refer to the CSU Academic Calendar for specific dates and information regarding registration dates and schedule change deadlines.

Registration

Each semester, a special advisement and registration period is held and is published in the academic calendar. Student registration opens on different days by student classification. Before registration begins, advisors set academic advisement appointment availability for the upcoming semester. Unmet financial obligations and violations of institutional regulations may result in a hold on a student's account that may result in students not being able to register. Students should make an appointment each semester to take advantage of registration the day their registration period opens. Registration assistance is available with the student's assigned advisor if needed.

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 survey can be found at 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 Withdrawals

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 Withdrawals

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, someone with the power of attorney 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 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 \$14 charge for official transcripts.

Institutional Educational Records

The following educational records are maintained:

Type of Record	Location Responsible	University Official
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

University System of Georgia (USG) Directory Information Policy

Purpose

The purpose of this policy is to define Directory Information as it pertains to the Family Educational Rights and Privacy Act (FERPA) and outline the rights of students regarding the disclosure of such information by institutions within the University System of Georgia (USG). The policy ensures compliance with FERPA while balancing the need for transparency and the protection of student privacy.

Definition of Directory Information

Under FERPA, "Directory Information" refers to student information that is not generally considered harmful or an invasion of privacy if disclosed. USG has designated the following categories of information as Directory Information:

- Student's name
- Major field of study
- Enrollment status (e.g., full-time, part-time)
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees, honors, and awards received
- The most recent educational institution attended
- Height and weight of athletes
- Class level

This information may be disclosed without the student's prior written consent unless the student has opted out of such disclosure (see Student Rights below).

Student Rights Under FERPA

1. Right to Inspect and Review Education Records

Students have the right to inspect and review their education

records within 45 days of submitting a written request to the institution registrar. The institution will arrange access and notify the student of the time and place where the records may be inspected.

2. Right to Request Amendment of Records

If a student believes their education records contain inaccurate or misleading information, they have the right to request an amendment. The request must be submitted in writing, clearly identifying the part of the record to be amended and explaining why it is inaccurate or misleading.

3. Right to Provide Written Consent Before Disclosure

Students have the right to provide written consent before the institution discloses any personally identifiable information from their education records, except as authorized under FERPA. Directory Information, as defined above, may be disclosed without prior consent unless the student has opted out.

4. Right to Opt-Out of Directory Information Disclosure

Students may choose to opt out of the disclosure of Directory Information by submitting a written request to the Office of the Registrar. Once the request is submitted, the institution will withhold Directory Information from public disclosure. Important: Opting out does not prevent the institution from disclosing Directory Information to school officials with legitimate educational interests, including certain institution administrators, faculty, and contracted service providers.

5. Right to File a Complaint with the U.S. Department of Education

Students who believe the institution has failed to comply with FERPA may file a complaint with the U.S. Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Disclosure Without Consent

USG institutions may disclose education records without a student's prior written consent to certain parties under certain conditions, as allowed by FERPA, including:

- School officials with legitimate educational interests.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid.

- Organizations conducting certain types of studies for or on behalf of the school.
- Accrediting organizations.
- Compliance with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.

Annual Notification

USG is committed to informing students of their rights under FERPA annually. This policy will be made available through each college or university official communications channels, including student handbooks, institution websites, and registrar's offices.

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:

Computer Labs

- Main Campus Library– (hours vary during summer, semester breaks and holidays)
- Broadway Crossing - 7am - 11pm
- RiverPark Open Lab 10- 7:00am-12:00am

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

ColumbusState Wi-Fi

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

Student Computer Accounts and Passwords:

- **MyCSU** – CSU Portal, Email, Microsoft Apps, Campus Resources (MyCSU.ColumbusState.edu)
- **CougarView Desire2Learn (D2L)** – Learning Management System

Secure Your Information:

- Do NOT give your network credentials 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.

UTS Contact Information:

- Email: helpdesk@ColumbusState.edu
- Phone: 706.507.8199
- In Person: Main Campus Library
- Facebook: Columbus State HelpDesk
- Student Help: Campus Resources- MyCSU- IT HelpDesk and Repair Shop
- HelpDesk website: ColumbusState.edu/uits

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 and 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 1st 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.

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.

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).

