Columbus State University

Student Handbook and Residence Life Community Guide 2018 - 2019

THE COLUMBUS STATE UNIVERSITY CREED

The community of scholars at Columbus State University is dedicated to personal and academic excellence.

Membership in the community obligates each person to a code of civil behavior.

As a member:

I will practice personal and academic integrity;

I will respect the dignity of all persons;

I will respect the rights and property of others.

I will celebrate diversity, striving to learn from differences in people, ideas and opinions.

I will demonstrate concern for others, their feelings, and their need for support in their work and development.

Allegiance to these ideals obligates each person to encourage behaviors which enhance freedom and respect for all Columbus State University community members.

COLUMBUS STATE UNIVERSITY
STUDENT HANDBOOK
AND
RESIDENCE LIFE COMMUNITY GUIDE
2018-2019

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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Directory

What	Who	Where
Absences	Instructor	Instructor's Office
Academic Problems	Provost Office	3rd Floor - Richards Hall
Admissions	Admissions Office	University Hall
Alumni Affairs	Ms. Jennifer Joyner	125 Richards Hall
Athletics	Mr. Todd Reeser	201 Lumpkin Center
Books and Supplies	Mr. Mike Jackson	126 Davidson Center
Dean of Students	Mr. John McElveen	216 Schuster
Assistant Dean of Students	Ms. Dana Larkin	216 Schuster and RiverPark
Center for Accommodation and Access	Ms. Lauren Jones	221 Schuster Center
Diversity Programs & Services	Ms. Johniqua Williams	271 Davidson Center
Employment on Campus	Human Resources	228 Richards
Fees	Bursar's Office	University Hall
Financial Aid	Mr. Russ Romandini	University Hall
Food Services	Mr. Taylor King	116 Davidson Center
Fraternity and Sorority Life	Mr. Elias Argueta	Greek Center
Health Clinic	Ms. Rebecca Tew	Health & Safety Center
Housing	Ms. Sarah Secoy	Clearview Hall
I.D. Cards	University Police	Turner Center Complex
Information Technology Help Desk &Repair Shop	Mr. Brandon Lindley	CCT
Center for Global Engagement	Mr. Eric Spears	Schuster
Lost and Found	University Police	Turner Center Complex
Orientation & Parent/Family Connection	Ms. Keri Davis	271 Davidson Center
Parking Information	Ms. Amanda Smith	Ilges Hall
Mental Health and Career Counseling	Counseling Center	300 Schuster
Provost & VPAA	Dr. Deborah Borderlon	3rd Floor-Richards Hall
Recreation Center	Dr. Aaron Reese	Student Recreation Center
The Saber	Editor	207 Davidson Center
Student Activities Council	Ms. Melissa Dempsey	271 Davidson Center
Student Government	President, SGA	207 Davidson Center
Student Organizations	Ms. Melissa Dempsey	271 Davidson Center
Student Records	Registrar's Office	University Hall
Testing Center	Dr. Camille Hassenplug	205 EB Turner Center
Tutoring	ACT	116 Woodall Hall
Tutoring (Math and Science)	ACT	250 University Hall
University Police	Chief Mark Lott	Turner Center Complex
University President	Dr. Chris Markwood	112 Richards Hall
Veterans Affairs	Veterans Affairs Office	University Hall
Vice President for Student Affairs	Dr. Gina Sheeks	216 Schuster

Vision

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

Mission

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

Values

Excellence	Commitment to best practices in teaching and learning, scholarship and creative activity, student engagement, cultural enrichment and campus environment.
Engagement	Active civil participation by students, faculty and staff in the university experience.
Creativity	The pursuit of distinction through inquiry and innovation, challenging convention and focusing on solutions.
Servant Leadership	Effective, ethical leadership through empowerment and service.
Inclusion	Fostering and promoting a campus that embraces diverse people, ideas, views, and practices.
Sustainability	Commitment to behaviors that recognize and respect our environmental context.

GENERAL INFORMATION

Behavioral Assessment and Recommendation Team (BART)

BART is the online reporting system used by faculty, staff, and students to report incidents of behavior that may threaten the safety and well-being of Columbus State University students, faculty, staff, and visitors. However, if there is an active or immediate risk of violence to self or others, University Police should be contacted at 706-507-8911.

Continuing and Professional Education

Columbus State University's Continuing and Professional Education (CPE) has been offering classes to Columbus and the region for over 40 years. CPE offers professional development and certificate programs (e.g., Real Estate Pre-Licensing, Graphic Design). Also offered are personal courses (e.g., painting and yoga), summer camps for kids, as well as a wide range of professional certificates via online courses. Classes are held on campus at the Elizabeth Bradley Turner Center and downtown at the Rankin Arts Center located at 1004 Broadway. For more information, call 706.507.8070 or visit our website at ColumbusState.edu/CE

Emergencies

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

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

Student ID Cards

Your Cougar Access Card serves many purposes. It is the official student ID of Columbus State University. The Cougar Access Card allows you to check out books in the library, attend campus events, use the recreational complex and access your meal plan. This ID card is good for your entire university career at Columbus State University. Cards are made at the University Police Department on Main Campus and the RiverPark Campus. The first card is free, but there is a

charge of $15.00 for any replacement cards. These fees must be paid at the Bursar's Office in University Hall, before a replacement card can be given. If you have questions regarding your card, you may call University Police at (706) 507-8911.

Lost and Found

The Lost and Found service provided by the University Police Office is located at the University Police Department. Items turned in will be logged and retained for 30 days. All unclaimed items after thirty (30) days will be disposed of by donation to local charities. Every means available will be used by the University Police Office to return all property to the original owner.

Campus Mail Center

The Campus Mail Center is a full service campus post office, with its mailing and shipping services available to all students, faculty, and staff. You can purchase stamps, shipping supplies, envelopes, etc. You can ship your packages through both UPS and USPS.

Voter Registration

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

ACADEMIC INFORMATION

The Columbus State University catalog is the primary source for academic information concerning grades, class standing, probation, exclusion, and re-admission.

The Director of Admissions and the Registrar are available if assistance is needed in the interpretation of academic regulations.

Admissions Office

The Admissions Office is located in University Hall. Although contact with the Admissions Office occurs primarily prior to enrollment, many services are available to currently or previously enrolled students. Staff members are available to provide assistance in meeting residency requirements for fee purposes.

Office of the Registrar

The Office of the Registrar is located in University Hall. Staff members are available to provide services in a variety of areas, including

degree requirements, registration, transfer of credit, academic transcripts, graduation, and enrollment verification. Detailed information regarding the grading system, grade point averages, academic citation, course withdrawal and refunds, graduation and honors, may be found in the Columbus State University catalog. Complete information on undergraduate and graduate programs at Columbus State University, as well as limited information about other universities, is available upon request.

Academic Advising and Registration

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

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

Students may register for classes by logging onto the CSU website, www.ColumbusState.edu, entering the MyCSU portal, and then accessing the Student Records tab. Please refer to the CSU Academic Calendar for specific dates and information regarding registration dates and schedule change.

Registration

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

Schedule Change

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

Enrollment in Ecore Classes

Online classes are offered through CSU and through a

partnership with the USG with eCore. Students who have not previously enrolled in an eCore online course at CSU must complete the eCore introductory survey before they will be allowed to enroll in an eCore course. The survey can be found at ecore.columbusstate.edu.

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 under the financial aid section of this catalog.

Academic Probation

Academic Probation occurs when a student's institutional grade point average falls below 2.0.

Continued Academic Probation

Continued Academic Probation occurs when, at the end of a student's probationary semester, a student's semester grade point average is 2.0 or higher and the institutional grade point average falls below 2.0.

Removal from Probation

Removal from Probation occurs when, at the end of a probationary semester, a student's institutional grade point average equals or exceeds the satisfactory progress levels shown below.

Academic Exclusion

Students on probation will be excluded if:

1. The subsequent term GPA is lower than 2.0.
2. They do not remove themselves from probation after attempting 30 additional hours.

The length of exclusion resulting from grade point averages will be a minimum of one regular (i.e Fall or Spring) semester after the first and a minimum of two regular semesters after the second exclusion. Credit earned at other institutions during a mandatory exclusion period will not transfer back to Columbus State University.

Process for Reinstatement on Academic Probation

After the first exclusion:

1. Meet the mandatory period of exclusion.
2. Apply for reinstatement to the University on a probationary status prior to the published deadline for Fall or Spring semesters.
3. Satisfy the conditions of reinstatement.

After the second exclusion:

1. Meet the mandatory period of exclusion.

2. Make a petition to the Academic Appeals Committee for reinstatement to the University for Fall or Spring sememester.
3. Appear before the Academic Appeals Committee. Failure to appear before this committee will result in automatic denial of the appeal.
4. If the appeal is approved, satisfy the conditions of reinstatement.

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 others or the University. All Administrative Withdrawals should be reviewed within 72 hours of the time of withdrawal and recommendation for appropriate action forwarded to the Vice President for Student Affairs.

Course Withdrawal

Students wishing to drop a course after the last official day of the schedule change period must officially withdraw from the course through MyCSU. Prior to the W grade deadline, as listed on the CSU website, a grade of W will be assigned by the Registrar unless the instructor has already assigned a WF grade for excessive absences. A student initiating a withdrawal after the published deadline will automatically receive the grade of a WF.

A student may appeal the WF grade if documentation of non-academic hardship is provided. Students may not withdraw from a required learning support course with a grade of W while remaining in

degree level courses. To remain in degree level courses, the learning support withdrawal grade will be WF and will count as a learning support attempt. Refer to the CSU website for specific dates and additional information regarding course withdrawals.

Medical Withdrawal

Appeals for medical/hardship withdrawals, if the semester affected is still in session, are made directly to the Office of the Dean of Students in the Schuster Center. Appeals for medical withdrawals, if the semester has ended and final grades have been posted are made to the Academic Standards Committee.

A student may be Administratively Withdrawn from the University when in the judgment of the Dean of Students, and after consulting with appropriate university officials, such as the Director of Student Health Services and/or the Director of the Counseling Center, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which poses a significant danger or threat, the university, or a student shall, upon written request, be accorded an appropriate hearing with the Vice President for Student Affairs prior to final decision concerning his or her continued enrollment at the University. In emergency situations, a decision on medical withdrawals may be made prior to a hearing, but review of the decision may be made at the student's request.

All Administrative Withdrawals should be reviewed within 72 hours of the time of withdrawal and recommendation for appropriate action forwarded to the Vice President for Student Affairs.
In addition, the student should understand that:

- Medical/Hardship withdrawals should be processed as complete withdrawals from the University, unless a partial withdrawal is deemed appropriate by a qualified medical professional and then approved by the Dean of Students. There is no monetary refund for a partial medical withdrawal. Note: Students living in on-campus housing should consider the 12 credit hour rule for residency, if they intend to request a partial withdrawal. Additional approval may be required by the Director of Residence Life to remain in housing.
- The date of the medical withdrawal should coincide with the last date of attendance in class.
- How the student was performing in classes prior to the medical situation or condition will not affect whether the student gets a medical withdrawal.
- A complete medical withdrawal from the University will qualify the student for a pro-rated refund if the withdrawal date is still within the allowable period in the semester (pro-rated refunds do

not continue through the entire semester). The pro- rated refund schedule for the current semester can be found at https://registration.columbusstate.edu/refundtbl.php (See the Bursar's Office for balance inquiries)

- If a student completed a "part-of-term" course that ended prior to the medical condition, a partial withdrawal may be acceptable to receive course credit for that course. However, there will be no pro-rated refund for the remaining classes.
- A student who files, or attempts to file, a fraudulent application for a medical withdrawal to avoid a failing grade or disciplinary action will be considered to be in violation of the Columbus State University Student Conduct Standards and subject to disciplinary charges.

Procedure:

The Student should submit a request for a medical hardship withdrawal online at http://sa.columbusstate.edu/forms.php. If it is determined by qualified medical personnel and approved by the Office of the Dean of Students that a student is not physically or mentally capable of completing this process, the student's parent, guardian, or legal next of kin (whichever is most appropriate) may act on the behalf of the student. Once this information is received the student's case will be reviewed and a decision forwarded to the registrar. A copy of that decision will be emailed to the student.

Students who receive a 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 FAX: (706) 507-8735

Student Records Policies and Procedures

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

Student Access to Educational Records

Any student who is or has been in attendance at Columbus State

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

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

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

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

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

Copies of Records to Students

Upon written request and payment of appropriate fees as shown below, students in good standing with the institution will be provided

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

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

Copies of Records to Third Parties at Student's Request

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

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

Cost to Student

There is a minimum $10 charge for official transcripts.

Institutional Educational Records

The following educational records are maintained:

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

Release of Directory Information

Directory information will be treated as public information and generally be available on all students and former students, at the discretion of the institution. Directory information includes:
The student's name, address, telephone number, e-mail address, dates of attendance, enrollment status, major field of study, degrees, honors, and awards received, photograph, participation in officially recognized activities and sports, general interest items of athletic teams, and the most recent educational agency or institution attended.

Any student may refuse to permit the designation of all the categories of personally identifiable information as directory information by submitting a signed and dated Request to Withhold Student Information Form to the Registrar's Office. Students that choose to have directory information withheld will not appear in the student directory or campus publications, such as dean's list honors, etc. Selecting this option prohibits the Registrar's Office from conducting enrollment verifications of any type since the student information is then considered confidential.

Students are encouraged to consult the Registrar's Office FERPA official before selecting the exclusion of directory information to fully understand the ramifications. Students should also note that once directory information is requested to be withheld, it cannot be changed until the Registrar's Office receives a request in writing revoking the initial request to withhold information.

Release of Student Information to Third Parties

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

Georgia Open Records Law: As a general rule, documents, papers and records prepared and maintained or received in the course of the operation of a public office or agency are public records within the meaning of the Open Records Law. The right to review or copy these records cannot be denied to any citizen. All records requests should be made in writing to the Director of Judicial Affairs. The director will analyze the scope of the request to determine whether the records requested, or any portion thereof, are required by law to be maintained as confidential. A copying fee of 25 cents per page may be charged. In addition, a reasonable charge may be collected for search, retrieval, and other administrative cost of complying with request for records.

Arrangements for inspecting, reviewing, or copying of public records should be made by the director, who should determine an orderly and non-disruptive procedure for permitting access to the documents. Determinations to disclose records will be made on a case-by-case-basis

Release of Student Information to Institutional Officials

Information from the education records of a student may be disclosed to University officials with a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted such as an

attorney, auditor, or collection agent; a person or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Student Information to Other Institutions

Under FERPA regulation 99.31 (a)(2), a school district or postsecondary institution may disclose education records, without consent, to officials of another school, school system, or post-secondary institution where a student "seeks or intends to enroll." The regulation clarifies that the authority to disclose or transfer education records to a student's new school does not cease automatically the moment a student has enrolled and continues to any future point in time so long as the disclosure is for purposes related to the student's enrollment or transfer. This means that a school may disclose any records or information, including health and disciplinary records, that the school could have disclosed when the student was seeking or intending to enroll in the new school.

Correction of Education Records

When a student believes that information in the student's education records is inaccurate, misleading, or violates the privacy or other rights of the student, the student may submit a written request for correction to the University official responsible for creation and maintenance of the record. Such a written request will specify the information being questioned, state the revision requested, state the reasons the student has for disagreeing with the entry in question, and will include (or have attached) any data or information the student has which shows that the record should be revised. The University official will review the request and the appropriate records, and meet with the student if appropriate.

The University official will notify the student of a decision within 21 days after receipt of the written request. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the requests for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
The above procedure may be used to question the correctness of the recording of a grade but may not be used to contest the assignment of grade.

Right to File a Complaint

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

CSU Advise

CSU Advise will provide students with high quality, innovative academic advising that will prepare them to make informed decisions regarding their educational, personal, and professional goals. CSU Advise serves as the central resource for information regarding academic programs, student support services, and other campus opportunities. Advisors will assist with retention strategies, provide degree progression tools, and paths to graduation.

Non-Traditional Student Services

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

Adult Resource Center (ARC)

The ARC is a designated lounge for students who are 23 and older and is located in Schuster 208. It features computers, a network printer, large study/lounge tables, white board, and FREE coffee. The ARC is an oasis for adult students who want a designated space to study, relax, and connect with other adult students.

CSU Advise

CSU Advise is a centralized advising and student retention department with locations in each college at CSU. CSU Advise is open year round to provide high quality support and services to all Freshman and Sophomore students.

Square One: Adult Re-Entry

A college-preparatory program that is designed for students who have not yet applied to CSU. This program will refresh your reading, writing, and math skills which are needed to be successful. Square One also refreshes your academic skills, provides an orientation to CSU, and helps with the admission/ financial aid process.

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 a Learning Community (FRLC 1116), the First Year Seminar (FYRS 1105), ITDS 1779H, or LEAD 1705 before they reach sophomore status (30 credit hours). Transfer students with fewer than 30 credit hours must have transferable credit from another institution in order to be exempt from this requirement.

Students should discuss the options with an advisor to make the best choice for their individual course of study.

University Information and Technology Services (UITS)

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

Services: (see the MyTech tab on MyCSU)

Computer Labs

- Main Campus Library–(hours vary during summer, semester breaks and holidays)
- Broadway Crossing - 7am - 11pm
- Dillingham Place - 7am - 12am

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

- Main Campus Library
- Dillingham Place

Repair Shop

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

CougarWave Wi-Fi

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

CSU Mobile App

- Student and campus information on your mobile device.

ResNet

- Wi-Fi and wired Internet access in the RiverPark and Maryland Circle housing areas

Google Drive

- Access to your free unlimited storage

Atomic Learning - (see the MyTech tab on MyCSU)

- Software Tutorials

Hardware and Software discounts

- Apple, HP, Microsoft, SPSS, Adobe

Student Computer Accounts and Passwords:

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

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

Secure Your Information:

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

UITS Contact Information:

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

CSU Libraries

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

At the 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 Research Clinic at 706-507-8671 for more information.
- Wireless access for your mobile devices.
- Einstein Bros. Cafe
- Comfortable seating for individual and group study.
- Quiet Zones on 2nd and 3rd floors for reading and studying. However, on the 1st floor students are asked to use indoor voice and refrain from disturbing other patrons with loud talking and laughing. Students who refuse to follow library noise policies may be asked to leave the library.
- Group and individual study rooms on all floors
- Photocopy, scan, and print.
- Access the CSU Archives, which houses primary documents and published materials relating to the history of CSU, the city of Columbus and the southeastern region.

Schwob Library Hours during semesters are:

Monday–Thursday	7:00am – 2:00am
Friday	7:00am – 5:00pm
Saturday	10:00am – 6:00pm
Sunday	10:00am – 12:00am

Between semesters Schwob Library hours are:

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

Music Library (RiverPark Campus): 706.641.5045

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

The Music Library hours during semesters are:

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

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

Between semesters Music Library hours are:

Monday – Friday	9:00am – 5:00pm

Saturday and Sunday Closed

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

Library Resources & Services Available at Both CSU Libraries:

As a student you can:

- Receive one-on-one assistance at the Research Clinic in the Schwob Library and the Music Library
- Use chat
- 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 borrows 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 two bookstores, one on Main Campus and one on the RiverPark Campus, which are operated by our partner, Follett Higher Education Group. These are the only bookstores that have for sale every textbook and related course material for every class on campus. Of course, the bookstores also carry a wide selection of CSU apparel, gifts, novelties, food, beverages, software and computer peripherals.

