

Columbus State University

2007-08

Student Handbook



COLUMBUS STATE UNIVERSITY
STUDENT HANDBOOK
2007-2008

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.)

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INFORMATION GUIDE

What

Who

Where

Absences	Instructor	Instructor's Office
Academic Problems	VP Academic Affairs	3rd Floor - Richards Hall
Admissions	Ms. Lovell	Fine Arts Hall
Alumni Affairs	Mr. Lakes	125 Richards Hall
Assoc. Dean of Students	Ms. Anderson	271 Davidson Center
Athletics	Mr. Greene	201 Lumpkin Center
Books and Supplies	Mr. Livengood	126 Davidson Center
Cafeteria	Mr. Brown	116 Davidson Center
Counseling	Counseling Center	146 Davidson Center
Dean of Students	Vacant	279 Davidson Center
Director, Enrollment Services	Dr. Carlisle	Fine Arts Hall
Diversity & Minority Services	Ms. Anderson	271 Davidson Center
Employment on Campus	Career Center	147 Davidson Center
Fees	Business Office	Fine Arts Hall
Financial Aid	Ms. Bowles	Fine Arts Hall
Game Room	Mr. Cravens	Davidson Student Center
Greek Life	Ms. Padgett	271 Davidson Center
Health Clinic	Ms. Tew	Health & Safety Center
Housing	Ms. Larkin	CSU Courtyard I Office
I.D. Cards	Mr. Cravens	Davidson Student Center
International Education	Dr. McCrillis	Clearview Circle
Lost and Found	University Police	Health & Safety Center
Medical Emergencies	Ms. Tew	Health & Safety Center
Minority Advising Program	Mr. McCrary	271 Davidson Center
Organizations	Ms. Padgett	271 Davidson Center
Orientation	Ms. Padgett	271 Davidson Center
Parking Information	University Police	Health & Safety Center
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Recreation (Campus)	Mr. Cravens	Health & Safety Center
Regents' Test	Testing Center	205 EB Turner Center
Saber	Editor	207 Davidson Center
Student Government	President, SGA	207 Davidson Center
Student Records	Registrar's Office	Fine Arts Hall
Student Activities Council	Chair, SAC	268 Davidson Center
Testing Center	Dr. Hassenplug	205 EB Turner Center
Tutoring	Academic Support Center	Tucker Hall
University Police	Chief Drew	Health & Safety Center
University President	Dr. Brown	112 Richards Hall
Veterans Affairs	Ms. Sharon Jamison	Fine Arts Hall
Vice President for Student Affairs	Dr. Sheeks	279 Davidson Center

MISSION STATEMENT



Columbus **S**tate **U**niversity's mission is to promote educational, economic, social and cultural growth in Georgia and beyond. The University is dedicated to excellence in teaching in a student-centered environment, research and creative activities, service to the region and the state, and community engagement through university-community partnerships. This mission will be achieved within the context of the Mission of the University System of Georgia and the Core Mission Statement for State Universities of the University System of Georgia.

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 Fine Arts 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, and readmission procedures.

Office of the Registrar

The Office of the Registrar is located in Fine Arts 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, and the Regents' Test 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 University College (undeclared, high school joint enrollment, and learning support) or a CSU department. The advisor must approve 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 by logging onto the CSU website, www.colstate.edu, entering the CougarNet portal, and then accessing the Integrated Student Information System (ISIS). Please refer to the CSU Web for specific dates and information regarding early registration, late registration and schedule change. Students registered for eCore courses should review the following link which provides eCore specific information regarding academic calendars and course expectations.

http://www.gactr.uga.edu/ecore/academic_calendars/CSUAcCal.phtml

Early registration

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

Late registration and schedule change

Students who do not register early may register during late registration prior to the first day of classes. Additionally, students who wish to change their schedules may do so during the late registration and schedule change periods.

If you have a disability that may prevent you from meeting course requirements, contact the instructor before the end of the first week of classes to file a student disability statement and to discuss a reasonable accommodation plan. Course requirements will not be waived but accommodations may be made to assist you to meet the requirements, provided you are timely in working with the instructor to develop a reasonable accommodation plan.

Academic Standing

The progress of all students is evaluated at the end of each semester. GPA hours and grade points earned at other institutions are used in computing grade point averages as they affect academic standing. Students receiving financial aid should also refer to satisfactory academic progress under the financial aid section of the catalog.