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 obtains copies of journal articles from other libraries when items are not

available at the CSU Libraries – usually at no charge

REMEMBER TO VISIT THE CSU LIBRARIES ONLINE:

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

STUDENT SERVICES

Bookstore

(www.columbusstateshop.com)

CSU has a bookstore on Main Campus and is operated by our partner, Barnes and Noble. This is the only bookstore that has for sale every textbook and related course material for every class on campus. Of course, the bookstore also carries a wide selection of CSU apparel, gifts, novelties, food, beverages, software and computer peripherals.

The CSU Bookstore 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.

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

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!

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 2024, Spring 2025 or Summer 2025 should complete the 2024-2025 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.

Financial aid priority deadlines are:

- Fall semester- June 1st
- Spring semester- November 1st
- Summer semester- April 1st

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, including helpful video tutorials and scholarship opportunities, please visit <https://www.columbstate.edu/financial-aid/>.

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.

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/columbusstate.edu>.

Testing Center

The CSU Testing Center is located on the second floor of the Elizabeth Bradley Turner Center. The Center conducts all institutional testing for prospective and current students, such as 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 adjacent to the RiverPark Housing Office. 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, 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 106,000 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/functional fitness, a large cardio deck, free weight and sectorized 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.

RiverPark Weight Room

The students on the RiverPark campus have access to a small weight room that provides an opportunity for a great workout. The area features a few pieces of weight equipment and treadmills. The entrance to the location is on the front side of Broadway street. All currently enrolled students must have their CSU ID card to access the RiverPark Weight Room.

Outdoor Recreational Complex

The Outdoor Recreational Complex consists of pickleball courts, sand volleyball court, pavilion, and field.

Pickleball courts- The pickleball courts operate as free play meaning first come first serve.

Sand volleyball courts- The sand volleyball courts are available with a valid CSU ID to scan into the gate. This is also free play and will operate as first come first serve.

IM Fields and Pavilion- The IM fields and pavilion are available for student use when they are not needed for regular club practices and club sport competitions.

Tennis Courts- The tennis courts are available for student use when they are not needed for regular classes and intercollegiate competitions and operate on a first come first serve basis.

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 ranging from Club Football to Women's Flag Football. Students are encouraged to add more!

Fraternity and Sorority Life

Columbus State offers fourteen Greek organizations spanning across 3 Greek councils (NPC, NPHC, and IFC). 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](#).

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 to 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.

Interfraternity Council

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

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."

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.

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.

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.

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.

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 first-year students through their orientation 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 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 ([Student Organizations- Columbus State University](#)) 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.

Student Activities Council

The Student Activities Council, called SAC, is the student-run organization responsible for a variety of events for CSU's student body. The organization's purpose 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 for more information.

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".

Tower Traditions

Tower Traditions is your guide and resource for all the campus traditions and ways to get involved. Comprised of 58 traditions that are important to CSU, students participate in these events and track their engagement to become a Tower Traditions keeper. Complete Cody's First 19 to receive a fun CSU start pack and once you complete 45 of the 58 traditions students receive a medal to wear at graduation. [Home-Tower Traditions-Columbus State University](#)

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

First Year Convocation

Each year families, administrators, faculty, and staff gather to welcome first-year students into the college environment at Columbus

State University. During this event, first-year students learn about CSU traditions, glean insight from upperclassmen, and are formally inducted into the CSU community of scholars. At the conclusion of Convocation, a reception is held to honor our new students.

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- Columbus State University](#).

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.

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, 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 month imprisonment.
- Driving under the influence of alcohol or drugs: (1st offense) \$1,000 fine, 12 month 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.

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.

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, the use of all forms of Tobacco Products on USG Properties is expressly prohibited. Further, the advertising, sale, or free sampling of Tobacco Products is prohibited unless specifically stated for research purposes. All events hosted by a USG entity and by outside groups on behalf of the USG shall 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 Chair of the Department, Dean of the College, or the Associate Provost for Academic Affairs or the Dean of Students Office 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 Student Publications Advisory Board.

Student publications shall be guaranteed the rights inherent in the concept of "freedom of the press." The Student Publication Advisory Board 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:

- a. Experience in self-expression.
- b. Training in the aspects of publishing.
- c. Outlets for creative work.
- d. Information about student and faculty activities.
- e. A forum for the free exchange of opinion.

B. Student Publication Advisory Board

It is the purpose of the Student Publication Advisory Board 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, including digital publications and/or social media extensions of student publications, is read by an audience that extends beyond the campus. The Board 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 them 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.

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 Student Publication Advisory Board to convene a review panel to make a determination.