CSU Bookstores offer several programs to help you save money:

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

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

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

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

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

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

RiverPark Campus Bookstore

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

Center for Accommodation and Access

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. 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 http://disability.columbusstate.edu/index.php

The Center for Career Development

The Center for Career Development (CCD) provides CSU students and alumni with career- related programs, services, and experiences:

- Job Opportunities & Employer Connections
- Job Shadowing, Internships, Co-ops, & Externships
- Resume & Interview Assistance
- Career Advising
- Professional Development

- Financial Success
- Volunteer Opportunities

On Campus Employment

Find openings at HR.ColumbusState.edu/Employment-Opportunities.php. Contact Human Resources for more information at HR@columbusstate.edu.

Off Campus Employment

Visit app.joinhandshake.com and register using your CSU email address to search for part-time and full-time employment, as well as internships and co-ops.

COEP 1000: Experiential Education Course

Students with 15 or more credit hours completed at CSU have the opportunity to gain work experience as well as professionalism training within this 0-credit hour course. Offering three options for gaining work experience related to your career interest, this course works around your available time commitment. Register today or email careercenter@columbusstate.edu to learn more.

Career Ready Program

Open to students at any stage of their college career, this three-step program will help you plan for your career and gain the skills necessary to land your first professional position!

Professionalism 101

This half-day training covers professional dress, email etiquette, networking tips, problem solving on the job, and so much more!

Career Chats

Attend this monthly meetup to discuss your career-related concerns and ask questions in a comfortable group setting. Each month will feature a special guest from one of our local partner employers. Come and bring friends!

One-on-One Assistance

Make an appointment with your Career Development Specialist for Career Advising, Resume Assistance, or a Mock Interview to insure you are headed in the right direction.

Online Resources at Columbusstate.edu/career

- *Am I Ready?* Assessment: Learn your strengths, interests, personality, and corporate culture fit. See your top 100 career recommendations and develop your skills!

- *What Can I Do with This Major?* Connect CSU's 90+ majors to career options.
- Career Fair Preparation
- Resume and Interview Assistance
- Financial Success

Major Career Events

- Spring and Fall Job, Internship, and Volunteer Fairs, providing students and alumni with an excellent opportunity to connect with local, regional, and national employers, school districts, and non-profit agencies.
- Career Opportunities Fair and College to Career Fair at Cobb Galleria in Atlanta. The CCD provides transportation each fall and spring to these annual events.
- Job Shadowing Week, a bi-annual time where students and professionals are paired together for mentorship connection.
- Professional Development Dinner, an evening of dining etiquette and networking.

Volunteering and Community Outreach

Gain relevant skills and experience for your career development through volunteer programs! The CSU Center for Career Development connects students to non-profit organizations in the community through volunteer referrals and special events.

- Annual Day of Service and MLK Day of Service, CSU's way of giving back to the community by volunteering with students, faculty and staff at local non-profits.
- Volunteer Opportunities Fair, which connects students with local non-profits for a variety of service opportunities throughout the community.
- Cougarthon, a six-hour dance marathon benefitting Children's Miracle Network.
- The President's National volunteer Service Award is awarded to students who have volunteered 250+ hours in community service during their enrollment at CSU. Student can log hours on CSUInvolve.

Visit our website at ColumbusState.edu/career, call (706)507-8760 or email CareerCenter@ColumbusState.edu. The CCD is located on the first floor of the Schuster Student Success Center in suite 102 on main campus. Contact us or come by today.

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 300 of the Schuster Student Success Center, offers a variety of services to all students, staff, faculty, and alumni.

The Counseling Center staff consists of mental health professionals who are trained and experienced in facilitating personal development. A confidential atmosphere is provided where personal, social, and academic concerns may be discussed. These concerns include but are not limited to the following: anxiety management, depression, vocational and career decisions, loneliness, interpersonal relations (peers, boy/girlfriend, 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 interest, intelligence, learning problems or academic achievement, and personality. The primary purpose of the testing services is to assist students in self-awareness and to integrate this awareness into decision-making skills and rewarding behavior.

Dining Services

(www.columbusstatedining.com)

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

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

The Rankin Den & Dining facility is located on 10th Street and First Avenue at our RiverPark campus and is truly a unique college

dining experience. Converted from a commercial restaurant, it, is also an all-you-care-to-eat facility (Use Cougar Cash, cash or credit cards.)

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

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

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

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

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

Diversity Programs and Services

The Office of Diversity Programs and Services located in the Davidson Student Center, room 271, provides assistance and advocacy to minority, multicultural and international students. Special interest programming is designed for these students to encourage creative thinking, social and global awareness and retention.

Students are encouraged to visit the office for individual needs and to make suggestions of interest that will benefit the University.

Diversity Peer Educators

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

Financial Aid

The Financial Aid Office is located in University Hall. This

office coordinates scholarships, grants, part-time employment and loans. Aid is available for part-time and full-time students. Students wishing to apply for federal financial aid for Fall 2018, Spring 2019 or Summer 2019 should complete the 2018-2019 Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov (include the Columbus State University school code of 001561). Students seeking only HOPE Scholarships do not need to complete the FAFSA but instead should apply for a Georgia Scholarship/Grant Application (GSFAPPS) on the web at www.gafutures.org

Financial aid priority deadlines are: fall semester - March 15, 2018- spring semester - November 1,2018 and summer semester - March 1, 2019. 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. Please visit https://finaid.columbusstate.edu for full details. Students are encouraged to review CSU scholarship opportunities on-line at http://scholarships.columbusstate.edu.

Military Enrollment

The Military Enrollment 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. Benning as well as in University Hall on Main Campus. Our office assists students with the enrollment process as well help with utilizing VA Educational Benefits and Tuition Assistance. We also have a Military Service Center that is located on main campus in University Hall that houses a lounge and computer lab just for our military affiliated students. The center is open 24/7.

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-1011 Broadway 2nd Floor
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. Opened fall semester

2016, this facility houses 540 beds for first-year students.

- 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.
- Maryland Circle includes multiple traditional homes and town homes located in a neighborhood close to the Main Campus. Maryland Circle houses 56 upperclassmen students.

RiverPark Campus Housing Options

- Broadway Crossing is a 140 bed residential area. Broadway Crossing, located at 25 West 10th Street, houses first year students.
- Columbus Hall is a 112 bed residential area. Columbus Hall, located at 1019 Broadway, houses first year and upperclassmen students.
- Yancey at One Arsenal Place is a 31 bed residential area. Yancey at One Arsenal Place, located at 901 Front Avenue, houses upperclassmen students.
- Oglethorpe is a 24 bed residential area. Oglethorpe, located at 1017 1st Avenue, houses upperclassmen students.
- Fontaine is a 37 bed privately owned residential area that is managed by Columbus State University. Fontaine, located at 13 West 11th Street, houses upperclassmen students.
- Rankin is a 106 bed residential area. Rankin, located at 1004 Broadway, houses upperclassmen students.

First Year Housing Requirement

Columbus State University is committed to ensuring the academic and personal success of our students. In order to best fulfill this commitment, the University requires first year students to live in on campus housing for the first two semesters. In addition, we encourage students to live in University Housing throughout their tenure at CSU.

First Year Automatic Exemption

First year students are automatically exempt (no action required) from the policy if they:

- Have a permanent address residing with a parent or legal guardian and graduate from a high school in any of the following Georgia Counties: Muscogee, Harris, Chattahoochee, Marion, Talbot.

  Students that graduate from a high school outside of these areas must submit an exemption request with supporting documentation proving that the parents/ guardians have permanently relocated for purposes of employment to one of the

above counties. Home School students will not automatically be considered exempt from the requirement.

- Have a permanent address residing with parent or legal guardian and graduate from a high school in any of the following Alabama Cities: Phenix City, Smiths Station, Ladonia, Seale, and Ft. Mitchell
  Students that graduate from a high school outside of these areas must submit an exemption request with supporting documentation proving that the parents/ guardians have permanently relocated for purposes of employment to one of the above cities. Home School students will not automatically be considered exempt from the requirement.
- Are 21 years or older by the first day of classes for semester entering CSU
- Are active military
- Are a transfer student with more than 30 transferable hours completed after high school graduation
- Are a current Columbus State University student who has resided on campus for two semesters, not including summer semester

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 Services

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

A Family Practice Physician is available to see students by appointment during scheduled clinic hours. Students may be seen by a Mid-Level provider or Triage.

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

Testing Center

The CSU Testing Center is located on the second floor of the Elizabeth Bradley Turner Center. The Center conducts all institutional testing for prospective and current students, such as ACCUPLACER, tests to fulfill legislative requirements, Math Placement test, College Level Examination Program (CLEP) exams, the nursing entrance exam, and the Outcomes Assessment, among others. The Center provides

proctoring services for students of other institutions enrolled in various types of independent study and professional development courses. The Testing Center also operates a Prometric Testing Center, which delivers academic and professional licensing and certification exams such as the GRE, GACE, Praxis, CPA, and FINRA exams, among many others.

University Police

The Columbus State University Police, Main Campus office is located adjacent to parking lot 9 next to the Turner Center. The CSU University Police at RiverPark campus office is located at 1013 Broadway. The department has sworn police officers who are responsible for life and property safety, and enforcement of state and local laws.

The officers also secure campus buildings, assist motorists with battery jump-offs and patrol the university campus on foot, bikes, and marked patrol cars. The University Police Department has membership in the Georgia Association of Campus Law Enforcement Administrators and the Georgia Association of Chiefs of Police.

STUDENT LIFE

Student Fees

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

Campus Recreation

The Campus Recreation Department offers a co-educational program providing an opportunity for students, faculty, and staff to participate in a variety of recreational activities. Current programs include flag football, volleyball, basketball, softball, indoor and outdoor soccer, ultimate Frisbee, table tennis, racquetball, outdoor adventure trips, whitewater rafting trips, and tournaments. In addition to planned activities, courts are open for free play. Campus Recreation has many programs and services such as group fitness classes, Personal training, swimming lessons, and so much more.

Come get involved and find out what is happening in the SRC. For information, contact the Student Recreation Center Front Desk (706) 507- 8658.

Student Recreation Center

Columbus State University offers a state of the art Student Recreation Center to meet the recreation and fitness needs of the student, faculty, and staff. The Student Recreation Center offers three basketball

courts, a multi-purpose court (used for indoor soccer, volleyball, basketball, and special events), four volleyball courts, two racquetball courts, a large cardio deck, free weight and selectorized areas, an indoor track, two movement rooms, rock and bouldering walls, locker rooms, and an indoor swimming pool with a sauna, whirlpool and a lazy river. The Student Recreation Center fee covers access into the facility for each enrolled on campus student. Faculty, staff, spouses, dependents (16 and up) and alumni may join by purchasing a monthly, semester or yearly membership. For additional information call (706) 507-8658.

Outdoor Recreational Complex

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

Club Sports

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

Fraternity and Sorority Life

Columbus State offers eighteen Greek organizations spanning across 3 Greek councils (NPC, IFC, and NPHC). Recruitment for these organizations happens year round! For more information about Fraternity and Sorority Life at CSU, call (706) 507-8012. Visit the Greek Center, located in the lower level of Woodruff Gym, or visit our website http://students.columbusstate.edu/greeks/index.php

Fraternities and Sororities

Alpha Omicron Pi

Founded on January 2, 1897, Alpha Omicron Pi began as a dream by 4 young college women to continue their friendship throughout

life. One of AOII's founders, Stella George Stern Perry, wrote in 1936, "We wanted a fraternity that should carry on the delightful fellowships and cooperation of college days into the workaday years ahead and to do so magnanimously. Above all, we wanted a high and active special purpose to justify existence and a simple devotion to some worthy end." The AOPi chapter at CSU was installed April 2008.

Alpha Phi Alpha Fraternity, Inc.

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

Alpha Kappa Alpha Sorority, Inc.

Alpha Kappa Alpha Sorority, Inc., was organized at Howard University in Washington, D.C., in January 1908. It is the oldest Greek-letter sorority in America established by black women. Eta Iota Chapter was chartered at Columbus State University on December 2, 1972. The program's aim is "service to all mankind." The goal is to study and help alleviate problems concerning girls and women in order to improve the social stature of the race and keep alumnae interest in university life and progressive movement emanating therefrom.

Delta Sigma Theta Sorority, Inc.

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

Delta Zeta Sorority

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

Interfraternity Council

The Interfraternity Council (IFC) is the governing body for the 10 fraternities. The purpose for this council is to unite these men in their recruitment, community service, social, and academic endeavors and is required of any like fraternity.

Iota Phi Theta Fraternity, Inc.

Iota Phi Theta Fraternity, Inc. was founded in 1963 at Morgan State University in Baltimore, Maryland. The organization's purpose is

"The Development and perpetuation of Scholarship, Leadership, Citizenship, Fidelity and Brotherhood among men." The organization has 3 national service initiatives: the National Iota Foundation, the I.O.T.A Youth Alliance and the INROADS Partnership.

Kappa Alpha Psi Fraternity, Inc.

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

Kappa Sigma

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

National Panhellenic Conference

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

National Pan-Hellenic Council

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

Omega Psi Phi Fraternity, Inc.

Omega Psi Phi, a National Pan-Hellenic fraternity, was founded at Howard University in 1911. From the initials of the Greek phrase meaning "friendship is essential to the soul," the name Omega Psi Phi

was derived. The phrase was selected as the motto. Manhood, scholarship, perseverance and uplift were adopted as cardinal principles. A decision was made regarding the design for the pin and emblem, and thus ended the first meeting of the Omega Psi Phi Fraternity.

Phi Beta Sigma Fraternity, Inc.

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

Phi Kappa Tau

Phi Kappa Tau was founded in 1906 at Miami University in Oxford, Ohio. Phi Kappa Tau is the newest addition to the CSU Greek community, becoming a colony in Spring 2017. They foster three core ideals in their membership: learning, leading, and serving. They are nationally partnered with the Seriously Fun Children's Network and the USO.

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.

Pi Kappa Alpha

The Pi Kappa Alpha Fraternity was founded at the University of Virginia on March 1, 1868. The essence of the Founders' vision for Pi

Kappa Alpha can be found in its Preamble. “For the establishment of friendship on a firmer and more lasting basis; for the promotion of brotherly love and kind feeling; for the mutual benefit and advancement of the interests of those with whom we sympathize and deem worthy of our regard; we have resolved to form a fraternity, believing that, thus we can most successfully accomplish our object.” Pi Kappa Alpha or PIKE joined Columbus State University as a Colony in the Fall of 2010. The members of the PIKE Colony uphold the values of a Scholar, Athlete, Leader, and Gentlemen.

Sigma Gamma Rho Sorority, Inc.

Sigma Gamma Rho Sorority’s aim is to enhance the quality of life within the community. Public service, leadership development and education of youth are the hallmark of the organization’s programs and activities. Sigma Gamma Rho addresses concerns that impact society educationally, civically, and economically. Sigma Gamma Rho 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.

Tau Kappa Epsilon

Tau Kappa Epsilon is a brotherhood of men who support each other’s mental, moral, and social development. Since its founding, more than 240,000 men of good character have become members. We currently operate Chapters and Colonies on 272 college campuses across the United States and Canada, which makes us the largest college social fraternity in the world. The Founders of the Knights of Classic Lore

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

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

Xi Theta

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

Zeta Phi Beta, Inc.

Zeta Phi Beta Sorority was founded on the campus of Howard University in 1920. The Kappa Epsilon chapter of Zeta Phi Beta Sorority, Inc., was chartered on the campus of Columbus State University on February 1, 1974. Zeta Phi Beta believes strongly in the principle of service, scholarship, sisterly love, and finer womanhood. Often imitated but never duplicated, Zeta Phi Beta Sorority is the only sorority that is constitutionally bound with the brothers of Phi Beta Sigma Fraternity. The women of Zeta Phi Beta are outstanding leaders and are dynamic in everything from academics to helping out within the community.

Orientation Team (ROAR and Camp PROWL Teams)

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

Orientation Office, Davidson 279 at (706) 507-8593.

Student Organizations

Columbus State University encourages students in the development of their special interests and talents through participation in student organizations as long as the aims and objectives of the organizations are consistent with those of the university. The value of student organizations as means of providing opportunities for students to enrich their educational experiences outside of the classrooms and laboratories is recognized by the university.

To facilitate the development of constructive student organizations, it is necessary for the academic community to subscribe guidelines and procedures for the orderly and responsible operation of student organizations. All organizations must follow and adhere to the Registered Student Organization Handbook (http://students.columbusstate.edu/student-orgs/), 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, referred to as SAC, is the student-run organization responsible for a variety of events for CSU's student body. The purpose of this organization is to contribute to the social, recreational, and educational development of the CSU community through programs and services. SAC is made up of committees that are responsible for a specific type of event programming. These committees include Cinema, Speakers & Comedians and Special Events.

Membership on these committees is on a volunteer basis and there are no membership fees. To sign up for a committee, students can visit the SAC Office in the Davidson Student Center room 268. Students can help plan and promote different events on campus. SAC is a great way to be involved on campus, gain life experiences, and make new friends! SAC's door is always open and students are encouraged to come by. Call the office at 706-507-8595, or email sac@columbusstate.edu for more information.

Student Leadership Positions

Paid student leadership positions on campus are limited.

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

Student Traditions

There are a number of activities that occur annually on the CSU campus. These events have proven to be popular with the university community and have become recognized as "traditions".

Cougar Kickoff

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

Main Campus and RiverPark Picnics

On the first Wednesday of the school year, the entire campus gathers around the Clock Tower for food and entertainment. Students can also gather at Woodruff Park for a picnic and enjoy our RiverPark campus. Student organizations are present and excited to recruit new members, while other students mingle and make new friends! It's a fun way to kick off the school year.

Freshman Convocation

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

Miss CSU

CSU's annual scholarship pageant promoting women's involvement and academic achievements. The contestants receive scholarship assistance to Columbus State University while gaining poise, confidence, and life skills that benefit them and the University. The winner of this pageant goes on to compete for Miss Georgia. Congratulations to Chelsey Rogers, Miss CSU 2017!

Homecoming

Homecoming will be featured during the fall semester, October

22-27, 2018. This annual week is full of traditional events that help celebrate the CSU community as a whole. Events include tailgating, downtown parade and concert as well as student organization competitions. Homecoming is organized by Student Life & Development in conjunction with Alumni Relations. For more information visit homecoming.columbusstate.edu.

WinterFest

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

Scholastic Honors Convocation

This Spring Semester event showcases our outstanding students and faculty. Among the honors presented are the Faculty Cup, the Academic Recognition Award, the Phi Kappa Phi Student of the Year Award, the Faculty Service Award, the Faculty Research and Scholarship Award and the Educator of the Year Award. Many outstanding students are recognized with department awards within each discipline. In addition, students are welcomed into membership in Who's Who Among Students in American Universities and Colleges.