Academic probation

Academic probation occurs when a student's overall grade point average falls below the satisfactory progress levels shown below.

Continued academic probation

Continued academic probation occurs when a student's overall grade point average falls below the satisfactory progress levels shown below.

Removal from probation

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

Academic exclusion

Academic exclusion occurs when, at the end of a probationary semester, a student's semester grade point average is lower than 2.0 and the overall grade point average falls below the satisfactory progress levels shown below. The length of exclusion resulting from grade point averages will be a minimum of one semester after the first and second exclusion, and a minimum of one calendar year after the third exclusion. Credit earned at other institutions during a mandatory exclusion period will not transfer back to Columbus State University.

Reinstatement on academic probation

After the mandatory period of exclusion, as stated above, has elapsed, a student may apply for reinstatement on probation. The application must reach the Admissions Office by the published application deadline for the semester. Students must satisfy the conditions of the reinstatement before they will be eligible to register for classes for the following term.

Satisfactory Progress Levels

Total GPA hours attempted (*)	Minimum overall grade point average for satisfactory progress
00-29	1.40
30-59	1.60
60-89	1.80
90 or more	2.00

* Includes transfer and Columbus State University GPA hours

Learning Support Academic Standing

Determination of academic standing is based on the student's overall and semester grade point averages, and the number of course attempts in required learning support subject areas.

Learning Support probation

Learning Support probation occurs when a student's required learning support subject area is not satisfied after two course attempts.

Removal from Learning Support probation

Learning Support probation removal occurs when a student assigned to learning support satisfies a required subject area.

Learning Support Dismissal

Learning Support Dismissal occurs when a required learning support subject area is not satisfied after three course attempts. The length of dismissal, which is based on the number of learning support course attempts without satisfying a required subject area, will be three years. Before being placed on dismissal, a student may appeal for two additional learning support course attempts if the student is in the exit-level learning support course and has not reached the three-attempts limit in any other learning support area. If approved, the student may enroll in learning support courses only. Credit earned at other institutions during a mandatory exclusion period will not transfer back to Columbus State University.

Reinstatement on Learning Support probation

A student may apply for reinstatement on Learning Support Probation after the mandatory period of dismissal has expired, as stated above. The application must reach the Admissions Office by the published application deadline for the semester. Students must satisfy the conditions of the reinstatement before they will be eligible to register for classes the following term.

Class Attendance and Withdrawal

The attendance policy for classes is established by the individual faculty member. If an instructor does not provide a written policy statement during the first week of classes, a student is permitted to accumulate a total of nine (9) hours of absences in a three credit-hour course without exclusion. An instructor may exclude a student and assign the grade of "WF" upon accumulation of 10 or more hours of absences, or the equivalent in courses carrying fewer credit hours.

Course Withdrawal

Students wishing to drop a course after the last official day of the schedule change period must officially withdraw from the course in ISIS through CougarNet. Prior to the W grade deadline, as listed on the CSU website, a grade of W will be assigned by the registrar unless the instructor has already assigned a WF grade for excessive absences. A student initiating a withdrawal after the published deadline will automatically receive the grade of a WF. A student may appeal the WF grade if documentation of non-academic hardship is provided. Students may not withdraw from a required learning support course with a grade of W while remaining in degree level courses. To remain in degree level courses, the learning support withdrawal grade will be WF and will count as a learning support attempt. Refer to the CSU website for specific dates and additional information regarding course withdrawal.

Student Medical Withdrawals

A student may be administratively withdrawn from the university when in the judgment of the Dean of Students, and after consulting with appropriate university officials, such as the Director of Student Health Services and/or the director of the Counseling Center, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which poses a significant danger or threat to the student, 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.

Center for Academic Support and Student Retention

The Center for Academic Support and Student Retention promotes student success and retention through programs, services, and courses that support the academic and intellectual growth of the students.

Tutorial Services

Free tutoring is available to students enrolled in learning support and many core curriculum courses. Tutoring is provided through

- The mathematics lab
- The mathematics computer lab
- Chemistry and physics recitation
- Various individual and group sessions for many core courses

Students who need tutoring in core curriculum courses are encouraged to contact the Office of Tutorial Services in Tucker Hall.