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 Uproar 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.

C. 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.

D. 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 Uproar 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 Student Publication 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 Uproar cannot serve simultaneously as an SGA Executive Officer due to possible conflict of interest.

E. 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

To affirm Columbus State University’s support and respect for the 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. This policy is intended 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 and viewpoint neutral and leave open ample alternative means of expression.

DEFINITIONS

“**CSU Community**” means any of the following: (i) any persons enrolled at or employed by the University including University students, faculty, staff, administrators, and employees, (ii) University colleges, schools, departments, units, registered University student organizations, and recognized cooperative organizations, and (iii) invited guests of any party listed in the foregoing (i) and (ii) provided such guests are in the company of the inviting

party. In the case of invited guests, the inviting party remains responsible to the University under this Policy and other applicable University policies for the guest's conduct.

“Non-CSU Community” means individuals or group who are not members of the CSU Community.

“Protected expressive activity” consists of speech and other conduct protected by the First Amendment to the United States Constitution, including, but not limited to, lawful verbal, written, audio-visual, or electronic expression by which individuals may communicate ideas to one another, 1 This Policy was adopted on an interim basis on September 5, 2022. DocuSign Envelope ID: CEC71A47-7DB8-4F23-B3F1-299CEB53FFA9 2 including all forms of peaceful assembly, distributing literature, carrying signs, circulating petitions, demonstrations, protests, and speeches including those by guest speakers.

“Unrestricted outdoor area of campus” means any outdoor area of campus that is generally accessible to members of the campus community, including, but not limited to, grassy areas, walkways, or other common areas, and does not include outdoor areas when and where access to members of the campus community is lawfully restricted.

In accordance with [Board of Regents Policy 6.5 Freedom of Expression](#), CSU agrees and affirms that freedom of expression is of the utmost importance and must be protected and that as an institution, CSU is responsible for providing a secure learning environment that allows 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. CSU community members are free to engage in uninterrupted, spontaneous expressive activity in all unrestricted outdoor areas of campus.

See [this link](#) for a complete version of the Columbus State University policy.

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.

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

Deputy Title IX Coordinator

Dr. Amber Dees

Richards Hall 313

706-507-8634

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

(800) 368-1019 (phone)

(800) 537-7697 (TDD)

[\(404\) 562-7881](tel:(404)562-7881)

U.S. Department of Education

Office of Civil Rights

(800) 421-3481

ocr@ed.gov

Hazing Information and Policies

Columbus State University is committed to education and measures which support a safe campus environment and experience for all students. Accordingly, incidents of hazing and other forms of harmful misconduct perpetrated upon any individual by another individual and/or organization shall be addressed through the University's student conduct investigative and hearing. Columbus State University fully complies with the Stop Hazing Act (Public Law 118- 35) and the Georgia Max Gruver Act by integrating federal and state hazing prevention, reporting, and disclosure requirements into existing Clery and student conduct policies. See [this link](#) for the full website and policy.

STUDENT CODE OF CONDUCT

As members of an academic community devoted to teaching, scholarship, service, and the holistic development of students, individuals who choose to become part of this environment accept both the privileges and responsibilities that come with it. The university is committed to fostering a safe, respectful, and engaging community aligned with its educational mission and values. Expectations for student behavior often extend beyond what is typically expected of the public, reflecting the higher standards of an academic setting.

The Office of the Dean of Students plays a key role in promoting personal accountability, ethical decision-making, and community engagement. It seeks to educate students on community standards, support student development, and address behaviors that may compromise individual growth or the well-being of the campus community. Through fair and educational conduct processes, the university aims to guide students in understanding the impact of their actions, make informed choices, and become responsible citizens both within and beyond the academic setting.

Goals of the Student Conduct Process

- Foster understanding of community standards and expectations
- Encourage students to acknowledge and take responsibility for their actions
- Promote reflection on the underlying causes of misconduct
- Support alignment of behavior with shared community values
- Assist students in clarifying personal values and their relationship to conduct
- Encourage responsible decision-making and future success

- Promote awareness of the consequences of behavior in advance
- Protect the safety, welfare, and integrity of the university community

Columbus State University will not tolerate academic or non-academic 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 Student Code of Conduct. Reporting academic, non-academic, or concerning behavior is the responsibility of all members of the University community. Reports may be filed with a [Create Care Report](#).

See [this link](#) for the full Student Code of Conduct.