Intercollegiate Athletics

The university is a Division II member of the National Collegiate Athletic Association, and the Peach Belt Conference. The Director of Athletics administers intercollegiate athletics in accordance with the regulations of the NCAA and the policies of a faculty- student Athletic Committee. Women compete in intercollegiate basketball, softball, tennis, cross country, soccer, golf, and track & field. Men compete in intercollegiate baseball, basketball, cross country, golf, tennis, and track & field. Any student interested in competing on any sports team should contact the Athletic Director. The Athletic Department also supports a Dance Team and nationally-ranked co-ed Cheerleading Squad.

Student Government

Students play an important part in the policy and decision making process at Columbus State University. The Student Government Association handles matters concerned with the general welfare of the student body. The legislative branch of the SGA, composed of Senators from each college elected by the student body during spring semester and

one representative from each campus organization, is responsible for decisions relating to student issues. The SGA is subdivided into committees that touch almost every phase of student life (elections, homecoming, etc.). These committees send recommendations to the governing body for action. Students also serve with faculty and administrators on various standing committees and have full voting status.

The executive branch of SGA is the Executive Committee which consists of the President, the Vice President of Scholastic Affairs, the Vice President of Finance, the Speaker of the Senate and the Speaker of the Representatives. The committee administers student government and acts on student grievances, ideas, and comments.

The Judicial Council is the representative of the Judicial Branch. It consists of a panel of six students, five justices elected by the forum and a campus elected, Chief Justice. Its purpose is to sit as a student court and render decisions on certain university and student government policies that affect students and serve as student representatives on judicial hearings as requested. It also functions as a sub-committee of the University Grievance Committee. The Judicial Council reports to the forum on its activities.

Student Government Constitution

Preamble

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

Article I: Name

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

Article II: Objectives

A. To provide direct channels for responsible and effective participation in university governance.
B. To provide an official and representative organization to receive complaints, consider problems, and participate in making decisions affecting the university.
C. To support programs that may directly benefit students and the university.
D. To provide a means whereby students may gain experience and training in responsible political participation and leadership.
E. To review regulations affecting academic activities, general

educational policy and welfare of the university, and such other matters as may maintain and promote the best interest of students.

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

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

Article III: Forum

Section 1: Membership

A. The forum shall consist of the following three elements:
   1. The Executive Committee, which shall be composed of the President of the student body, Vice President of Scholastic Affairs, Vice President of Finance, Speaker of the Senate, and Speaker of the Representatives. The Speaker of the Senate and the Speaker of the Representatives shall be voting members of the Executive Committee, and have a regular vote in forum sessions. However, the President shall have a tie- breaking vote.
   2. The voting forum body, which shall consist of the following two components:
      a. The Senators: Two Senators will be elected by each college and The Graduate School. As a group they must elect one of their members as the Speaker of the Senate to serve on the Executive Committee before the first Forum meeting of the summer term.
      b. The campus organization representatives, one (1) from each organization or activity funded through student activity fees or recognized by the Activities Committee. No single individual may represent more than one organization in the Forum. Before the second Forum meeting of the fall term, these representatives must elect one of their members to serve as the Speaker of the Representatives who will serve on the Executive Committee.
   3. The Judicial Branch, consisting of the Chief Justice and Judicial Council members. The Chief Justice or an alternate Judicial Council member may serve as advisor on constitutional matters during Forum sessions at the request of the presiding officer. No member of the Judicial Branch may vote in Forum sessions.

B. All members and members-elect of the Forum must have and maintain an enrollment status of at least half-time student as defined in the most recent edition of the university catalog. Summer term enrollment is an exception to this requirement. A minimum GPA of 2.0 for undergraduate students and 3.0 for graduate students must be maintained during each term of enrollment.

Section 2: Removal of Forum Members

The following are considered grounds for automatic removal from the Forum:

A. Automatic Removals and Suspensions

1. **General**. Any Forum member whose GPA or enrollment status drops below the minimums defined in Article III, Section 1-B or who is suspended from the university shall be automatically removed from membership in the Forum. The GPA and enrollment status of Forum members shall be confirmed at the beginning of each academic term. Automatic removals shall be officially recorded in the minutes of the first full Forum meeting of each academic term.
2. **Organization Representatives**. Any official representative of a campus student organization who fails to attend at least 50% of the Forum meetings in an academic term shall be automatically removed from the Forum. Participation during the prior term shall be confirmed at the beginning of each new term. Automatic removals shall be officially recorded in the minutes of the first full Forum meeting of each academic term and the organization shall be notified and requested to designate a new official representative.
3. **Suspension of Campus Organizations from SGA**. Each student organization names an official representative and a designated alternate to the SGA. Either one of these individuals, but not both, may represent the organization at a Forum session. To remain active in the SGA, an organization must have a representative attending at least 50% of the Forum sessions in an academic term. Failure of an organization to participate as so defined shall result in suspension of that organization from the SGA during the following academic term. A suspended organization will not be eligible to apply for or receive any grants, sponsorships, or other assistance from the SGA during the suspension period. Suspensions shall be officially recorded in the minutes of the first full Forum meeting of the academic term and the organization shall be duly notified.

B. Other Removals

1. The Forum may, by a two-thirds vote, remove a representative from the Forum for failure to fulfill his/her committee or project responsibilities.
2. With the exception of automatic removals because of GPA, enrollment status, or suspension from the university, Senators, the President, the Vice-President for Scholastic Affairs, the Vice-President of Finance, the Chief Justice and members of the Judicial Council may only be removed by impeachment (see Article IX).

Section 3: Powers, Duties, Procedures

A. Powers and Duties

1. The Forum shall have the power to recommend policies governing student life at Columbus State University and bylaws governing the Forum. It shall require a majority of the Senate and the Representatives each respectively. Without a majority of both houses, the recommendation or bylaw will fail.
2. Each member of the Forum shall serve on at least one (1) student/faculty committee at the pleasure of the President of the university.
3. All members of the Forum will have one (1) vote, and all votes will carry equal weight.

B. Procedures

1. The most recent edition of Roberts' Rules of Order shall be the parliamentary authority; however, in all conflicts this constitution shall prevail.
2. Quorum shall be established by the Forum; however, at no time shall it be less than ten (10) voting members. Executive Committee members shall not be counted in determining members.
3. Any faculty member, administration official or student may introduce a proposal.
4. The Forum shall meet a minimum of six sessions per academic term as follows: the full Forum shall meet at least four (4) times and each of the two components of the voting Forum shall meet at least two (2) times. The next academic term's meeting dates shall be established by the Executive Committee and made public no later than two weeks prior to the end of each academic term.

Article IV: Executive Branch

Section 1: The Executive Committee

A. .The Executive Committee shall be composed of the President of the student body, Vice President of Scholastic Affairs, Vice President of Finance, Speaker of the Senate, and Speaker of the Representatives.

B. The President is in charge of supervising the total operation and function of all committees; is responsible for working with the chairpersons in initiating programs for their areas of concern; and shall exercise the following duties:

1. Preside over the Forum and act as a voting member.
2. Be the chief executive officer and be responsible for the implementation of student government policies.
3. Serve as official spokesperson and representative of the student body.
4. Chair the Executive Committee and have a veto requiring a majority of Executive Committee votes to be overridden.
5. Serve on the Alumni Council and other such committees

as required by the university.

6. Act as a delegate to the Student Advisory Council, Board of Regents.
7. Have the authority to sign purchase orders if the Vice President of Finance is unable to do so.
8. Serve on committees as required by the University.
9. Have a veto in the Forum which can be overridden by a three-fourths (3/4) vote of the members present.
10. Assign university committees to the Vice Presidents and Speakers as their primary areas of concern.

C. The Vice Presidents and Speakers are responsible for investigating, developing, overseeing, and initiating policies and programs in their areas of concern.

1. The Vice President of Scholastic Affairs shall:
    a. Be responsible for formulating policies concerning academic areas that affect the student body, and for advising the Executive Committee and the Forum on all matters relative to the delegated areas of responsibility.
    b. Recommend to the University President, with approval of the Forum, students who are to serve on university committees and in other university positions. Those appointed will serve at the pleasure of the President of the university.
    c. Chair the annual social and philanthropic projects.
    d. Have the power to delegate responsibilities of the afore-mentioned events to the other members of Student Government Association.
    e. Serve on committees as required by the University.
    f. Oversee the work of all standing committees on which students serve within that area.
2. The Vice President of Finance shall:
    a. Prepare a proposed budget which shall be submitted to the Executive Committee.
    b. Be responsible for advising the Executive Committee and the Forum on all matters relative to the delegated area of responsibility.
    c. Be responsible for overseeing all budget amendments and money requests.
    d. Oversee the work of all standing committees on which students serve within that area.
    e. Serve on committees as required by the University.
3. The Speaker of the Senate shall be responsible for accurately voicing the ideas and opinions of the Senators-at-Large to the Executive Committee. The Speaker is further responsible for relaying information from the Executive Committee back to the Senators-at-

Large.

4. The Speaker of the Representatives shall be responsible for accurately voicing the ideas and opinions of the organizational representatives to the Executive Committee. The Speaker is further responsible for relaying information from the Executive Committee back to the organizational representatives.
5. The Vice Presidents and Speakers shall also exercise the following duties:
    a. In the absence of the President, preside over the Forum and act as delegates to the Student Advisory Council in order of succession.
    b. Serve on such committees as required by the university.
    c. Perform those activities as may be delegated by the President.

Section 2: Administrative Committees

A. The Forum may appoint committees within the executive branch for the duration of one (1) year.
B. Funding for all such committees shall be allocated in the budget of the student government.

Article V: Judicial Council

Section 1: Membership

A. The Judicial Council shall consist of six (6) students, five (5) justices elected by the forum and the Chief Justice who is elected at-large by the student body during elections.
B. Judicial Council members shall be nominated and elected by the Forum during a regularly scheduled Forum meeting. Undergraduate students must have an institutional GPA of at least 2.0, graduate students 3.0 in order to be nominated. No member of the Forum voting body or the executive branch may serve as a Judicial Council member.

Section 2: Jurisdiction

A. All students or organizations desiring to bring an action or have a hearing before the Judicial Council must submit a written request to the Chief Justice. The appellate duties of the Judicial Council will include judicial review of forum actions and interpretation of the SGA Constitution. Other duties will include hearing appeals related to parking, library, or posting fines, and impeachment duties as defined in Article IX of this Constitution.
B. The Chief Justice shall:
    1. Preside over the Judicial Council and outline jurisdiction of cases under adjudication.
    2. Advise the Executive Committee and the Forum on constitutional matters upon request.
    3. Report to the Executive Committee and the Forum on Judicial Council activities.
    4. Write the majority opinion and file a copy of reports with the

appropriate university official.

C. Justices, to include the Chief Justice, shall serve on the University Grievance Committee, however no justice shall serve on a hearing panel where a conflict of interest would arise because of the SGA affiliation.

Article VI: Finance

Section 1: Allocations

A. The Executive Committee shall prepare a proposed budget which shall be submitted to the Forum on the last regular session of spring semester for review. Changes, if any, must be passed by a three-fourths (3/4) vote of the Forum members present.

B. The Forum shall return to the Executive Committee a recommended budget for approval at the first regular session of spring semester. Otherwise the Executive Committee shall be authorized to submit the proposed budget to the appropriate university committee for approval. The budget shall then be prepared by the Vice President of Finance in accordance with current fiscal Columbus State University policies for submission to the appropriate university committee for approval.

C. The Executive Committee shall be authorized to approve budget amendments as necessary unless otherwise restricted by the Forum.

Section 2: Expenditures

All expenditures will be made according to university procedures and will be approved by the Vice President of Finance or the President of the student body.

Article VII: Elections

Section 1: General

The President, Vice President of Scholastic Affairs, Vice President of Finance, and the Chief Justice shall be elected at large. Two Senators will be elected by each college and The Graduate School. The Speaker of the Senate and the Speaker of the Representatives shall be elected as outlined in Article 3: Section 1 of this constitution.

Section 2: Qualifications

A. Executive Committee

1. The President, Vice President of Scholastic Affairs, and the Vice President of Finance must be a sophomore, junior, senior, graduate, or post baccalaureate student (in a degree or certification program) during his/her entire term, and must have completed two (2) semesters as a Columbus State University student within the eighteen month period immediately prior to his/her elected term. During those two semesters, he/she must have achieved at least 25 semester hours.
2. A candidate for President, Vice President for Scholastic

Affairs, Vice President for Finance, and Chief Justice must have at least a 2.5 GPA as calculated by the institutional grade point average (as explained in the Columbus State University Catalog), graduate students, 3.0 GPA.

B. Senators

Candidates for Senator must have completed at least one (1) semester as Columbus State University students prior to their elected terms. Candidate for Senator must be a declared major in the college they represent. An undergraduate candidate must have at least a 2.5 GPA as calculated by the institutional grade point average (as explained in the Columbus State University Catalog), graduate students, 3.0 GPA.

Section 3: Elections

The elections will be held in the spring semester.

Section 4: Terms of Office

The terms of office shall be one (1) year, beginning with the last SGA meeting at the end of the spring semester. Consecutive terms of office shall be limited to two (2).

Article VIII: Vacancies

Section 1: Elected Offices

A. President

In the event the office of President becomes vacant, the order of succession to that office shall be:

1. Vice President of Scholastic Affairs
2. Vice President of Finance
3. Chief Justice

B. Vice President of Scholastic Affairs, Vice President of Finance, Chief Justice and Senators-at-Large: A vacancy in these offices shall be filled by appointment by the President of the Forum with the approval of at least three-quarters (3/4) of the Forum.

C. The Speaker of the Senate and Speaker of the Representatives: vacancies shall be filled in accordance with Article 3, Section 1 of this constitution.

Section 2: Organizational Representatives

Vacancies in these positions will be filled by the policies governing their respective organizations.

Article IX: Impeachment

Section 1: Procedures

A. Impeachment proceedings may be initiated by any student.

B. The impeachment will be submitted to the Chief Justice of the Judicial Council. The Judicial Council will determine if probable cause exists for a trial. If so, the Chief Justice will transmit the impeachment motion to the presiding officer of the Forum.

C. The Forum will try any person impeached. The presiding officer, upon receiving the impeachment motion, will set the trial date, in

no case more than five (5) school days later. The trial will be conducted in accordance with established judicial procedure, with the Forum acting as a jury. A three-fourths (3/4) vote of all members is required to pass the motion. The only punishment which can be incurred is removal from office as a result of the above action.

D. In cases of impeachment of the President, the Vice President of Scholastic Affairs shall act as the presiding officer of the Forum.

Article X: Amendments

Section 1: Proposal of Amendments

An amendment may be proposed by a petition of 10 percent of the student body or a vote of two-thirds (2/3) of the Forum. All petitions must be presented to the President of the Student Government Association. A proposed amendment must be posted two weeks before it is voted upon by the student body.

Section 2: Adoption of Amendments

Such amendments shall be adopted if passed by a two-thirds (2/3) majority of the voting student body and approved by the President of Columbus State University.

Article XI: Ratification

This constitution shall take effect upon approval of the President of Columbus State University.

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, and as such they are associated with distressing psychological, behavioral, and biological symptoms; impairment in one or more important areas of functioning; or significantly increased risk of suffering, death, pain, or important loss of freedom.

Substance Abuse Counseling Services

An Alcohol and Drug Specialist Counselor provides individual

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

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

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

Legal Sanctions

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

- Possession of Alcohol by persons under 21 years of age: $300 fine and/or 30 day's imprisonment.
- Furnishing alcohol to persons under 21 years of age: $1,000 fine and/or 12 months imprisonment.
- Driving under the influence of alcohol or drugs: (1st offense) $1,000 fine and/or 12 months imprisonment, loss of license for one year.
- Misdemeanor drug possession: $1,000 fine and/or 12 months imprisonment.
- Felony drug possession: up to 15 years imprisonment.
- Trafficking in drugs: up to 30 years imprisonment.

University Sanctions

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

- Students may suffer forfeiture of academic credit, suspension, and expulsion from the institution.
- Student organizations shall be expelled from campus and prohibited from using any property or facilities of the institution for a minimum of one year.
- Board of Regents policies have been amended to comply with

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

Hazing Policy

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

While hazing is typically associated with organizational candidacy whereby one is attempting to prove and / or earn initiation privileges, it is sometimes used as a method of pre-membership bribery. Such acts are also illegal as they may impose the same mental, emotional and / or physical anguish upon an individual and will be considered equally offensive.

Sanctions for such acts may be severe as administration will endorse the Student Rights and Responsibilities in accordance with university policy and the law respectively. Sanctions mandated by administration within the Offices of Student Life and Dean of Students could include community service, loss of facility privileges, loss of membership within said organization, temporary or permanent disbandment of organization from campus, arrest or others not listed. The Offices mentioned above work collectively in such cases to determine the appropriate course of action based on severity of the offense.

Hoverboards Policy

Because of recent concerns by the United States Consumer Product Safety Commission (http://www.cpsc.gov/en/) and the potential impact these devices may have on campus and fire safety, the possession of, use, and storage of self-balancing scooters, more popularly known as hoverboards, will be prohibited on the Columbus State University campus (Main Campus and RiverPark) effective immediately. Students,

faculty, and staff who own one of these devices are encouraged to review safety guidelines provided by the National Fire Protection Association (http://www.nfpa.org).

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

Intellectual Property

1. **Preamble**

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

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

Patentable inventions and copyrightable materials often come about because of the activities of CSU faculty, staff and students who have been aided by the use of CSU resources. As part of the CSU's mission, it is important to ensure the utilization of such inventions, creations and materials for the public good and to expedite their development and delivery to the public.

At the same time, CSU encourages the protection of the rights and privileges, and endorses the initiative and incentive of the Creator(s) so that their abilities, as well as those of all other faculty, staff and students, are further stimulated and rewarded.

CSU recognizes the publication of scholarly works as an integral part of

the processes of teaching, research and service. Therefore, the University encourages faculty, staff and students to regularly prepare for publication, either through individual or collaborative effort and initiative, articles, pamphlets, books, works of art and other scholarly works which may be subject to copyright and which may generate royalties for the Creator.

Publication may also result from work supported either partially or completely by CSU. With the advent of current and future technology, the variety and number of materials that might be created in a university community has increased significantly, causing the ownership of such copyrightable materials to become increasingly complex.

CSU strives to be at the forefront of teaching and to provide diverse high-quality learning environments. To achieve these goals, CSU encourages and provides incentives for innovators and creators in the development of improved educational materials. Through the efforts of faculty and staff, digital and other storage, and transmission media will have an increasing role in expanding educational effectiveness and accessibility. When such materials are used to expand programs outside the traditional campus, they deserve Intellectual Property (IP) protection.

CSU recognizes the need for enhanced development and dissemination of software technology as a means of expressing both old and new knowledge. CSU is also aware of the dynamic nature of software and that the value of such IP is derived from the ability of its owner to control its use. Indeed, its value is directly related to the degree of protection it enjoys under the law. CSU encourages the protection of such expressions of knowledge by the utilization of appropriate IP laws and the creation of comprehensive software technology transfer policies and procedures.