Seminars & Workshops

Free seminars & workshops are available each term. Topics include

- Time Management
- Note Taking
- Test Taking Tips
- Taking Essay Tests
- Study Skills Hints
- How to Read a Textbook
- Balancing College and Life
- Talking with Your Advisor
- Critical Thinking

Disability Services

The Office of Disability Services coordinates the compliance of CSU with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who present proper documentation of physical, psychological, or cognitive disabilities are provided with individualized plans tailored to their needs. Course requirements are not waived for students with disabilities, but accommodations may be made to assist in meeting the requirements. In order for accommodations to be made during a semester, appropriate documentation should be presented to the coordinator prior to the beginning of that semester. For more information, go to <http://uc.colstate.edu/disserv/>

Freshman Orientation Course

CSUS 1106 - College Success - focuses on practical knowledge necessary for academic survival and provides opportunities for discussion of topics that concern group members. This course is required for, but not limited to, students admitted to the Department of Basic Studies.

Additional information on these courses may be found in the CSU Catalog. For more information, stop by Tucker Hall, phone (706) 568-2330, or refer to the center website at http://uc.colstate.edu/academic_support_retention.htm

Non-Traditional Student Services

Non-traditional are those who did not enroll in college until at least five years after high school.

Adult Re-Entry Program

Through the Adult Re-Entry Program, CSU provides educational services to non-traditional students. Academic advising of non-traditional learning support students is provided by the program coordinator in Howard Hall 112.

Adult Learning Resource Center

Located in Howard Hall 112, the Adult Learning Resource Center is a place where non-traditional students can relax, socialize, and/or study. All CSU students are welcome to utilize amenities such as computers, typewriter, television, telephone for local calls, fax machine, refrigerator, microwave oven, and free coffee.

Adult Re-Entry Course

CSUS 1105 - Learning to Learn - introduces non-traditional students to essential information and skills for survival in higher education. This course is available to students who have not been admitted to CSU.

Computer Information and Networking Services (CINS)

The fundamental mission of the CINS Department is to support Columbus State University's students, faculty and staff with relevant information technology resources and provide a high level of computing, data, and voice communication services.

Lab Purpose:

CINS labs are intended as a resource for academic uses including, but not limited to:

1. Completion of classroom and homework assignments
2. Subject-matter tutorial programs
3. Academic research
4. Electronic communication with faculty and peers.

Note: Students should be prepared to show identification and evidence of assignments should questions arise about information displayed or printed.

Open Computer Lab Hours during semesters

Computer Lab Hours	Days	Open	Close
CCT 124 Open Lab	Mon - Thurs	7:30 am	11:00 pm
	Friday	7:30 am	5:00 pm
	Sat	10:00 am	6:00 pm
	Sun	2:00 pm	10:00 pm
Open Lab in Public Safety Building	Mon - Sun	7:30 am	11:00 pm
Library ETC Lab	Mon - Thurs	7:30 am	11:00 pm
	Fri	7:30 am	5:00 pm
	Sat	10:00 am	6:00 pm
	Sun	2:00 pm	10:00 pm
Music Library downtown	Mon - Thurs	9:00 am	8:30 pm
	Fri	9:00 am	5:00 pm
	Sat	CLOSED	
	Sun	4:30 pm	9:00 pm

Open Computer Lab Hours during semester breaks

Lab hours are open standard office hours during the breaks: 8:00 am - 5:00 pm and closed on holidays. **Holiday Hours are Posted at the entrance.**

Student Help Desk in Center for Commerce & Technology 121 and 124

- E-mail: helpdesk@colstate.edu
- Phone: 706.507.8199
- In Person: Center for Commerce and Technology 121 (8:00 am – 5:00 pm)
- or CCT 124 (7:30 am – 11:00 pm)
- Student Help: <http://cins.colstate.edu/studenthelp/index.asp/>
- Knowledgebase: <http://so.colstate.edu/activekb/>
- CINS Department Website: <http://cins.colstate.edu/>
- CougarNet Portal/CSU Mail (must have a password) <http://cougarnet.colstate.edu>

HelpDesk/Support

The Student Help Desk can assist with the following:

- Computer Access
 - Verify login accounts
 - Explain login procedures
- Resetting Passwords (Must present a valid ID)
 - Novell (Initial logon)
 - CougarNet Portal/ISIS and E-mail (Click on "Reset your password" on the login page)
 - Web accounts (<http://studentwebs.colstate.edu/webpagemanager.asp>)
 - WebCT Vista (on-line help from login page)

- Wireless Access: Bring laptop to Center for Commerce and Technology, room 121 to have the wireless client installed. (<http://cins.colstate.edu/wireless/>)
- Residential Network Services (Internet access for CSU housing <http://resnet.colstate.edu/>)
- Name changes for computer access – Students must change name in Enrollment Services before computer login can change
- Name changes for CougarNet
- Campus software programs
 - MS Office
 - Front Page
 - Internet Explorer
 - CougarNet Portal and E-mail

Training

- Microsoft Windows Suite Training Program Tutorial is available to all students in open computer labs on campus.

New Student Computer Accounts

Use of a campus computer requires a user account consisting of a username and a password. CINS creates accounts for currently enrolled students at the beginning of each semester based on information in ISIS such as name, CSU ID, and enrollment status.

Students are divided into “last name CONTAINERS” which are based on the first letter of a student’s last name. If a student’s last name is Smith, the user is in the .s container. If a student’s last name is Jones, that student is in the .jkl container.

.ab	.cd	.efg	.hi	.jkl	.mn	.opqr	.s	.tuv	.wxyz
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Student login information:

Username: lastname_firstname.container Example: Doe_Jane.cd

Password: DDMMYY (Student’s date of birth) Example: June 5, 1984 = 050684

Students are required to change their password at the first login and every 60 days afterwards. Keep in mind that the same password cannot be used twice. If a student does not change his/her password when prompted, the system locks the account. The Computer Helpdesk (see hours and contact info above) can unlock accounts.

Reminders: Only currently enrolled students are issued a login username and password for use in CSU’s computer labs. Do not use another student’s account to login. The data relating to your print credits, e-mail, etc. are tracked by your username.

Security

Password

- Do NOT give out your password to anyone
- Make your password between 6-14 characters so that it will be more difficult to discover
- Use all of the following: uppercase, lowercase, numbers, and special characters (i.e. My dogs name is rover: MdOg\$n#me!srvr).
- Do not write your password down

E-Mail

- Beware of E-mail attachments and internet downloads
- Do NOT open an attachment that the antivirus software deems malicious
- Do NOT open emails from anyone you do not know (Delete them instead)
- Do NOT open attachments from anyone if you are not expecting them. Confirm the attachment with sender before opening

Printing in the Lab

- Laser printing is available in all computer labs
- Printers are to be used for academic purposes only
- Printers must not be used as copy machines to make multiple copies of documents
- CSU allocates six hundred (600) pages of printing each semester. The laser printers are set to print on both sides of a sheet of paper. In this case, one sheet contains two printed pages; thus, your allotment can be as few as 300 sheets of paper. Instructions for printing on one side are available in the open lab 124 located in The Center for Commerce and Technology.
- The Print counter icons in the lower right hand corner of the lab computers and print release stations allow students to monitor how many pages they are printing in classrooms and open labs. (CCT 124, Lib ETC lab).
- Once the limit (600 pages) is reached for the semester, the student can go to the Schwob Library and pay to print. The Library provides color printing and copy machines on a per copy fee basis. Allotments are not increased in the Open lab CCT 124.

Lab Policies and Procedures - Violation of lab policies can result in the loss of your lab privileges.

- Lab facilities are for academic purposes only. Students should be prepared to show a CSU I.D and evidence of assignments from instructors for current-semester classes if questions arise about information displayed or printed.
- Maintain a library-like atmosphere. Group discussions should be as quiet as possible.
- Disorderly conduct is prohibited. The expected environment allows students the opportunity for collaboration and open sharing of ideas in pursuit of academic excellence. CINS lab users share responsibility for maintaining an appropriate, orderly environment.
- Student will not use cell phones while in the labs

Lab RULES

- No food
- No drinks in open or closed containers
- No installing software
- No game playing
- Mute cell phones and beepers
- No downloading music/videos
- Disorderly conduct, loud talking, disturbing others in the lab is prohibited
- Children in the lab should be orderly and quiet and are not allowed to use CSU computers.
- Printers are not to be used as copy machines. The library has a copy machine available for use.