The foregoing considered, and in order to establish the respective rights and obligations of the University and its faculty, staff and students with regard to current and future Intellectual Property, CSU does hereby establish the following Intellectual Property Policy.

1. **Definitions**

A. **Commercialization** means the process of marketing and licensing Intellectual Property to parties outside CSU who, in turn, will develop products or services based on that IP to sell or license to others. By way of counter-example, this term does not apply to CSU offering a course or seminar for a fee.

B. **Copyrighted Materials** shall include the following: (i) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (ii) lectures that are written, recorded or other otherwise captured, musical or dramatic compositions, unpublished scripts; (iii) films, filmstrips, charts, transparencies, and other visual aids; (iv)

digital video and audio discs and cassettes;(v) live video and audio broadcasts; (vi) programmed and instructional materials; (vii) mask works; (viii) research notes, research data reports, and research notebooks; and(ix) other materials or works other than software, which qualify for protection under the copyright laws of the United States (see 17 U.S.C. 102 et seq.) or other protective statutes whether or not registered there-under.

C. **Creator** means a member of the CSU faculty, staff, or student body who creates or develops an invention, as defined under the U.S. patent law, or who participates in the creation of a copyrightable work, under U.S. copyright law, or both. One is a participant in creating a copyrighted work when one makes an original work of authorship (or part thereof) fixed in any tangible medium of expression from which the work can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Being an editor or otherwise facilitating a creation does not ordinarily qualify one as a "Creator." The term Creator shall be understood to refer to either singular or multiple creators.

D. **CSU Research and Service Foundation, Inc. (CSURSF)** is the entity formed for the purpose of evaluating, administering, owning and licensing IP created by CSU faculty, staff and/or students. CSURSF is a non-profit organization whose sole purpose is to support CSU.

E. **Disclosure Form** is the document by which faculty, staff and/or students disclose to the CSURSF the project or program being conceived of or developed. This document is due before work begins on such project or program.

F. **Faculty member, staff member and student** shall include, for the purposes of this policy, students who are enrolled for any course at CSU, as well as all faculty or staff members who are employed on a full- or part-time basis by CSU.

G. **Individual Efforts** are those activities directed toward a research project or a creative project which are initiated and undertaken by a CSU faculty or staff member and/or student during which: only incidental use of University resources is made; the project is developed on one's own time and is not in accordance with the terms of a sponsored project; and the project is not undertaken in whole or in part as a University assignment.

H. **Intellectual Property** shall be deemed to refer to copyrighted materials, patentable processes or materials, software, trademarks, and trade secrets, whether or not formal protection is sought.

I. **Lead Creator** shall be the person in charge of the project or program which develops the IP. There may be more than one Lead Creator on a project or program, however, this must be specified in the Disclosure Form.

J. **Mask Work** means a series of related images, however fixed or encoded: (i) having or representing the predetermined, three

dimensional pattern of metallic, insulating, or semiconductor material present or removed from the layers of semiconductor chip product; and (ii) in which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product (See 17 U.S.C. 901).

K. **Net Revenue** shall mean the revenue received through commercialization of any IP less the associated expenses which may include, but not be limited to, patent costs, attorney's fees, marketing costs, reproduction, mailing, consumables, accounting costs, unreimbursed development costs, etc.

L. **Novel Plant Variety** means a novel variety of sexually reproduced plant (See 7 U.S.C. 2321 et seq.).

M. **Patentable Materials*** shall be deemed to refer to items which reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes whether or not patentable there-under. These are to include Novel Plant Varieties and Patentable Plants.

N. **Patentable Plant** means an asexually reproduced distinct and new variety of plant (See 35 U.S.C. 161).

O. **Software** shall include one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions, statements or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

P. **Sponsored Efforts** are those research and other projects undertaken by faculty, staff and/or students which are paid for, either wholly or substantially in part, by outside entities. Such entities may include, but not be limited to, governmental, corporate, Defense Department, or private foundation. A sponsored effort may be in the form of a grant or a contract whose purpose is to produce a result through research, writing, programming, construction or other effort.

Q. **Trademarks** shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University System of Georgia or any of its institutions (see 15 U.S.C. 1127).

R. **Trade Secrets** means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which: (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons, who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (See O.C.G.A 10-1-761).

S. **University-Assigned Efforts** are those efforts which the University assigns to a College, department, specific faculty member(s), staff, and/or student(s). The assignment may be either explicit, as in a directive from the president, provost, a dean, department chair or other administrative or governance body, or implicit, as in an effort undertaken as a part of one's job. Excluded are those scholarly and creative works produced under the general obligation faculty and students have for developing such works which include, but are not limited to, textbooks, associated supplementary material, dissertations, class assignments, other books, musical compositions, works of art, and journal articles.

T. **University-Assisted Efforts** are those undertaken by faculty, staff and/or students on their own initiative which receive institutional support (financial or otherwise) or use institutional resources in more than a purely incidental way.

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

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

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

2. Intellectual Property Committee

A. Composition

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

a. Up to six (6) faculty with a minimum of at least one from each of the Colleges, and

b. Up to three (3) staff with at least one each from the offices of the Provost/Vice President of Academic Affairs and the Vice

President of Business and Finance.

c. Up to one (1) student.

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

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

B. Duties of the Intellectual Property Committee

a. To advise the President on policy matters relating to Intellectual Property;
b. To implement the IP Policies as defined herein;
c. To recommend IP Policy revisions and amendments as it deems necessary;
d. To arbitrate disputes over IP;
e. To approve deviations from the IP policy; and
f. To review IP that is referred to it through the disclosure process.

C. Meetings

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

3. Intellectual Property Management

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

A. Management of Sponsor-Supported Efforts

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

B. Management of University-Assigned Efforts

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

C. Management of University-Assisted Individual Effort

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

D. Management of Individual Efforts

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

may be managed by the CSURSF on the Creator's behalf. For purposes of income distribution such IP managed by the CSURSF shall be treated as University-Assisted Intellectual Property.

E. Declined Intellectual Property

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

4. Determination of Rights and Equities in Intellectual Property

A. Sponsor-Supported Efforts

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

B. University-Assigned Efforts

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

Work supported by CSU or CSU Foundation grants or stipends shall be considered University-Assigned Efforts unless the work falls under the general obligation to produce scholarly and creative works. Income, if any, from such IP developed from University-Assigned Efforts shall be shared as described in Section 6.

C. University-Assisted Efforts

Ownership of IP developed by CSU employees or students

through University- Assisted Efforts as defined in Section 2(T) shall reside with the University, unless the CSURSF determines that the IP is not commercially viable at which point ownership shall be assigned to the Creator. Income, if any, from such IP developed from University-Assisted Efforts shall be shared as described in Section 6.

D. Individual Efforts

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

E. University-Managed/Operated Efforts

Ownership of IP developed by University-Managed/Operated Efforts is subject to the same considerations and definitions as those described above and defined in Section 2(U) and shall reside with the University. Income, if any, from such IP developed by University Managed and Operated Efforts shall be shared as described in Section 6.

5. **Distribution of Income**

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

	Creator(s)	Creators' Department	Creators' College	Creators' Research Efforts	CSURSF	Provost's Office for Faculty R & D
Sponsor	65%	10%	5%	5%	5%	10%
Univ-Assigned	50%	15%	10%	10%	5%	10%
Univ-Assisted	65%	10%	5%	5%	5%	10%
Individual Effort	100%	0%	0%	0%	0%	0%
Univ-Managed/ Operated						
CCSSC	15%	80%	-	-	5%	-
Cunningham	15%	80%	-	-	5%	_
UITS	15%	85%	-	-	5%	-

Shares which go to the Creator's academic Department and College, and to Faculty Research and Development shall only be used to fund new

research or to pay for faculty development opportunities such as scholarly conferences.

Should a person in an academic unit not affiliated with a College create intellectual property under the guidelines above, which is then commercialized, the share which would have gone to the College will instead go to the Provost for further faculty research and development. The library shall be treated as a college for purposes of this section of the policy.

The shares going to the Creator's Department shall be administered by the administrative department head or the academic department chairperson. The share going to the Creator's College shall be administrated by the Dean of the College, and the share going to Faculty Research and Development shall be administered by the Provost. The share designated for the Creator's Research Efforts may only be used for future research efforts by the project's Lead Creator or for professional development and is only in effect while the Lead Creator(s) is employed by, and conducting research at, the University. If the Lead Creator leaves the employ of the University, then this share is returned to CSURSF.

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

The Creator's share of Net Revenue shall be divided equally among joint Creators of the IP unless a written statement signed by all joint Creators which provides for a different distribution formula is filed with CSURSF prior to the first distribution of shared Net Revenue.

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

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

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

After the ten year period, those royalties shall revert to CSURSF.

In the event the terms of any license of IP provide CSURSF with equity, or an option to acquire equity in the entity which licenses the IP, the share of such equity due to the Creator as identified above will be distributed to the Creator when such equity is transferable or convertible to cash. In the event that IP is licensed to the Creator, the Creator shall waive the right under the University Intellectual Property Policy to receive the Creator's share of Net Revenue specified above. Additionally, if the Creator owns or controls 25% or more of the entity that licenses the IP, the Creator shall waive the right under this University IP Policy to receive the Creator's share of Net Revenue specified above.

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

6. Disclosure of Intellectual Property

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

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

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

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

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

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

journal articles.

7. Dispute Resolution and Appeals

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

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

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

8. Collaboration

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

9. Confidentiality

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

A. All information or material designated confidential in a contract, grant, or the like;
B. All information or material designated or required to be

maintained as confidential under any applicable governmental statutes or regulations; and

C. All information relating to IP developed by CSU Personnel which may be protected under this Policy until application has been made for protection.

10. Obligations of Lead Creators

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

11. Heirs and Assigns

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

12. Prevailing Policy

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

13. Changes in Policy

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

14. Retention of Ownership

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

15. Policy Applicability

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

Parking Policy

This information serves as a brief overview for the current Parking Code. All rules and procedures are subject to change. Please visit parking.columbusstate.edu for the most up to date Parking Code and process information.

Registration Procedures for Students

General Information: 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 with Parking Services. Failure to register a vehicle could result in a citation. Students taking only online classes and who visit either campus

must have their vehicle registered upon arrival, display a current CSU parking permit, or follow the procedures found in Visitor Registration below. Vehicle information must be updated when vehicles or license plates change.

Where to Register: Students may register their vehicle for a parking permit online at parking.columbusstate.edu or at the Parking Services Office (Illges Hall 122). All parking permits must be picked up at the Parking Services Office regardless of payment method. Student assistants, graduate assistants, and interns are NOT considered faculty/staff and will pay the student parking rate. Family members of faculty/staff who are enrolled in classes on either Columbus State University campus must register their vehicles as students. For disability parking, please refer to the section below on Registration for Persons with Accessibility Requirements. Please note that a temporary permit for students with Accessibility Needs allows for parking in faculty/staff areas only and NOT the blue ADA parking spaces. Students cannot renew a permit for a new academic year until all outstanding fines and any unpaid annual registration fees are paid.

Fees: Passes for both commuter and residential students are $45 per academic year. There is a limit of one hangtag per person. If a hangtag is lost, a replacement fee of $20 applies for each subsequent replacement. This replacement fee applies to all parties, regardless of the original hangtag's cost. Refunds are not available once a permit is purchased.

Displaying Permit: Parking hangtags should be suspended from the rearview mirror any time the vehicle is parked on campus. The hangtag must face outward from the vehicle and be totally unobstructed. If no mirror is available, the hangtag should be placed face-up on the driver-side dashboard. A special decal will be issued for motorcycles.

Registration Procedures for Persons with Accessibility Requirements

General Information: By state law, the person to whom the state-issued Disability License Plate or Disability Placard must be an occupant of the vehicle which displays the Disability License or Disability Placard. Columbus State University complies with the American with Disabilities Act (ADA) by providing designated parking spaces for persons with ADA Accessibility requirements.

Under the Official Code of Georgia section §40-6-226, it is illegal to utilize a State-issued Disability Parking Permit for fraudulent purposes. Violators' vehicles will be cited and towed, and violators could be subject to fines as provided by Georgia Law.

Persons with disabilities are allowed to park in student or faculty/staff spaces if ADA accessible spaces are filled. Parking in service vehicle

spaces, reserved spaces, visitor spaces, or in any areas that are restricted by CSU signage or state law is not allowed. Registration with Parking Services and display of the appropriate CSU parking permit/hangtag are both still required to use ADA Accessibility spaces on CSU's campuses. This applies to visitors, faculty, staff, students, and anyone wishing to park on campus.

Registration for Temporary Accessibility Needs

How to Register: A temporary faculty/staff pass may be issued to students with temporary parking needs due to injury or other health issues covered by the ADA, including situations for which a person does not qualify for a state-issued disability parking permit. "Temporary" for the purposes of this Parking Code means any condition that is expected to improve or resolve such that the individual may utilize regularly designated parking at some point during the academic year. Documentation, at a minimum, should be on the physician's letterhead and signed by that physician, and should clearly state the disability and duration of the mobility concerns.

Where to Park: Please note that a temporary faculty/staff pass issued for disabilities only allows for parking in faculty/staff spaces. Parking in service vehicle spaces, visitor spaces, reserved spaces, or in any areas that are restricted by CSU signage or state law is not allowed.

Display: The temporary faculty/staff pass must be displayed in clear view on the dashboard, free from obstruction and face up with the expiration date clearly visible.

Registration for Permanent Accessibility Needs or a State-Issued Disability Placard/License Plate: For more information about registering for a state-issued disability license plate or placard, permanent or temporary, please schedule an appointment with the Center for Accommodation and Access or call your local Department of Motor Vehicles. All disability parking placards and license plates are issued by the state where the vehicle is registered and not Columbus State University.

Failure to Register: Unregistered vehicles belonging to students or employees that display a disabled veteran license plate, disability license plate, or state-issued temporary disability placard, permanent disability placard or special permanent placard may receive a warning citation to register their vehicle with Parking Services during the first 5 days of class. Further violations may be subject to fines and immobilization until the vehicle is registered with Parking Services.

Compliance Statement

Students, faculty, staff, and visitors must abide by the Parking Code at all times when on the Main or RiverPark campus of Columbus

State University. All faculty, staff, students, and third party employees and vendors are required to display current CSU parking hangtags while parked on either campus. Faculty, staff, students, and third party employees and vendors are responsible for their vehicles while the vehicles are located on university property. This includes any citations or boot/tow fees incurred while parking on university property.

Regulations

The Parking Code is in effect at all times. Additionally, University Police has the authority to enforce Georgia's Motor Vehicle Code at all times. See, O.C.G.A., Title 40, §§40-1-1 ff.

Parking is at the risk of the driver. The University does not carry insurance for damage or loss to vehicles or contents. We recommend that individuals:

- Avoid leaving valuable items in vehicles.
- Call University Police (706-568-2022) to report damaged or stolen property.
- Pay attention to warning signs and park away from athletic fields and unlit areas.

Permissible Parking/Operations on Campus:

- Bicycles: Bicycles are not allowed in buildings and must be chained to a bike rack and not chained to stairs or handrails on campus. Parking is prohibited from obstructing walkways, railings, doorways or ramps intended for use by pedestrians or persons with disabilities.
- Non-motorized vehicles (i.e. skateboards, not bicycles) are prohibited on university streets, sidewalks, buildings, and lawn areas and should only be operated during daylight hours. Non-motorized vehicles are allowed in parking lots away from parked vehicles.
- Motorcycles: A motorcycle is defined as a motorized vehicle with an engine size of 50 cc. or greater. The certificate of origin must state, "Manufactured for lawful highway use." A special decal will be issued for motorcycles. Motorcycles must park in a regular parking space and in the same manner as an automobile or in a designated motorcycle parking area. Two motorcycles may park in one vehicle parking space. Motorcycles are prohibited from driving on sidewalks.
- CSU Motorized Carts: Parking is prohibited on landscaped and lawn areas and in front of electrical transformers and other equipment that could require immediate access.

- Vehicles designed for living or sleeping: Overnight or extended parking of campers, vans, buses, etc. utilized as living and sleeping quarters within the university's boundaries is not permitted.
- Loading/Unloading: Special parking permissions may be granted by Parking Services for short periods for loading and unloading. The maximum length of this time is 15 minutes. Service spaces are limited to use by university service vehicles, personal vehicles with valid permits, and contractors/vendors on official business.
- University Service and Police/Emergency Vehicles: Police and/or service vehicles may stop or park irrespective of the parking regulations while performing necessary official business. Service vehicles may not be left unattended blocking a fire hydrant, traffic flow, or access for persons with disabilities.
- Parking is prohibited:
- Vehicle parking or standing is prohibited on campus in areas not specifically designated for parking. Parking areas within the university's campuses are marked. Any area not lined as a space or designated with a parking sign is a NO PARKING area. The absence of a "No Parking" sign or curb marking does not mean that parking is permissible.
- Double parking or obstructing drives, walkways, doors, refuse containers, emergency responders, bus loading/unloading zones, or vehicles.
- Parking in a fire lane or within 15 feet of a fire hydrant.
- On sidewalks, ramps, and other conveyances that serve pedestrian traffic or serve as a means of egress from a building.
- Inoperable Vehicles: If a vehicle becomes inoperable in an area other than an authorized parking area, the operator should notify Parking Services at 706-507-8203 as soon as possible along with the approximate length of time before the vehicle will be moved. Parking Services does not provide roadside assistance services. The owner is liable for all parking citations issued before Parking Services is notified. The time limit for vehicles inoperable or in visible need of repair on campus is 48 hours. After 48 hours, the vehicle will be towed from campus at the owner's expense.

Parking Area Color Coding and Designations

The following surface color scheme, and/or appropriate signs, shall designate parking on campus. In the event of a discrepancy between a sign and a parking space line color, the sign shall take precedence.

Green - Faculty/Staff Parking.

White - Open parking for all currently registered vehicles unless designated otherwise. This excludes the Main Campus Parking Garage; the main campus garage is exclusively for registered student vehicles.

Blue - Accessibility Parking. Individuals without special accessibility placards or plates are subject to citation and impoundment.

Visitors - Visitor parking. Faculty, staff, students, and third party employees and vendors may not park in designated visitor spaces at any time.

Electric Vehicle Charging Spaces - These publically available spaces are reserved for electric vehicles (EV) only. EVs must be in active session connected to the charger to use the spaces. Any non-electric vehicles or EVs not in active session are subject to citation. EV spaces are located in the center section of the first floor of the parking deck, Lot 14 in front of University Hall, and at the Cunningham Conference Center.

Violations/Ticketing

Vehicles not parked in accordance with the current Parking Code are subject to written citations, vehicle immobilization, and/or towing. The person on record for a registered vehicle and parking permit is responsible for all parking violations involving that vehicle.
Anyone accumulating four or more outstanding parking citations will be subject to having their vehicle immobilized or towed. Please visit the Parking Services website (parking.columbusstate.edu) for a list of violations.

Appeals Process

Individuals who wish to appeal a parking ticket received at Columbus State University should complete the appeal form found online through the Parking Services Web Portal found at parking.columbusstate.edu. Appeals must be filed within 30 calendar days of the ticket date for consideration. Please note that a hold/charge is placed on your account when the ticket is issued. To have the hold/charge removed from your account, you should pay the ticket or receive a favorable response to an appeal.

The Parking Appeals Committee will meet once per month as determined by the Chair to consider any pending appeals received before 5pm on the last business day before the scheduled meeting. Any appeals received after this deadline will not be considered until the following month. The committee reserves the right to meet more frequently as needed. The decision of the Parking Appeals Committee is final.
The Parking Appeals Committee will be chaired by the Chief Justice of the Student Government Association and consist of 1) the Student Government Association Justices, 2) a Faculty Senate representative, 3) a Staff Council representative, and 4) the Parking Coordinator as an ex officio member. As such, the Parking Coordinator will maintain the database, set the Parking Appeals Committee agenda, and be responsible for all administrative duties such as placing holds on students' accounts, notifying Human Resources, and the creation and delivery of outcome letters to appellants and others, as needed.

- Appeals based on the following are NOT acceptable and may be dismissed:
- Lack of knowledge of the Parking Code
- Inability to find a permitted parking space
- Operation of the vehicle by another person
- Failure of enforcement officers to ticket for similar offenses
- Inability to pay ticket fines
- Inclement weather
- Tardiness to class, meeting, or other campus appointment
- Someone other than a Parking Services employee providing instruction to park
- Lacking a valid parking permit by a student or employee
- Unauthorized parking in handicap spaces/hatches, grass/landscape, sidewalk or any other unmarked area
- Only parked in an unauthorized area for a short amount of time
- Failure to observe posted signage
- Displaying someone else's permit
- Fire lane and fire hydrant citations

Sexual Misconduct Policy

In accordance with the Title IX of the Education Amendments of 1972 ("Title IX"), Columbus State University does not discriminate on the basis of sex in any of its education programs or activities or in

employment. Columbus State University is committed to ensuring a safe learning and working environment for all members of the Columbus State University community. To that end, this Policy prohibits sexual misconduct, as defined herein.

In order to reduce incidents of sexual misconduct, Columbus State University is 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, The University strongly encourages members of the Columbus State University community to report instances of sexual misconduct promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the University System of Georgia, which includes Columbus State University, in reporting and addressing sexual misconduct.

Reporting Structure

All Equal Opportunity directors and others having responsibility for coordination of Title IX (”Coordinators”) at USG institutions shall have a direct reporting relationship to both the institution’s President or the President’s designee and the USG System Director for Equity and Investigations (“System Director”). The President of each institution shall determine the organizational and operating reporting relationships for the Coordinators at the institution and exercise oversight of institutional issues relating to sexual misconduct. However, the System Director will have authority to direct the Coordinators’ work at each institution as needed to address system-wide issues or directives.

The President of each institution will consult with the System Director on significant personnel actions involving Coordinators, to include but not be limited to, appointment, evaluation, discipline, change in reporting structure, and termination

Definitions and Prohibited Conduct

- **Community**: Students, faculty and staff, as well as contractors, vendors, visitors, and guests.
- **Complainant**: An individual lodging a complaint. The complainant may not always be the alleged victim.
- **Consent**: Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the

incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law.

- **Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.
- **Incapacitation**: The physical and/or mental inability to make informed, rational judgments, which can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.
- **Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without consent. It includes but is not limited to touching (or penetrating) of a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching (or penetrating) a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts.
- **Confidential Employees**: Institution employees who have been designated by the Institution's Coordinator to talk with an alleged victim in confidence. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of alleged respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Jeanne Clery

Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

- **Privileged Employees**: Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm. Further, Privileged Employees must still submit anonymous statistical information for Clery Act purposes.
- **Respondent**: Individual who is accused to have engaged in conduct that violates this Policy.
- **Responsible Employees**: Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Columbus State University Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders, etc.). Responsible Employees are not required to report information disclosed at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs" or other public forums in which students may disclose incidents of prohibited conduct).
- **Sexual Exploitation**: "Sexual Exploitation" occurs when an individual takes nonconsensual or abusive sexual advantage of another for his or her own advantage or benefit, or to the benefit or advantage of anyone other than the one being

exploited. Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual video or audio of sexual activity;
4. Non-consensual distribution of video or audio of sexual activity, even if the sexual activity or video or audio taken of sexual activity was consensual;
5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual;
7. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually-based bullying.

- **Sexual Harassment**: Unwelcome verbal, nonverbal, or physical conduct, based on sex or gender stereotypes, that is: implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment/ educational decisions; or has the purpose or effect of interfering with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or benefit from an institutional program or activity.
- **Sexual Misconduct**: Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment and stalking.
- **Stalking**: Engaging in a course of conduct directed toward another person based upon sex that would cause a reasonable person (i) to fear for his or her safety or the safety of immediate family members or close acquaintances, or (ii) to suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant

mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

Reporting Sexual Misconduct

A complainant of sexual misconduct may, but need not, file a criminal complaint with law enforcement officials; file a misconduct report with a Responsible Employee or Coordinator; or file both. A report may be filed anonymously, although anonymous reports may make it difficult for the institution to address the complaint. Any individual who believes that he or she has been a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

All reports of sexual misconduct alleged to have been committed by a student must be handled consistently with requirements set forth in Columbus State University's Student Conduct Investigation and Disciplinary Proceedings.

All reports of sexual misconduct alleged to have been committed by a non-student member of the institution community will be addressed and/or resolved through the University's and the Board of Regents' applicable policies for discipline of non-students.

Institutional Reports

Complainants of sexual misconduct who wish to file a report with the institution should notify a Responsible Employee or the Coordinator. Responsible Employees informed about sexual misconduct allegations involving any student should not attempt to resolve the situation, but must notify and report all relevant information to the Coordinator as soon as practicable. Confidential Employees are not bound by this requirement but may be required to report limited information about incidents without revealing the identities of the individuals involved to the Title IX Coordinator, consistent with their ethical and legal obligations. All members of the University System of Georgia institutions' communities are encouraged to report incidents of sexual misconduct promptly.

Reports of sexual misconduct may be made to:

- **Title IX Coordinator: Laurie Jones, Director of Human Resources, Richards Hall 228 Ph. 706-507-8920**
- **Deputy Title IX Coordinator: Aaron Reese, Asst. VP of Student Affairs and Dean of Students, Schuster Student Success Center 216 Ph. 706-507-8730**
- **Deputy Title IX Coordinator: Annette Brown, HR Administration and Benefits Manager, Richards Hall 228 Ph.**

706-507-8920

Additionally, reports can be made by victims and/or third parties using the online reporting form posted at https://publicdocs.maxient.com /reportingform.php?ColumbusStateUniv&layout_id=40 .
While complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports will be accepted regardless of when reported.

The Coordinator will refer to the System Director any allegation(s) of sexual misconduct that could, standing alone as reported, lead to the suspension or expulsion of the respondent(s). The System Director will work with the institution to determine whether any interim measure(s) are necessary and to assign an investigator who will work under the direction of the System Director or designee, if directed by System Director. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the respondent(s), but facts arise during the course of the investigation that would require transfer to the System Director, the Title IX Coordinator will transfer oversight to the System Director or designee. The System Director will have the discretion to retain oversight or transfer oversight to the institution.

Law Enforcement Reports

Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with campus or local police, for his or her own protection and that of the surrounding community.

Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

1. Clothing worn during the incident including undergarments;
2. Sheets, bedding, and condoms, if used;
3. Lists of witnesses with contact information;
4. Text messages, call history, social media posts;
5. Pictures of injuries; and/or
6. Videos.

Anonymous Reports

Each institution should provide a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand however, that it will be more difficult for the institution to investigate and to take action upon anonymous reports.

Retaliation

Anyone who, in good faith, reports what she or he believes to be

misconduct under this Policy , or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Title IX Coordinator for the institution. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

False Complaints

Individuals are prohibited from intentionally giving false statements to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this policy shall be subject to disciplinary action.

Amnesty

Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Handling Reports of Sexual Misconduct

Support Services

Once a student or employee makes a complaint or receives notice that a complaint has been made against him or her, or the coordinator otherwise learns of a complaint of sexual misconduct. The complainant, respondent and alleged victim (where applicable) should receive written information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, available at the student's institution.

Information on support services will be provided regardless as to whether an individual elects to go forward with filing a formal complaint of sexual misconduct or with notifying law enforcement. Information on support services will also be provided to students and employees, regardless of where the alleged misconduct occurs.

Interim Measures

Interim measures may be undertaken at any point after the institution becomes aware of an allegation of sexual misconduct and should be designed to protect the alleged victim and the community.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard, consistent with the provisions in Columbus State University Student Conduct Policy.

Jurisdiction

Columbus State University will take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed by a student are addressed by this Policy when the misconduct occurs on University property, or at institution-sponsored or affiliated events, or off-campus, as defined by the institution's student conduct policies.

Advisors

Both the alleged victim and respondent, as parties to the matter, will have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense for the express purpose of providing advice and counsel, pursuant to the Columbus State University Student Conduct Policy.

Informal Resolutions

Allegations of sexual misconduct may be resolved informally, without a determination of misconduct, if all of the following are met:

1. When complainant(s) and respondent agree to an informal resolution;
2. When the initial allegation could not result in expulsion;
3. When the complainant(s) and respondent(s) agree to the terms of the informal resolution; and
4. When the investigator concludes that informal resolution is in the best interest of the parties and the institution's community.

The alleged victim(s) and respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

Timeframe

Efforts will be made to complete the investigation within a reasonable timeframe, which will be determined based upon the allegations, availability of witnesses and/or evidence, etc. in a particular case. When the timeframe will extend past the reasonable timeframe, the parties will be informed of the delay and the reason for the delay. The investigator shall keep the parties informed of the status of the investigation.

Investigations

All sexual misconduct investigations involving a student respondent, whether overseen by Columbus State University's Title

IX Coordinator or the System Director, will follow the investigation process set forth in Columbus State University's Student Conduct Investigation and Disciplinary Proceedings.

Hearings, Possible Sanctions and Appeals

All sexual misconduct hearings, sanctions, and appeals involving a student respondent, whether overseen by the institution's Coordinator or the System Director, shall follow the investigation process set forth in Columbus State University's Student Conduct Investigation and Disciplinary Proceedings. All sexual misconduct adjudication involving an employee respondent, shall be addressed utilizing the institution's employment policies and procedures.

Tobacco and Smoke-Free Campus Policy

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

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

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

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. All events hosted by outside groups on behalf of the USG shall also be tobacco-free information, contact the Greek Life Office at 706-507-8012.

STUDENT RESPONSIBILITIES AND RIGHTS

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.

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 complimentarily and civility. Access to grievance/appeal procedures and to conflict mediation is a basic component of academic freedom available to all members of the academic community.

Columbus State University, within the context of the policies of the Board of Regents of the University System of Georgia, has the authority to determine on academic grounds who may be admitted to study, what may be taught, how it may be taught, and who may teach. Administering these fundamental freedoms involves all members of the academic community.

Student Rights

Students have the right to learn and to inquire. They have a right

to examine and discuss questions of interest, to take stands on issues, and to support causes, by orderly means which do not impede the collegial process of learning.

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

Students shall have the right of protection against prejudiced academic evaluation. At the same time, students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Any student who believes that individual academic rights have been violated may seek redress by contacting the Associate Provost for Academic Affairs, the Dean of Students, or the Associate Vice President for Academic Affairs for direction in filing a formal grievance.

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

Student Publications

The Saber

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

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

A. Experience in self-expression.
B. Training in the aspects of publishing.
C. Outlets for creative work.

D. Information about student and faculty activities.
E. A forum for the free exchange of opinion.

Publications Committee

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

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

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

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

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

Publication Editor Responsibilities

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

1. Facts should be distinguished from opinion.
2. The Editor should check for libelous content before publication.
3. Good faith with the reader is the foundation of all journalism worthy of the name. By every consideration of good faith a newspaper is obligated to be truthful, thorough, and accurate. Headlines should also be fully warranted by the content of the

article.

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

Advisor Responsibilities

1. **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.
2. **Legal Awareness**. The Advisor should bring to the Editor's attention the legal and moral responsibilities of any college publications and the fact that the University President may be held responsible for student publications, articles, pictures, ads.
3. **Editor's Qualification**. The Advisor will ensure that all candidates meet eligibility requirements.

The Staff of Publications

The position of Editor will be limited to students who have at least a 2.50 grade point average (GPA), have shown a sincere commitment to The Saber, and have demonstrated journalistic ability. Except for the Editor, all staff members, paid and unpaid, must maintain

at least a 2.00 GPA. All other paid and unpaid staff members will be selected by the Editor, with the advice of the Advisor, on the basis of journalistic ability, interest, initiative, and contribution to the publication. Staff can be dismissed by the Editor. Staff who have been removed from their duties have the right to appeal to the Publication Committee, then to the Grievance Review Board.

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

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

Election of Editor

The annual election of the Editor will be held no later than the second Friday in April and will be supervised by the Advisor.
The Editor will be elected by a simple majority of staff members eligible to vote. To be eligible to vote, staff must have served since the beginning of the current semester. The current Editor in Chief will vote only in the case of a tie.

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

Freedom of Expression Policy

A. Purpose and Overview of Policy

Columbus State University ("CSU") supports and respects rights embodied in the First Amendment, including the right of freedom of speech, freedom of expression, the free exercise of religion, and the right to peaceably assemble. In accordance with Board of Regents Policy 6.5 Freedom of Expression, CSU agrees that these rights are of the utmost importance and must be protected. CSU also recognizes its responsibility to provide a secure learning environment that allows individuals enrolled at or employed by the University ("members of the CSU community"), as well as non-CSU community members, to express their views in ways that do not disrupt the operation of the University. This policy presumes that students are generally free to engage in freedom of expression activities in those outdoor areas of campus that are common and accessible to all students (such as park-like areas and sidewalks).

As a public institution of higher education, CSU supports the exchange of open ideas and academic freedom on its campus. This policy has been enacted to promote campus safety, to ensure the proper functioning of the academic environment and institution activities, and to protect individual rights. In no way is this policy intended to place an

undue burden on members of the CSU community to freely express themselves. Time, place, and manner restrictions imposed by the University shall be content neutral and leave open an alternative means of expression.

B. Designation of Public Forums on CSU's Campus

Public Forum Areas: Students are generally free to engage in freedom of expression activities in those outdoor areas of campus that are common and accessible to all students (such as park-like areas and sidewalks) and when such areas do not interfere with the other missions of the University. However, to accommodate the need for immediate and spontaneous demonstration and to better facilitate the free exchange of ideas, CSU has designated certain areas on campus as public forums on CSU's campuses ("Public Forums")

Availability of Public Forum Areas: These Public Forum Areas are generally available from 9:00 a.m. to 7:30 p.m. Monday through Friday, provided that the Public Forums have not previously been reserved. Reservations will only be processed on days that CSU's Administrative Offices are open for business ("university business days").

Recommended Submission of Reservation Request: Though reservations to use the Public Forum Areas are only required as set forth in Section C and Section D below, CSU recommends that all parties interested in utilizing the Public Forum Areas submit a completed Forum Reservation Request Form to CSU's Office of Student Life and Development in the Division of Student Affairs prior to use 2 so that CSU may minimize scheduling conflicts, accommodate all interested users, and provide adequate security for the speaker and the audience.

C. Provisions for Members of the CSU Community

I. Planned Large Group Expression

Mandatory Submission of Reservation Request: Members of the CSU community who plan to engage in expressive activity on campus in a group that is expected to consist of thirty (30) or more persons must submit a Reservation Request via the Astra Schedule Portal on CSU's webpage at least two (2) university business days prior to the scheduled activity and must receive approval in writing from prior to engaging in such activity. Prior notice is required to ensure that there is sufficient space for the large group event, that necessary University resources are available for crowd control and security, and that the academic and other operations of the University are not disrupted.

Response to Reservation Request: The University may grant a reservation for one of the Public Forum Areas or another available area

of campus, as requested by the applicant, and may only deny a reservation for the limited reasons set forth in Section E below. The reservation request must be processed and the requesting party must be notified with one (1) university business day after its submission.

Appeal of Denial of Reservation Request: The denial of a Reservation Request by a member of the CSU community may be appealed to CSU's Vice President for Student Affairs in writing setting forth the reasons why the appeal should be granted. CSU's Vice President of Student Affairs or his or her designee must respond to the appeal in writing within one (1) university business day.

II. Spontaneous Large Group Expression

If an individual or small group of individuals within the CSU community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the University with as much notice as circumstances reasonably permit. CSU reserves the right to direct a group of 30 or more persons to one of the Public Forum Areas or another available area of campus in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of the University. The CSU official must not consider or impose restrictions based on the content or viewpoint of the expression when relocating any expression.

D. Provisions for Non-Campus Members

Mandatory Submission of Reservation Request: Individuals or groups of people who are not enrolled at or employed by CSU may only engage in expressive activity on CSU's properties in the Public Forum Areas and only after submitting a completed Forum Reservation Request Form via the Astra Schedule Portal on CSU's webpage at least two (2) university business days prior to the scheduled speech and obtaining approval for such use in writing pursuant to the procedures set forth in Section E below. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible.

Response to Reservation Request: The reservation request must be processed and the requesting party must be notified within one (1) university business day after its submission.

Appeal of Denial of Reservation Request: Any denial may be appealed to CSU's Vice President for Student Affairs in writing setting forth the reasons why the appeal should be granted. CSU's Vice President of Student Affairs or his or her designee must respond to the appeal in writing within one (1) university business day.

E. Procedures for Forum Reservation Requests

Completed Forum Reservation Request Forms should be submitted via the Astra Schedule Portal on CSU's webpage. Any written materials that will be distributed in connection with the expression must be included with the request at least two (2) university business days prior to the distribution of the written materials. University officials may not deny any request to distribute written materials based on the content or viewpoint of the expression. However, no publicity for a speaker or program may be released prior to authorization of the Reservation Request Form.

Response to Reservation Request: Reservation scheduling will be coordinated by Campus Services and CSU's Office of Student Life and Development, who will schedule forums for expression on a first-come, first-served basis. University officials must respond to all requests in writing as soon as practicable, but in no event more than one (1) university business day following receipt of the request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation.

Denial of Reservation Request: The Student Affairs official may only deny a reservation request for one of the following reasons:

(1) The Forum Reservation Request Form is not fully completed;
(2) The Forum Reservation Request Form contains a material falsehood or misrepresentation;
(3) The Public Forum Areas have been reserved by persons who previously submitted a completed Forum Reservation Request Form(s), in which case the University must provide a reservation for the applicant at an alternate location, alternate date, or alternate time;
(4) The use or activity intended by the applicant would conflict with or disturb previously planned programs organized and conducted by the University;
(5) The Public Forum Areas are not large enough to accommodate the expected or actual number of persons engaging in large group expression, in which case the University must provide a reservation for the applicant at an alternate location that can safely accommodate the applicant provided that the applicant is a member of the CSU community and that such a location exists on CSU's campus;
(6) The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of

the CSU community, or the public; or

(7) The use or activity intended by the applicant is prohibited by law or CSU policy.

When assessing a reservation request, University officials must not consider or impose restrictions based on the content or viewpoint of the expression.