Student accounts can be disabled for the following reasons:

- Sharing computer IDs and passwords
- Using more than one computer at a time
- Viewing pornography/offensive material
- Broadcast messaging, chain letters, mass mailing (spamming)
- Installing programs to local drives or H: drive
- Hacking activity
- Tampering with or destruction of equipment/software
- Unauthorized copying of software

Failure to adhere to the rules may result in any or all of the following:

- Revocation of computer account privileges
- Referral to the Associate Dean of Students
- Banishment from the Computer Labs for a period deemed by the CINS Director or Associate Dean of Students.
- Criminal charges (if any laws have been broken).

All disciplinary action taken will be in accordance with the policies of Columbus State University and the University System of Georgia as well as the laws of the State of Georgia.

CSU Libraries

Columbus State University maintains two libraries: the Simon Schwob Memorial Library on the main campus and the Music Library at CSU's riverpark campus in the RiverCenter for the Performing Arts. The staff of the CSU Libraries is comprised of library faculty and staff members who work to provide quality service for all library users. The libraries strive to contribute to the enhancement of student learning and make both libraries the intellectual hubs of their respective campuses.

Schwob Library (Main Campus)

Located in the center of the CSU campus, the Schwob Library serves as CSU's premier information resource. In addition to a collection of more than 350,000 volumes, the Schwob Library provides:

- A well-staffed Information Commons (28 computers) for one-stop information shopping (includes research and computer assistance)
- A computer lab (16 computers) with b/w, color and transparency printing, scanner and CD burner
- A PowerPoint practice room
- The Reading Room, an area for individual study
- Group study rooms
- Photocopiers for print (b&w and color) and microfilm
- The NewsStand, a cozy reading area with comfortable lounge chairs
- The ETC, which houses audiovisual equipment for viewing slides, watching videos and listening to CDs.
- The CSU Archives, which houses documents and published materials relating to the history of the University and of Columbus and the surrounding area
- The Instructional Technology Services Department, where a student may schedule a viewing of a motion picture or inquire about securing equipment (computer, data projector, etc.) for a class presentation. In the latter case, the student's professor must make the actual booking arrangements at least 24 hours in advance

Note that in the Schwob Library, beverages in screw-top, spill-proof, plastic containers are allowed.

Music Library (RiverPark Campus)

Music Library is CSU's first departmental library. This facility houses the libraries' music collection, including books, periodicals, sound recordings, CDs and videos related to music. It also provides computers, listening and viewing equipment, photocopiers and other library equipment. The Music Library is a convenient study destination for RiverPark CSU students.

General Information

The CSU Libraries offer a variety of services to assist students in their research activities, including:

- GALILEO, Georgia's web-based collection of over 150 electronic databases, available in both CSU libraries and in campus labs. GALILEO is also available off campus via a password (available through a student's GIL account; see <https://gil.colstate.edu>) or automatically via CougarNet sign-in.
- A large assortment of CSU-purchased databases, accessible from the CSU Libraries web page – click on "Non-GALILEO Databases."
- GIL, the CSU Libraries' online catalog, which provides access to all its collections.

Through GIL, a student may:

- Check to see if the library owns a particular book or journal
- Check to see if a professor has a particular item on reserve
- Check his/her account to see what items he/she has checked out
- Renew items currently checked out (unless requested by another patron)

- 3-week loans of circulating materials, To check out library materials a student must present a valid CSU ID. Books may be checked out for a period of three weeks and may be renewed two times via computer (GIL account), by phone, or in person, unless requested by another patron. Overdue fines are charged to encourage prompt return of borrowed items. Charges for library fines and fees are posted at the circulation desk and on the library web page at <http://library.colstate.edu/info/circ.shtml>
- GIL Express, an innovative resource-sharing service offered at all libraries within the University System of Georgia (USG). The service allows CSU students access to all eligible circulating material at all USG libraries. GIL Express is available to CSU students Online and on site (walk up). To use this system, search the USG Universal Catalog at <https://giluc.usg.edu>. To order an item, simply click “GIL Express Request” at the top of the screen and fill in the required information. Once you submit a request, the item should arrive within 3 to 4 days. The circulation staff will notify you of the arrival via phone.
- Interlibrary Loan (ILL), a service which borrows books and obtains copies of journal articles from other libraries for students – usually at no charge
- A web site located at <http://library.colstate.edu> that provides quick access to GALILEO, GIL and other electronic resources, as well as to information on library services, policies and other matters
- A Distance Learning page, accessible through the libraries’ web site, that offers distance learning students special assistance with research
- One-on-one assistance in the Schwob’s Information Commons and the Music Library’s computer area
- Appointments with subject specialists for more in-depth assistance
- LIBR1105, a one-hour credit course (Area B seminar) that examines a wide variety of information formats and libraries, both physical and virtual.