Appeals: Appeals related to the decision of the Student Affairs official should be made in writing to CSU's Vice President for and Student Affairs. CSU's Vice President for Student Affairs or his or her designee must decide all appeals within one university business day. The decision of CSU's Vice President for Student Affairs or his or her designee is final. All campus reservations are subject to the general provisions in Section G. below.

F. Distribution of Written Material

Members of the CSU community may distribute non-commercial pamphlets, handbills, circulars, newspapers, magazines, and other written materials on a person-to-person basis in open outdoor areas of the campus. An individual who is not a member of the CSU community may only distribute written materials within the Public Forum Areas and only during the time in which the individual has reserved Public Forum Area. Unauthorized use of the University's trademark on any written material is strictly prohibited.

The policy, Distribution of Advertising Material, Propaganda, and the Like, which may be found in the Student Responsibilities and Rights Section of CSU Student Handbook, covers the distribution of commercial materials and publications.

G. General Provisions

In addition to the requirements set forth above, all individuals expressing themselves on CSU's campus must comply with the following provisions:

- No interference with the free flow of vehicular or pedestrian traffic within and/or under the control of the CSU campus or the ingress and egress to buildings on campus is permitted.
- Any use of amplified sound, other than amplified sound used in connection with University-sponsored events, must only be intended to be heard in the immediate area of the expression in order to minimize any disruption of the central academic mission of the University. Use of amplified sound by student organizations must be approved by the Office of Student Life and Development.

- No interruption of the orderly conduct of university classes or other university activities, including university ceremonies and events, is permitted.
- No commercial solicitations, campus sales, or fundraising activities shall be undertaken which are not authorized by CSU. For CSU's policies on solicitation and fundraising, refer to CSU Handbook.
- The individual who makes the reservation shall be responsible for seeing that the area is left clean and in good repair. If not accomplished, persons, or organizations responsible for the event may be held financially responsible for cleanup costs.
- The individual/organization using the area must supply their own tables, chairs, etc., if needed (unless already part of the location).
- Individuals who are not members of the CSU campus community may not camp or erect temporary structures (e.g. tents) on CSU's campus.
- Damage or destruction of property owned or operated by the University, or property belonging to students, faculty, staff, or guests of the University is prohibited. Persons or organizations causing such damage may be held financially and/or criminally responsible.
- Individuals and groups of individuals expressing themselves on CSU's campus must comply with all applicable federal, state, and local laws and CSU policies, rules, and regulations

Authorization of a speech, event, or demonstration is contingent upon compliance with the criteria listed above. Speakers and/or organizations failing to comply with the above policy may be asked to leave, a trespass warning may be issued, and/or University disciplinary action or judicial action may be pursued.

Freedom of Expression Policy Questions

Questions about this policy by Members of the CSU community may be addressed to the Office of Student Life and Development in the Division of Student Affairs at (706) 507-8950. Questions about this policy by Non-Campus Members may be addressed to University Support Services at (706) 507-8203.

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 an individual, group of individuals, company or corporation not authorized by the Vice President for Business and Finance.

For additional information, please refer to the section entitled Policies listed previously in this handbook.

Posting of Notices and Care of Bulletin Boards

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

Equal Opportunity Policy

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

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

Reviewing and Amending the Student Handbook

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

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

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

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

STUDENT MISCONDUCT AND APPEALS

Judicial Procedures for the Student

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

Columbus State University will not tolerate academic misconduct or nonacademic misconduct. Any individual found to be in violation of the University standards, policies or procedures will be subject to the sanctions/remedies listed in this handbook. Reporting academic, non-academic, or concerning behavior is the responsibility of all members of the campus community.

Reports may filed with the Behavioral Assessment and Recommendation Team (BART) as described in the General Information area in this handbook or found online in MyCSU.

Academic Misconduct Procedures

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

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

Academic Misconduct Violations

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

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

Academic Misconduct Sanctions

The possible outcomes for students found to have committed academic misconduct may include:

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

Academic Appeal Procedures

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

1. Academic Appeal

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

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

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

e. Plead for a less severe penalty in case of an acknowledged incident of academic dishonesty.

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

Communications with the student will be sent via the student's CSU email address unless the student has submitted a written request for an alternative form of contact.

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

Ordinarily, The Reviewer will acknowledge receipt of a written appeal and notify the faculty member of the appeal within three university working days of its receipt. The faculty member named in the appeal must provide a written response to the charges within ten university working days of the date on which the appeal was submitted. The Reviewer will ordinarily send a decision to the student not more than twenty university working days after the appeal was filed. When more time is required, The Reviewer will notify the principals within the 20-day deadline that an extension is required.

Upon a request by the instructor named in the appeal, The Reviewer may suspend the process to allow time for the principals (student and faculty) to discuss the dispute or participate in mediation. The Reviewer may require the student and/or the faculty member to appear to discuss the case before rendering a decision. Either principal may also request a meeting with The Reviewer to discuss the appeal before a decision is reached.

The Reviewer will write a decision that articulates the relevant facts of the case and the outcome. The document must include: Specific Charges, Findings of Fact, Conclusions, and Actions to Be Taken. Decisions made by the faculty and chair are limited to course specific outcomes. If the reviewer finds in favor of the appeal they may

recommend that all or some of the student's recommended remedies be granted.

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

A decision by a department chair may be appealed to the appropriate dean. A dean's decision may be appealed to the Provost. Filing an appeal of a decision represents an opportunity to rectify a failing that occurred within the appeal review.

Therefore, the filing of an appeal must focus on:

(1) A request to introduce new and compelling evidence which was not available at the time of a hearing and which could apparently result in a different final decision,

(2) The documentable failure of the decision to comply with specific Columbus State University or University System of Georgia policies, or

(3) The documentable error of facts substantial enough to apparently result in a different final decision.

All decision appeals must be made in writing and received by the appropriate party not more than 5 university working days after the decision was issued. The burden of proof falls on the principal making the appeal.

2. Academic Standards Committee (ASC) Appeals

The Academic Standards Committee (ASC) reviews four types of appeals, all of which involve factors external to the contents of a particular course.

a. Grade Appeals of WF or W
b. Grade Appeals of F to a Productive Grade (A, B, C, etc.)
c. Medical Withdrawal (if the semester affected has ended and final grades have been posted)
d. Exception Petitions

For assistance with any of these appeals, the student should see his/her advisor or department chair.

The Academic Standards Committee does not review appeals regarding the fairness or accuracy of the grade itself. For those kinds of appeals, see Academic Appeal. Appeals must be made within two years of the original grade unless there are extremely extenuating circumstances (military duty, lengthy hospitalization) to justify an appeal older than two years.

3. eCore Academic Appeals

If a student wants to make a grade appeal for an eCore course, the student should first contact the CSU eCore advisor, located in the Academic Center for Excellence. The eCore advisor will provide the necessary steps for the student to submit the grade appeal

Non-Academic Misconduct Procedures

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

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

Non Academic Misconduct Violations

1. Alcoholic Beverages

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

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

In Columbus Hall, Courtyard, Maryland Circle, Fontaine, Oglethorpe, Yancey at One Arsenal, and Rankin student housing units, alcoholic beverages may be consumed by members and guests of legal drinking age in the privacy of the apartment. Residents who are under the legal drinking age may not host guests who are in possession of alcohol. Unless all assigned residents of the unit are of legal drinking age, alcohol

must be stored and secured within the owner's bedroom and may not be stored in areas accessible to all residents of the unit. Residence Life staff and the CSU University Police reserve the right to require verification of the ages of any guest and the host resident (s) will be held accountable for the action of their guest(s). Kegs, "drinking fountains", or other common containers are not allowed at any time in or around the residential facilities.

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

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

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

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

2. Drugs

a. The possession of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having potential for mental or physical abuse, except on a legal prescription, is

prohibited, as is the selling, bartering, exchanging, or giving away of such drugs to any person not intended to possess them. This includes remnants of drug use, to include but not limited to, seeds, leaf remnants, smoke and lingering odor.

b. No student shall possess items normally associated with drug use, sale, or distribution.

3. Property Damage/Theft

a. Malicious damage or destruction of property belonging to Columbus State University, its employees, its students, or visitors to the University is prohibited.

b. Theft, removal, or conversion for personal use the property belonging to Columbus State University, its employees, its students, or visitors to the University is prohibited.

4. Disorderly Assembly

a. No persons shall assemble on campus for the purpose of creating a riot or destructive or disorderly diversion which interferes with the normal educational process and operation of the University. This section shall not be construed to deny any students the right of peaceful assembly.

b. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the use of the University facilities, or prevent the normal operation of the University. (See the Board of Regents' Policy Statement.)

c. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited.

5. Disorderly Conduct

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

1. Attendance of Unenrolled Individuals In Class

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

b. Disorderly behavior on the campus or at functions sponsored by the University or any recognized university organization is prohibited.

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

6. Sexual Misconduct

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

a. Sexual Harassment - Unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is, based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.
b. Non-Consensual Sexual Contact - Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching

another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

c. Non-Consensual Sexual Intercourse - Any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

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

7. Assault/Fighting

a. No person shall assault any member of or visitor to the University community by verbal or physical intimidation.

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

8. Hazing

No person shall haze or attempt to haze any member of the University community. Hazing by definition is: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive

fatigue, physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law."

9. Falsification of University Records or Giving False Statements

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

10. Financial Responsibility to the University

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

11. Fire Safety

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

12. Use of University Facilities

a. No person shall make unauthorized entry into any University building, office, or other facility. Nor shall any person remain without authorization in any building after normal closing hours.
b. No person shall make unauthorized use of any University facility. Upon appropriate notice by University officials, authorization for the use of University facilities may be withdrawn or otherwise restricted.
c. Unauthorized duplication of keys to University facilities or equipment is prohibited.

13. Violations of Laws

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

14. Weapons*

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

Exceptions

a. Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.
b. Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.
c. Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.
d. Weapons carry license holders may possess weapons while under the license holder's physical control in a motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.
e. A weapons carry license holder may carry a handgun in any building or on any real property owned or leased by the USG and its institutions; provided, however, that such exception shall:
    i. Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses;
    ii. Not apply to any preschool or childcare space located within such buildings or real property;
    iii. Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Georgia Code Section 20-4-37;
    iv. Not apply to any room or space being used

for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the Dual Enrollment as provided for under Georgia Code Section 20-2-161.3;

v. Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;

vi. Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Georgia Code Section 16-11-126 and pursuant to Georgia Code Section 16-11-129; and

vii. Only apply to the carrying of handguns which are concealed.

Definitions

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

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

"**Handgun**" means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term "handgun" shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

"Electroshock weapon" means a stun gun or taser or similar commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge.

"**Concealed**" means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one's person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

"**Preschool or childcare space**" means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1 of Title 20 of the Georgia Code.

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

15. Computer Violations

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

16. Copyright Material Violations

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

17. Tobacco and Smoking

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

Reports of Student Misconduct

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

Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act shall be assessed in compliance with federal law. Where appropriate, complainants may file a law enforcement report along with an institutional report, but are not required to file both.

1. **Confidentiality**: Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, Columbus State University will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the University. The University will inform the requesting party that the institution generally cannot guarantee confidentiality.
2. **Retaliation**: Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, will not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Office of the Dean of Students. Any person found to have engaged in retaliation in violation of the

student conduct policy will be subject to disciplinary action, pursuant to Columbus State University's policy.

3. **False Complaints**: Individuals who intentionally giving false statements to an institution official, or who submit false complaints or accusations, including during a hearing, in violation of this Policy will be subject to disciplinary action (up to and including suspension or expulsion) pursuant to Columbus State University's policy.
4. **Amnesty:** Students are encouraged to come forward and to report student misconduct notwithstanding their choice to consume alcohol or to use drugs. Any student(s) who voluntarily and in good faith reports information to Columbus State University faculty or staff prior to any investigation concerning use of drugs or alcohol will not be voluntary reported to law enforcement: nor will information that the individual provides be used against the individual for purposed of conduct violations. Nevertheless, these students may be required to meet with staff members in regard to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction

Informal Process

1. Minimum requirements for an administrative hearing consist of:
   a. The student being given notice of the alleged violations(s),
   b. An explanation of the charges, and
   c. An opportunity to be heard by an appropriate Hearing Officer.
2. After an administrative hearing where the student is found to be responsible for a violation(s) of University rules or policies, the Hearing Officer will assign an appropriate sanction(s).

Formal Process

Process for Investigating and Resolving Disputed Reports

Jurisdiction

Columbus State University will take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct will be addressed when such acts occur on

institution property or at institution-sponsored or affiliated events, or otherwise violate Columbus State University student conduct policies, regardless as to where such conduct occurs.

Access to Advisors

The respondent and alleged victim (where applicable), as parties to these proceedings, shall have the right to use an advisor (who may or may not be an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present.

The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly during the investigation or hearing process. The University will not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members.

Initial Evaluation of Student Conduct Reports

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

Where a report of student misconduct alleges sexual misconduct or other forms of harassment and/or discrimination, the report will be referred to and the investigation will be conducted through or as directed by the appropriate office trained and equipped to investigate such matters.

Any report that involves allegation(s) of conduct that could lead to the suspension or expulsion of the respondent(s) in an initial violation will be promptly reported to the System Director of the University System of Georgia by Columbus State University. The System Director

will work with the University to determine whether any interim measure(s) are necessary, to assign an investigator and will collaboratively supervise the investigation with the Title IX Coordinator or Dean of Students.

If an allegation is not initially identified as one that could lead to suspension or expulsion of the respondent(s), but facts arise during the course of the investigation that would require oversight from the System Director, then the University will report that case to the System Director or her designee prior to proceeding.

Interim Measures

Interim measures may be provided by the institution at any point during an investigation and should be designed to protect the alleged victim and the community. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

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

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

Before an interim suspension is issued, the University will make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. Upon request, the respondent will have an opportunity to be heard by the respective conduct officer, Title IX Coordinator, or System Director, as appropriate, within three business days in order to determine whether the interim suspension should continue.

Investigation

Throughout any investigation and resolution proceedings, a party shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in an investigation, the investigation may still proceed and policy charges may still result and be resolved. Additionally, in any investigation involving allegations of sexual misconduct, timely notice of meetings will be provided to each party of any meeting at which the complainant, respondent or alleged victim may be present. Timely and equal access to information that will be used during the investigation will be provided to the complainant, respondent and alleged victim (where applicable).

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

1. The alleged victim and respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file.
2. Upon receipt of the written notice, the respondent shall have at least three business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any alleged victim shall also be provided three business days to respond to or to supplement the notice.
3. If the respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed.
5. An investigator shall conduct a thorough investigation and

should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.

6. The initial investigation report shall be provided to the respondent and the alleged victim (where applicable). This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this Policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.
7. The final investigation report should be provided to the misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy shall also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

Recusal / Challenge for Bias

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

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

Resolution/Hearing

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

Where the respondent indicates that he or she contests the charges, the matter will be set for hearing and once the investigative report has been finalized and copies provided to the respondent and alleged victim (where applicable); however, the alleged victim (where

applicable) and respondent may have the option of selecting informal resolution as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs(or his/her designee) or the System Director.

Where a case is not resolved through informal resolution or informal resolution is not available, the respondent will have the option of having the charges heard either by an administrator (hearing officer) or a student conduct panel.

However, all cases involving charges of sexual misconduct that go to a hearing will be heard by a panel of staff and /or faculty. Sexual misconduct panel members will receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act.

If an administrative hearing is requested, the respondent will use his or her discretion to determine whether the case should be heard by a hearing panel. Notice of the date, time, and location of the hearing, will be provided to the respondent, complainant and alleged victim (where applicable) at least five business days prior to the hearing. Notice will be provided via Columbus State University email or alternative method, if necessary.

Additionally, the following standards will apply to any such hearing:

1. The respondent will have the right to present witnesses and evidence to the hearing officer or panel.
    a. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard.
    b. Both parties shall have the right to confront any witnesses, including the other party by submitting written questions to the panel or hearing officer for consideration.
    c. Advisors may actively advise and assist in drafting those questions.
    d. The Panel will ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the Panel will err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.
2. Where the hearing officer or panel determines that a party or witness is unavailable and unable to be present due to

extenuating circumstances, the hearing officer or panel may establish special procedures for providing testimony from a separate location.

a. In doing so, the hearing officer or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party.
b. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.
c. In sexual misconduct cases, the hearing officer reserves the right to allow a party to testify in a separate room, so long as no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Panel, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.

3. Formal civil rules of evidence do not apply to the investigatory or resolution process.
4. The standard of review will be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
5. The University will maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings.
6. Following a hearing, both the respondent and alleged victim (where applicable) will be simultaneously provided a written decision, via Columbus State University email of the outcome and any resulting sanctions.
    a. The decision will include details on how to appeal, as outlined below.
    b. Additionally, the written decision will summarize the evidence in support of the sanction. The same form will be completed, regardless of whether the student opts for a student panel or an administrative hearing.

Non-Academic Sanctions

In determining the severity of sanctions or corrective actions the following will be considered:

1. The frequency, severity, and/or nature of the offense,

2. History of past conduct,
3. Offender's willingness to accept responsibility,
4. Previous institutional response to similar conduct,
5. Strength of the evidence, and
6. Wellbeing of the University community.

The student conduct panel or hearing officer will determine sanctions and issue notice of the same, as outlined above.The broad range of sanctions includes:

1. Expulsion – permanent forced withdrawal from the university;
2. Suspension for an identified time frame and/or until the satisfaction of certain conditions;
3. Temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders;
4. Required participation in sensitivity training/awareness education programs;
5. Required participation in alcohol and other drug awareness and abuse prevention programs;
6. Referral, such as but not limited to counseling, evaluation, treatment, or mentoring;
7. Volunteering/community service;
8. Loss of institutional privileges;
9. Delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas);
10. Additional academic requirements relating to scholarly work or research;
11. Forced withdrawal from a course and/or department within which the offense occurred, either with or without credit for the course, as may be adjudged;
12. Financial restitution or fees, which may be associated with specific violations; or
13. Any other discretionary sanctions directly related to the violation or conduct.

Special notes regarding sanctions:

1. An Interim Suspension may be issued when in the judgment of the Dean of Students, and after consulting with appropriate University officials, such as the Director of Student Health

Services, Campus Police and/or the Director of the Counseling Center, it is determined that the continued presence of an individual poses a significant danger or threat to others, or the University.

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

Non-Academic Misconduct Appeals

The appeal should be submitted online at https://publicdocs.maxient.com/ reportingform.php?ColumbusStateUniv&layout_id=9, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final written decision.

The appeal will be made to the Vice President for Student Affairs or his/her designee. The appeal will be a review of the record only, and no new meeting with the respondent or any alleged victim will be held, and should be address one or more of the following:

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;
2. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias;
3. To allege that the finding was inconsistent with the weight of the information; or
4. A mercy appeal requesting a less severe sanction.

The Vice President, or his/her designee, may:

1. Affirm the original finding and sanction;

2. Affirm the original finding, but issue a new sanction of lesser severity;
3. Remand the case back to the decision-maker to correct a procedural or factual defect; or
4. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The Vice President or his/her designee will then issue a decision via Columbus State University email to both the respondent and the alleged victim (where applicable) within a reasonable time period. The decision of the Vice President or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the four grounds set forth above.

The President may:

1. Affirm the original finding and sanction;
2. Affirm the original finding, but issue a new sanction of greater or lesser severity;
3. Remand the case back to the decision maker to correct a procedural or factual defect; or
4. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The President's decision shall be issued via Columbus State University email to both the respondent within a reasonable time period. The President's decision shall be the final decision of the institution.

Should the respondent wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

RESIDENCE LIFE COMMUNITY GUIDE

Dear Resident,

Welcome to Residence Life at Columbus State University! Residence Life provides comfortable, secure and affordable housing that is conducive to your academic success and personal development. This Community Guide will provide you with information regarding the services we provide and inform you of the rules and regulations of our communities. Please take the time to familiarize yourself with the information in this guide.

Living on campus offers you many opportunities to learn from and interact with many different people. You will acquire a deeper understanding of yourself and others and will develop friendships that will last a lifetime. Our staffs are here to assist you, and are eager to get to know you. I encourage you to take advantage of the knowledge and experience that our staff members have to offer you.

Please do not hesitate to contact me if you have input on how we can enhance the residential experience at Columbus State University.

Sincerely,

Sarah Secoy

Director of Residence Life Columbus State University

IMPORTANT NUMBERS

The 706 area code must be dialed when making all local calls.

RESIDENCE LIFE

life.columbusstate.edu

Main Residence Life Office at Clearview Hall	
Phone	(706) 507-8710
Fax	(706) 565-8104
Clearview Housing Community	
Resident Assistant on Duty	(706) 507-8717
Residence Life Coordinator	(706) 507-8712
The Courtyard at CSU Housing Community	
Clubhouse	(706) 507-8778
Resident Assistant on Duty	(706) 507-8777
Residence Life Coordinator	(706) 507-8739
Fax	(706) 565-8104
River Park Housing Community	
Front Desk	(706) 507-8035
Resident Assistant on Duty	(706) 507-8037
Residence Life Coordinator	(706) 507-8779
The Den	(706) 507-8229
Fax	(706) 507-8335
Maryland Circle Housing Community	
Resident Assistant on Duty	(706) 507-8718

UNIVERSITY NUMBERS

Student Life & Development Office	(706) 507-8590
Cougar Dining Services	(706) 507-8374
Cougar Copy Center	(706) 507-8630
Career Center	(706) 507-8760
Counseling Center	(706) 507-8740
Student Health Clinic	(706) 507-8620
Intramurals & Recreation	(706) 507-8650
Enrollment Services	(706) 507-8800
Library	(706) 507-8670
Transportation/Shuttle Service	(706) 507-8062
Bookstore	(706) 507-8790
ResNet/Desktop Support	(706) 507-8199

EMERGENCY NUMBERS

University Police	(706) 507-8911
Rape Crisis Center	(706) 571-6010
Georgia Crisis and Access Line	(800) 715-4225
Poison Control	(800) 222-1222

OFFICE HOURS

Clearview Hall: Monday-Friday 8:00am-6:00pm

The Courtyard at CSU: Monday-Friday 9:00am-6:00pm

River Park: Monday-Friday 9:00am-6:00pm

Resident Assistant on Call: Monday-Friday 6:00pm-8:00am, Saturday and Sunday 24 Hours

Residence Life Coordinators hours are from 10:00am to 5:00pm Monday-Friday. Residence Life Coordinators have an open door policy. They are available through email and will respond to your concerns in a timely manner.

ADDRESS AND POSTAL INFORMATION

Clearview Hall, the Courtyard at CSU, Maryland Circle

Students may obtain a mailbox assignment by visiting the CSU post office located between University Hall and the parking deck. The address format is as follows:

(Student Name)
Campus Mail Box (CMB) #
4225 University Avenue
Columbus, GA 31907-5645

The following physical addresses should be utilized ***ONLY*** for emergencies, food delivery, or directional purposes:

The Courtyard - 3815 University Avenue
Clearview Hall - 58 Clearview Circle

River Park Housing

Residents who desire a mailbox may register for one during check-in or by visiting the River Park housing office. Students will receive the location of their mailbox and address information at the time of their mailbox registration. All U.S. Postal Mail packages that will not fit inside of a mailbox should be addressed to the River Park Housing Office address listed below. Students will be notified via their CSU e-mail account when a package is available for pickup.

River Park UPS & FedEx Package Delivery Address:

River Park Student Housing
(Resident Name)
Apt.#
1011 Broadway 2nd Floor
Columbus, GA 31901

RESIDENCE LIFE STAFF AND OFFICES

Residence Life Offices

The main Residence Life Office is located on Clearview Circle on our Main Campus off of University Avenue. The Courtyard at CSU Residence Life Office is located at 3815 University Avenue. The entrance is just past the Main Campus entrance heading toward College Drive. The River Park Residence Life office is located at 1011 Broadway. There is an entrance to the River Park office next to University Police and in the courtyard between Columbus Hall and Broadway Crossing.

Director of Residence Life

The Director of Residence Life is responsible for the overall management of the Residence Life program.

Assistant Director of Residence Life

The Assistant Director of Residence Life is responsible for the day to day management of the residential facilities, occupancy management, key control, summer camps and conferences, and Residence Life safety compliance and prevention.

Senior Residence Life Manager

The Senior Residence Life Manager oversees all residential education and community development initiatives for the housing areas. The Senior Residence Life Manager is also responsible for student staff training, selection, and recognition and advises the Residence Hall Association.

Residence Life Coordinators (RLC)

RLCs are full-time professional staff members who oversee a residential area of campus. RLCs supervise the resident assistant staff, monitor the upkeep and maintenance of their area, provide support to residents, and promote community development.

Systems Administrator

The Systems Administrator is responsible for managing the housing assignment and meal plan software, the accounting associated with assignments, the design and maintenance of the My Housing Portal, and the implementation of all move-in day events.

Administrative Assistant

The Administrative Assistant is responsible for supervising Residence Life's main office student assistance, responding to emails that are directed to the CSU Residence Life account, maintaining/updating the Residence Life webpage and social media accounts, and providing positive customer service to students, parents, and University Partners.

Graduate Assistant (GAs)

The Graduate Student Assistant is responsible for helping fulfill the Department of Residence Life's mission to create a safe and secure living environment that promotes the social and personal development of our students while working on their Master's Degree.

Resident Assistants (RAs)

Resident Assistants are available to assist residents in their transition to college, provide peer counseling, help residents connect with University resources, provide structured and unstructured opportunities for residents to interact with other community members, and to provide educational opportunities for growth and learning. Resident Assistants are highly visible and are responsible for enforcing University and Residence Life Policies. Residents are expected to cooperate fully with Resident Assistants.

MISSION STATEMENT AND LEARNING OUTCOMES

Residence Life is committed to providing a safe and secure living environment that promotes the social and personal development of our students. We provide well maintained facilities, knowledgeable staff, and purposeful programming. We support the University and Division's vision of creating an environment in which students can achieve their full academic potential.

The Office of Residence Life recognizes that learning occurs inside and outside of the classroom through interactions with others and through shared experiences. Our programs and services are guided by attention to the following learning outcomes. It is our hope that residents will experience significant growth and development by participating in all facets of campus life.

Diversity and Civility

- Recognize and articulate the importance of community standards
- Implement strategies for co-existing with others in a shared space
- Effectively manage conflict
- Communicate thoughts and feelings effectively
- Engage in discussion around sensitive issues
- Respect, value, and appreciate diversity
- Articulate personal ideas while respecting contrary ones

Academic Achievement

- Study effectively in a residential environment
- Set goals and utilize effective strategies to obtain them
- Prioritize academics as the central focus

Engagement and Discovery

- Engage with the local community through activities that affect positive social change
- Gain exposure to new activities to challenge pre-existing ideas, thoughts, and perceptions
- Participate actively within the CSU community

Personal Development

- Engage in behaviors that result in a healthy lifestyle
- Perform basic life skills
- Follow safety procedures and articulate the importance of procedures
- Effectively manage time commitments
- Effectively manage stress

Student Employment

- Prioritize competing short term work tasks (multi-tasking)
- Engage in problem solving and critical thinking

- Professionally communicate via phone and e-mail

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

The Office of Residence Life is committed to maintaining a fair and respectful environment and employees will report any staff, faculty, student, or visitor behavior that may constitute discrimination.

SEXUAL HARRASSMENT POLICY
All members of the Columbus State University community should refrain from any conduct that could give rise to a charge of sexual misconduct. This includes but is not limited to, unwelcome sexual advances and requests for sexual favors. Persons found in violation of this policy may be subject to suspension or expulsion from the University.

RESIDENT RESPONSIBILITY
It is your responsibility to understand the and act in accordance with the directions and policies as outlined in this *Community Guide*, the *Housing Contract*, and the *Student Handbook*, as well as official e-mails, posters, or other written/verbal correspondence issued by this department or its agents. In the event of a conflict between the rules and regulations in this Community Guide and the contract, the conditions of the contract shall prevail.

Students are expected to act in accordance with all local, state, and Federal laws. Alleged violations of law may be referred to the appropriate court or law enforcement official. Violations of laws may also result in disciplinary action by Columbus State University.

Students who have questions about policies are encouraged to contact the Office of Residence Life or the Office of the Dean of Students.

COMMUNITY LIVING STANDARDS
The University environment is a diverse setting with people from many different opinions, beliefs, knowledge, abilities, cultures, races, socio-

economic statuses, sexual orientations, and backgrounds. The opportunity to learn from those who are different from you is an important component of your college experience. We encourage positive interactions and relationships and acceptance and appreciation of all people, regardless of their similarities or differences.

ROOMMATE BILL OF RIGHTS AND RESPONSIBILITIES

All roommates have the right:

1. To read, study, and sleep free from excessive or unwarranted noise and interference
2. To a clean and secure environment
3. To privacy
4. To be free from fear and intimidation
5. To be free from ridicule or peer pressure because of one's personal decisions or values
6. To be treated with respect
7. To be asked before one's possessions are used
8. To a room free of policy violations and/or criminal activity
9. To report policy violations and/or criminal activity without retribution

ROOMMATE RESPONSIBILITIES

All roommates have the responsibility:

1. To respect one another's privacy
2. To respect differences and to be kind and civil
3. To engage in open communication with roommates
4. To keep their living space clean
5. To lock doors and maintain personal safety and security of possessions
6. To not loan or share access card or key and to report lost card of key immediately to University Police
7. To maintain a comfortable environment for studying, reading, and sleeping
8. To ask before using a roommate's belongings and to treat belongings with care
9. To enlist the assistance of a Residence Life staff member when conflict is heated beyond your control.
10. To gain permission from roommates before having overnight guests and to ensure guests are respectful of roommates and their property

11. To abide by all University and Residence Life Policies and to follow all local, state, and Federal laws

GENERAL INFORMATION

Staff Availability

The Residence Life offices are open Monday-Friday from 8:00 a.m.-6:00 p.m. excluding official University holidays. A Resident Assistant on duty is available between the hours of 6:00 p.m. and 8:00 a.m. Monday-Friday and is available 24 hours a day on the Saturday and Sunday. University Police are available 24 hours a day 7 days a week by dialing (706) 507-8911.

Bed Rails and Lofted Beds

Beds that originate higher than 36' have bed rails installed prior to Move-In. Students are able to request a bed to be raised or lofted, and upon completion, a bed rail will automatically be installed. All students regardless of bed height are able to submit a work order in the Housing Portal and a bed rail will be installed free of charge. Students are not permitted to loft beds, this must be completed by housing personnel to ensure proper installation.

Internet Access & Computer Labs

Wired and wireless internet access is provided in all housing areas, with one notable exception, see Maryland Circle and RiverPark Residents section below. There are computers labs located in the Courtyard laundry area and the Broadway Crossing Mac lab. Power strips with surge protectors are required for all computer systems for protection from storms and electrical surges. Residents are highly encouraged to install updated virus protection software on all personal machines.

Clearview and the Courtyard Residents*:*

Cable is provided by Apogee. Residents of Clearview and the Courtyard should contact Apogee directly. Call (1-855-410-7376), Chat (www.myresnet.com/support), or Text ("ResNet" to 84700).

Maryland Circle and RiverPark Residents:

Residents can contact the Computer Help Desk at (706) 507-8199 for assistance.

Residents are expected to comply with the ResNet acceptable use policy. The policy is located online at infosec.columbusstate.edu.

Personal wireless access points are prohibited in CSU residential areas (With the exception of Fontaine where student will need to bring a personal router to access Wireless Internet.) If personal wireless routers are discovered on the network, University Information and Technology Services may block the IP or MAC address of the router and will contact the student who may be referred to the student conduct process.

Cable TV

Extended cable is provided at no additional cost to the resident.

Clearview and the Courtyard:
Cable is provided by Apogee. Residents of Clearview and the Courtyard should contact Apogee directly Call (1-855-410-7376), Chat (www.myresnet.com/support), or text ("ResNet" to 84700).

Fontaine:
Residents of Fontaine should contact WOW Cable directly for internet or cable issues by dialing (706) 221-1000 and mentioning account #2098749. A digital ready television is required in order to receive all available channels.

Maryland Circle and RiverPark (except Fontaine):
Residents who are experiencing difficulties with cable television should submit a maintenance request via the My Housing Portal.

Laundry

Coin free washers and dryers are located in each housing area. The machines are for the use of residents only. Laundry rooms are open 24 hours a day.

Maryland Circle and RiverPark:
Residents can report mechanical problems with the laundry machines and view the progress of their laundry by visiting www.laundryview.com.

Clearview and the Courtyard:

Residents can report mechanical problems with the laundry machines by complete a maintenance request form within the Housing Portal.

University Police

University Police provides a full range of services 24 hours a day, 365 days a year. This department has the primary responsibility for crime prevention, law enforcement, parking control, emergency preparedness/response, access cards, and security at special events.

Under state law, University police officers have the same enforcement powers and responsibilities as municipal police officers and county sheriffs. All University police officers must graduate from a state-approved police academy training program and achieve state certification. The CSUPD maintains a close working relationship with the City of Columbus Police Department. Officers have jurisdiction on city streets on and near campus. For emergency assistance, residents should call University Police at (706) 507-8911. In case of emergency, students may also activate any emergency call box located throughout campus. The call box will automatically alert University Police.

Transportation

Intra-campus and Inter-campus shuttle service is provided to all students at CSU. The shuttle service schedule can be found at po.columbusstate.edu/campusservices/transportation.php.

Dining Services

The Cougar Café, located in the Davidson Student Center, is operated by Aramark Inc. The cafeteria is open seven days per week, except during official University holidays. All undergraduate students living in University housing are required to purchase one of the meal plans offered by Aramark.

ARAMARK also operates the Den at the River Park campus, the Food Court in the Davidson Student Center, Einstein Bros Bagels in the Library, and the Market on Broadway at RiverPark. All Aramark venues accept cash, credit card, and Cougar Cash. For more information on dining service please visit: http://www.campusdish.com/en-US/CSS/Columbus/.

Lost and Found

Residents should turn in all found items to their Residence Life Office. Lost items will be held for 30 days. Unclaimed Items will be either turned over to University Police or donated. Items such as electronics or identification will be turned into University Police.

Maintenance and Repairs

Non-emergency maintenance requests should be submitted online via the My Housing Portal or by contacting the Residence Life Office at (706) 507-8710.If an emergency maintenance situation (e.g. broken water pipe, broken AC during extreme temperatures) occurs, please follow the instructions below:

During University Operating Hours (Monday-Friday 8 a.m.-5 p.m.)

Contact Area Office or Residence Life Main Office
Residence Life Main Office/Clearview Hall: (706) 507-8710
The Courtyard: (706) 507-8778
River Park Office: (706) 507-8035

During University Non-Operating Hours (including University Holidays)

Contact Resident Assistant on Duty
Clearview Hall: (706) 507-8717
River Park: (706) 507-8037
The Courtyard: (706) 507-8777
Maryland Circle: (706) 507-8718

Air Conditioning and Heating

Air filters are changed by University Plant Operations or Corvias on a monthly basis. Thermostats are to be set at 72-76 for cooling and 68-72 for heating. The heating/cooling system works best at these settings. Setting temperatures outside of these ranges may result in loss of heating or cooling due to system failure. For maintenance, please submit an online maintenance request. If the utility bill for an apartment is inconsistent with the average bill of other apartments, the residents may be charged.

First Aid

A first aid kit is available in each housing office. If a medical emergency occurs, University Police (706) 507-8911 should be contacted.

Pest Control

Each apartment is treated regularly for pests. Residents are expected to assist in pest control efforts by keeping their apartment clean. Residents should submit a maintenance request via the My Housing Portal to report pest control issues.

Tornado Warning and Watches

A tornado watch means conditions are favorable for the formation of tornadoes. During a tornado watch, residents should pay close attention to the local weather. **A tornado warning** means a tornado has actually been sighted in the area and sirens should sound. In case of a tornado:

- Go to the basement, or lowest floor possible
- Avoid windows and doors; interior hallways and walls are safer
- Avoid auditoriums, gymnasiums, or other structures with wide free-span roofs
- Take shelter underneath your desk or any heavy piece of furniture
- Curl up to protect your head and eyes
- Remain in area until the sirens is silenced or until the all clear is given by University Police

Cougar Alert

Cougar Alert is the mass notification system employed by Columbus State University to contact faculty, staff, and students in the event that a severe threat to public safety and the health of the entire campus is identified. For instructions to update your Cougar Alert emergency numbers, please visit http://www.columbusstate.edu /cougaralert/student_info_update.php

E-mail Communication

E-mail is Columbus State University's official method of communication. The Office of Residence Life regularly communicates important information and updates to students via

their CSU e-mail accounts. Residents should check their e-mail account regularly for important housing information regarding room sign-ups, events and activities, check-out procedures, conduct notifications, and other announcements.

Student Employment

Residence Life is one of the largest employers of students on campus, including resident assistants, student assistants, and summer conference assistants. For more information about employment opportunities available, please visit http://life.columbusstate.edu/RA.php.

Services for Students with Disabilities

The Residence Life office will reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Students requesting housing accommodations must first register with the Center for Accommodations and Access. The Director of the Center for Accommodations and Access will communicate the appropriate housing accommodation needs to the Residence Life office. Students that require a service animal or emotional support animal should first contact the Office of Disability Services for accommodations. For more information, please visit http://disability.columbusstate.edu/.

Student Personal Property

Although precautions are taken to maintain adequate security against fire, theft, maintenance emergencies, etc., Columbus State University is not responsible for the loss or damage to a resident's possessions. Residents or their parents are encouraged to carry appropriate insurance to cover such loss. The Residence Life Office can provide information to parents and/or students about renters insurance upon request. The University assumes no responsibility for theft or loss of a resident's personal property. Residents are encouraged to:

- Lock their bedroom and apartment whenever leaving, even if for only a few minutes
- Record the serial numbers of their possessions through the CougarSafe Program in SIS
- Call University Police immediately to report missing property
- Take valuables home over semester breaks

- Report any suspicious persons or activities to University Police

POLICIES AND REGULATIONS

Eligibility

Only currently enrolled Columbus State University students who are registered for at least 1 credit hour are permitted to reside in University housing. During the summer term, residents may be permitted to live in University housing if they have a minimum of one class.

Assignment Policy

Residence Life reserves the right to authorize or deny room changes, to consolidate vacancies, and to require a resident to move from bedroom or apartment to another in order to deescalate conflict or to complete emergency maintenance. Students may not change rooms without prior authorization from the Residence Life office and may be referred to the University student conduct process.

The Director of Residence Life may deny a housing application due to prior conduct. Students who are denied housing due to prior conduct may appeal the denial by contacting the Dean of Students Office.

Semester Breaks

In accordance with the ten-month contract, residents are allowed to occupy their apartments throughout semester breaks (Thanksgiving, Winter Break, Spring Break) with approval from the Residence Life office. The Residence Life office reserves the right to deny requests to remain in housing during the semester breaks.

Residents may leave their belongings in their room during Thanksgiving Break, Winter Break, and Spring Break. The University assumes no responsibility for items left during breaks.

Residents are expected to remove all trash, unplug electrical appliances, and secure their bedroom and unit doors before departing for breaks.

All residents not returning for the spring semester must be checked out of the units 24 hours after their last final.

Unauthorized Entry or Use of University Facilities
No resident shall make or abet unauthorized entry into or use of any University facility, building, office, attic, or onto any roof or other University property. Residents shall not enter resident rooms/apartments to which they have been neither assigned nor invited. Failure to adhere to this policy may result in a referral through the university student conduct process.

Room Entry by Staff and Room Inspections
The University reserves the right to enter a room at any time to ensure compliance with safety and health regulations, to provide pest control, to conduct routine maintenance checks, to complete cleaning or maintenance, to maintain a secure and quiet environment where students can sleep and study, or to conduct an inventory of university property. A room may also be entered by Residence Life staff if danger to life, health, or property, or if illegal activity and/or violation of University rules and regulations are suspected. Student rooms and apartments may be searched for legal cause by civil authorities in compliance with state and Federal guidelines.

Several health and safety inspections will be conducted each semester by the Residence Life staff for safety, health, maintenance, cleanliness, and inventory purposes. Residents are responsible for maintaining their living areas in a clean and orderly condition. If conditions are found to be unacceptable during the inspections, residents will be notified and given the opportunity to correct the problems. Residents who do not correct health and safety concerns addressed by the Residence Life staff will be referred to the University student conduct process.

Mandatory Meetings
Residence Life may periodically require residents to attend informational and/or safety meetings. Failure to attend a required meeting may result in a fee assessment of $25.00.

Housing Cancellation and Refund Guidelines

The following is a section directly pulled from the CSU Housing Contract:

I. CANCELLATION BY STUDENT

A. Full Cancellation. To cancel this Agreement, Resident must submit a completed Housing Cancellation Form available at the University Housing website (www.ColumbusState.edu/life). Except as described in Subparagraph B below (No Cost Termination), a Resident's cancellation of this Housing Agreement will result in accruing certain cancellation charges as described in Schedule B of this Agreement.

B. No Cost Termination. Resident may cancel his/her Housing Agreement without cancellation charges upon submission of supporting documentation evidencing one of the following occurrences during the Term:

a. Graduation;
b. Call to active military duty;
c. Marriage;
d. Birth of a Resident's child;
e. Enrollment in a University-sponsored study abroad program affiliated academic internship;
f. Approved medical withdrawal from the University; or
g. Death of Resident

Any Resident cancelling for one of the reasons covered by this subparagraph will remain responsible for payment of the Housing Fee on a pro-rata basis through the date of cancellation.

II. CANCELLATION BY PROVIDER

A. For Cause. The occurrence of any of the following events by Resident will constitute a breach of this Agreement for which University on behalf of Provider may cancel this Agreement for cause and take immediate possession of the room upon written notice to Resident:

a. Violation of any term or provision of this Agreement, including but not limited to failure to pay all applicable fees when due;
b. Violation of Residence Facility policies and procedures as outlined in the Guide;
c. Violation of University's Student Code of Conduct;
d. Violation of any state, local, or University drug or alcohol policy;

e. Violation of any applicable law, rule, or regulation;
f. Endangerment of the health and safety of the residential community of the Residence Facility;
g. Academic deficiency;
h. Disciplinary suspension or dismissal by University;
i. Disruptive behavior;
j. Damage from fire or smoke, otherwise causing the assigned space to be uninhabitable;
k. Refusal to comply with the direction of University Housing or Provider staff acting in accordance with their respective scope of responsibility; or

B. Vandalizing any University or Provider owned or managed property.

Upon Resident's breach of this Agreement, University will deliver written notice of cancellation of this Agreement and give Resident a minimum of 12 hours and a maximum of 48 hours to complete the move-out procedures and vacate the premises. Cancellation by University on behalf of Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under this Agreement for the entire Term and Resident will not receive a refund of any portion of the Housing Fees or other applicable fees as a result of this cancellation. Resident's obligation to pay all applicable fees due under this Agreement for the Term will survive termination of this Agreement for cause.

C. Failure to Occupy. Resident must occupy the assigned space or deliver written notice of delayed arrival to University by 9:00 a.m. on the first day of classes of the first academic term of residency. University on behalf of Provider reserves the right to cancel this Agreement and/or reassign the assigned space to another person if Resident does not comply with this provision. Cancellation by University of behalf of Provider pursuant to this paragraph will not release Resident from the obligation to pay all fees under this Agreement for the entire Term.

Check-Out Procedures

All residents must check out through their Residence Life Office within 24 hours of their last exam. A daily rate will be assessed after this time. Abandoned property will be held for 30 days before being discarded. Each resident is responsible for

following the check-out procedures set forth by their housing area. Guidelines will be distributed to residents during the Spring Semester via their University e-mail account and/or paper publicity. A $50.00 fee will be assessed to residents who do not follow the proper check-out procedures.

Residents are expected to complete the following tasks before they depart:

- Remove all belongings from the apartment
- Clean and vacuum assigned room
- Remove nails and tacks from walls
- Clean a share of the common areas
- Return all keys and access cards
- Review and sign the Room Condition Report with the RA at a set appointment time

Charges for damages of or defacement to common areas will be split equally among all residents, unless a resident assumes responsibility for the damage. If a resident is returning to housing, a financial hold will be placed on their account until the fee is paid. Fees should be paid directly to the Residence Life main office.

Visitation Policy

General Policies

The Residence Life staff reserves the right to deny any overnight guest requests or to require a guest to leave at any time. **Residents will be held accountable for the actions and conduct of their guests and are responsible for informing their guests of all University and Residence Life policies and regulations. Residents must be with their guests at all times.**

Cohabitation

Cohabitation is strictly prohibited and is defined as a visitor spending an excessive amount of time in a unit, house, or room that he or she is not assigned to.

Overnight Guests

An overnight guest is defined as any person present inside or around a unit between the hours of 1:00 a.m. and 7:59 a.m. **who is not assigned to live in that specific unit**, even if he/she lives

in on campus housing. Residents must sign in overnight guest through the link in their MyHousing Portal.

*Guests are permitted to stay for up to two consecutive nights, but no more than four nights in a calendar month. No more than four guests may be hosted overnight within a unit on the same night.

To Sign in a guest log on to your MyHousing Portal and fill out the Guest Sign-in under the forms section.See the Security Gate Access and Visitor Parking Section for information about Visitor Parking Passes.

- The resident must escort the guest at all times and the guest must not be left unaccompanied at any time.
- If you are not a resident assigned to the unit you are in after 1:00am, the form needs to be filled out.

Children
Any children under the age of 17 can visit between the hours of 8:00 am and 12:59 a.m. Children must be accompanied by a parent or legal guardian at all times.

Parties
Residents are prohibited from having more than 4 guests per apartment. Residence Life activity areas may be reserved for gatherings by contacting the Main Residence Life or the RiverPark Housing Office. No more than one guest per resident are permitted on balconies at one time.

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

In Columbus Hall, The Courtyard, Maryland Circle, Fontaine, Oglethorpe, Yancey at One Arsenal, and Rankin student housing units, alcoholic beverages may be consumed by residents and guests of legal drinking age in the privacy of the apartment. Residents who are under the legal drinking age may not host

guests who are in possession of alcohol. Unless all assigned residents of the unit are of legal drinking age, alcohol must be stored and secured within the owner's bedroom and may not be stored in areas accessible to all residents of the unit.

Residence Life staff and the CSU University police reserve the right to require verification of the ages of any guest and the host resident (s) will be held accountable for the action of their guest(s). Kegs, "drinking fountains", or other common containers are not allowed at any time in or around the residential facilities.

Weapons
Residents and guests are prohibited from possessing firearms, weapons, knives larger than two inches long (excluding kitchen knives), clubs, air rifles/pistols, ammunition, bows and arrows, explosives, or fireworks on University property.

Drugs
Refer to the Columbus State University Student Handbook

Quiet Hours
Quiet hour is a term used to designate times set aside for study and sleep, when noise, including outside activity, is to be kept to a minimum. Quiet hours are in effect daily from midnight until 7:00 am. During finals periods, quiet hours are in effect 24 hours a day.

Out of courtesy and respect for roommates and neighbors, a reasonably quiet environment should be maintained in all residence halls and apartments at all times. A reasonably quiet environment is defined an environment in which noise does not carry from one area to the other. This includes rooms, hallways, and stairwells. Residents have the right to ask another resident to lower their volume, even when quiet hours are not in effect

Keys and Access Cards
Residence Life uses a lock key or scan card deadbolt system. These systems are designed to provide a high level of security for residents and their property. All housing areas utilize an access card system in addition to keys. In most cases, residents' University ID cards will serve as the access card. Keys are the

property of Residence Life and must be returned when the apartment is vacated. Duplication of keys is prohibited. If a key is lost, residents should contact their area Residence Life Office immediately.

The Assistant Director of Residence Life will determine if a new key can be issued or if the locks need to be changed. A $25 charge will be assessed to replace each lost key or a $100 charge will be assessed to change the locks. A $15 charge will be assessed to replace any temporary access card that is issued. Auxiliary locks may not be installed nor may residents modify or tamper with an existing lock. Residents are not allowed to give or loan their keys or access cards/ID's to anyone at any time.

Residents must lock their doors when leaving their room and keep their key or access card/ID with them at all times. Residents should contact their Residence Life office or RA on duty for "lock-out" assistance. Multiple lockouts will result to referral to the student conduct system.

Vehicle Registration

Please refer to the Student Handbook for information regarding vehicle registration.

Security Gate Access and Visitor Parking

Clearview, the Courtyard, and Maryland Circle

The Courtyard has security gates surrounding the housing area. Residents must utilize their Columbus State University ID card to gain entry. Any registered guest who wishes to gain vehicular access must be scanned in by their host. Residents and guests are not permitted to proceed through a gate behind an authorized vehicle without scanning their University ID or being scanned in by their host at the access station. Residents will be held responsible for any damage that occurs to the gate as a result of driver error.

For all areas all visitors must park in visitor designated spaces. Between the hours of 1:00 a.m. and 8:00 a.m., all vehicles parked in a visitor's space must display a residential visitors parking pass. Visitor Parking Passes must be obtained through

the processes outlined in the Columbus State University Parking Code found at (https://parking.columbusstate.edu/forms.php)

River Park Campus

All RiverPark students may park in the 3rd, 4th, or 5th floors of the parking garage located directly behind Broadway Crossing and Columbus Hall (1005 Front Ave. Columbus, GA 31901). Students who live in Fontaine Hall may park on the 2nd floor of the parking garage in the designated spaces. Students must utilize their Columbus State University scan card to gain access to the parking garage**.** All Residents who reside in the One Arsenal Housing area may park in the University lot located in the rear of the building.

Visitors must utilize public parking as designated by the City of Columbus and are not permitted to access the CSU student, faculty, or staff parking areas.

Bicycles

Bicycle racks and other designated storage areas are provided to allow for the storage of bicycles. It is strongly recommended that students secure bicycles with a heavy chain and lock. When secured outside, bicycles should only be secured to bike racks, and must not block stairs, hallways, or any other area which would prevent residents and/or guests from safely evacuating the building in the event of a fire or other emergency. The University can assume no responsibility for the security of bicycles, mopeds, or motorcycles. In River Park housing, bicycles are not allowed to be stored in the apartments, but must be stored in the designated bike rooms. All bikes left abandoned will be held for 30 days before being disposed of. Residents are not permitted to leave bikes on campus during periods in which they are not enrolled.

Hoverboards

Because of recent concerns by the United States Consumer Product Safety Commission (http://www.cpsc.gov/en/) and the potential impact these devices may have on campus and fire safety, the possession of, use, and storage of self-balancing scooters, more popularly known as hoverboards, will be prohibited on the Columbus State University campus (Main Campus and RiverPark) effective immediately. Students, faculty,

and staff who own one of these devices are encouraged to review safety guidelines provided by the National Fire Protection Association (http://www.nfpa.org).

As part of the university's efforts to maintain campus safety and remain in compliance with its fire protection and prevention efforts, the university has also added these devices to the list of items not allowed in Columbus State University Residence Halls. Those who currently have a hoverboard on the Columbus State University campus should immediately remove it from campus premises.

Tobacco Products
See University Policy in Student Handbook.

Business from Resident's Room
Residents are prohibited from operating any organized business from their apartment or using their address for business purposes. This includes, but is not limited to: babysitting, tutoring, tattooing, online business, and private music lessons.

Decorations/Modifications/Alterations/Personal Furniture
Students are encouraged to decorate their rooms in a manner that prevents damage beyond normal wear and tear and that ensures fire safety. Any damage to the ceilings, walls, doors, or fixtures as a result of nails, screws, mounts, adhesives, tape, or stickers will result in a repair fee assessment to the student. Students are not permitted to place any adhesives or stickers on doors or glass. Residents are encouraged to utilize self-stick removable poster mounts when hanging items.

Residents are not permitted to alter, repair, remodel, and/or paint the premises or equipment. No ceiling fans, light fixtures, or similar equipment may be affixed to ceilings or walls. Residents may not change any locks for their room or apartment or relocate any moveable equipment, such as stoves or refrigerators. Residents shall not obstruct the entry or exit path of a bedroom, unit, breezeway, or stairwell. Residents may not hang items from fire sprinklers or other related fire equipment.

Residents may not alter furniture in anyway or construct or install lofts. No waterbeds or personal mattresses are permitted. Removal of bedroom or living room furniture or equipment is

prohibited. Residents will be assessed for damaged or missing furniture.

Signs
Signs, notices, and bulletin boards posted by the Residence Life staff are not to be removed or defaced.All outside flyers and advertisements should be delivered to the corresponding housing area's Residence Life Coordinator to ensure proper placement in approved areas.

Solicitation
For residents' protection, door-to-door solicitation is prohibited. Residents should report any violation of this policy to the Residence Life office or University Police immediately.

Sports Activities
To avoid injury or damage to property, throwing objects such as footballs, baseballs, volleyballs, golf balls, frisbees, etc. are prohibited in or around buildings or in the parking areas. An area for sports activities is designated between U and V buildings at Courtyard.

Trash
Residents should remove all trash from the apartment and place it in the dumpsters or trash receptacles. Trash is not allowed to accumulate in or outside the apartment. All trash is to be placed inside the dumpsters, not beside them. Anyone found littering the grounds with trash will be subject to disciplinary action.

Fire Safety Equipment
Residence Life features a fire alarm system with alarm pulls, horns, and strobe lights on each floor. In addition, each apartment has smoke detectors and/or sprinkler systems in the living room, hallway, and bedrooms, and a dry chemical ABC type fire extinguisher in the kitchen. Residents are required to notify Residence Life Staff if an extinguisher has been used and needs to be recharged. Tampering with fire safety equipment or causing a false alarm is a violation of state law and will result in referral to the University student conduct process.

Fire Alarms/Drills

In the event of an alarm, all residents and guests are expected to immediately evacuate the building. Exit the building as safely as possible through the closest means of egress. Residents must move 500 feet away from the building so that police, fire, and rescue personnel are not impeded. Anyone who requires assistance in the event of an evacuation due to a temporary or permanent disability should contact the Residence Life office. The Residence Life staff will share this information with police and fire personnel so that they can provide assistance.

Fire drills are conducted in each residential area at least once a semester. Residents should follow the same procedures for fire drills as they would with any fire alarm.

Appliance and Equipment Restrictions

1. The following appliances and items are prohibited: Outdoor grills, hotplates, space heaters, halogen light bulbs, refrigerators larger than five cubic feet, antennae's and satellite dishes, multi-plug adapters, resident owned air conditioners, live trees, grass, straw, and sand.
2. The following items are permitted for cooking in the kitchen areas: Crock pots, toasters, sealed unit popcorn and coffee makers, compact microwave ovens (1.0 cubic feet maximum and 700 watt maximum power), and small electric grills not exceeding 760 watt maximum power. Deep fryers may be used if they have a lock down lid and an automatic shut off when overturned.
3. Only UL approved extension cords, 8 feet long or less are permitted and no more than one extension cord should be utilized per room. Only one extension cord should be used to connect an appliance and extension cords should not be connected in a series. Residents should utilize outlet adapter strips with built in circuit breakers when the desired number of appliances exceeds the number of outlets available in the room.
4. Ironing
   Irons may only be used with ironing boards that have a fire resistant cover and are required to have an automatic shutoff feature. Irons and hair styling appliances should never be left plugged-in to a socket when not in use.

Cooking Safety

Residents should remain in the kitchen when frying, grilling or broiling food. Residents should remain in the home and should use a kitchen timer when simmering, baking, roasting, or boiling food. Residents should never cook when they have been drinking alcohol, when they have not had adequate sleep, or when they have taken medication that causes drowsiness. All items that could catch fire should be kept away from the stovetop and the stovetop, burners, and oven should be kept clean. When deep frying, residents must utilize a deep fryer with a lock down lid and automatic shut off when overturned. When disposing of grease please put it in a container to cool away from the stove and throw in trash. Do not dispose of down the sink or on the ground outside of apartments.

Hallways, Stairs, Breezeways, Decks, Balconies, and Patios
All stairs, breezeways, decks, and patios must be kept clean and free of obstruction at all times (this includes all sports equipment). For units with private balconies or decks, outdoor furniture may be placed in the area as long as it does not obstruct entrances/exits. Dirt, trash, garbage, or waste should not be swept onto or over balconies, patios, or breezeways. The University reserves the right to remove any obstructions that may create unsafe or unsightly conditions. Items should not be thrown off of or onto any deck, balcony, or patio and items should not be thrown out of or into any window. Entering or exiting a residence hall or apartment through a window or from a balcony is prohibited except in case of emergencies.

Candles/Incense
The burning of candles and incense is prohibited, as they are a serious fire hazard. Burned Candles and incense will be confiscated from apartments if found during health and safety inspections. Acceptable candle burning substitutes include scented wax warmers and candle warmers as long as the candle wick has been removed. Decorative candles are also permissible if the wick has been removed.

Pets
Pets are prohibited inside of any residential area with the exception of small aquariums (10 gallons or less) with fish only, provided they are kept clean and free from leaks. Residents

should refrain from feeding and making contact with stray animal.