The Schwob Library is open almost 89 hours a week during the semester. Hours during semesters are:

Monday - Thursday	7:30am – 11:00pm
Friday	7:30am – 5:00pm
Saturday	10:00am – 6:00pm
Sunday	2:00pm – 10:00pm

Between semesters Schwob Library hours are

Monday - Friday	8:00am – 5:00pm
Saturday and Sunday	Closed. Holiday and final exam hours are as posted at the front entrance and on the library web page.

The Music Library hours during semesters are:

Monday - Thursday	9:00am – 8:30pm
Friday	9:00am – 5:00pm
Saturday	Closed
Sunday	4:30pm – 9:00pm

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.

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 \$450 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 102, or call 706-568-2449 or 706-568-2058.

Testing Center

The Testing Center is located on the second floor of the Elizabeth Bradley Turner Center. The Center conducts all institutional testing for prospective and current students, such as COMPASS placement and exit exams, the Institutional SAT, Math Placement test, History Proficiency tests, Communication Technology Skills and Information Literacy tests, College Level Examination Program (CLEP) exams, Regents' Test, and the Outcomes Assessment. The Testing Center also administers national exams, such as PRAXIS, SAT, and the MAT. The Center provides proctoring services for CSU students enrolled in eCore courses, and for students of other institutions enrolled in various types of independent study and professional development courses. The Testing Center's Computer-Based Testing (CBT) site delivers Educational Testing Service's tests— PRAXIS I, GRE, and TOEFL.

STUDENT SERVICES

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

The Career Center

The Career Center, located in 147 Davidson Center, connects students with career choices and community opportunities. The Center provides students and alumni with career/job information, current employment contacts (on and off campus), and experiential education opportunities. Students have acknowledged that the Career Center has everything they need for their job search. This includes computers and software for developing resumes and conducting job searches; seminars on resume writing, interview skills, and success at a job fair; free newspapers; job postings; a schedule of on-campus recruiter visits; and personnel to assist the student.

The Career Center is also the place to connect with the community through volunteer service, internships, and cooperative education. The popular Volunteer Opportunities Fair is sponsored by the Center and held on campus each Fall semester.

On-campus recruiting includes the annual Careers Expo held each Spring semester which attracts a variety of employers who come to network with students and grads. All students at all levels are invited and encouraged to attend. At various times during the year, employers provide information tables on campus to provide students with valuable guidance and to recruit for open positions. CSU students are also eligible to attend two different job fairs for college students held in Atlanta. Current information on all of the services and activities is available at the Center or at <http://career.colstate.edu>.

The Counseling Center

The Counseling Center, located in 146 Davidson Center, offers a variety of services to all students, staff, faculty, and alumni.

The counseling staff consists of mental health professionals who are trained and experienced in facilitating personal development. A confidential atmosphere is provided where personal, social, and academic concerns may be discussed. These concerns include but are not limited to the following: anxiety management, depression, vocational and career decisions, loneliness, interpersonal relations (peers, boy/girl friend, family) and academic difficulties.

If counseling staff is unable to provide the necessary service for a client, appropriate recommendations are discussed and referrals are made. The orientation and philosophy of the center give equal consideration to the emotional, personal, academic and vocational aspects of each student's development.

Each semester, counseling staff present outreach programs on topics such as test anxiety reduction, personality styles, dream interpretation, learning strategies, stress management, and assertiveness training. Students are encouraged to take advantage of these free workshops.

Psychological testing is available in areas of interest, intelligence, learning problems or academic achievement, and personality. The primary purpose of the testing services is to assist students in self-awareness and to integrate this awareness into decision-making skills and rewarding behavior.

Diversity and Minority Services

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

Financial Aid

The Financial Aid Office is located in Fine Arts 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 2007, spring 2008 or summer 2008 should complete the 2007-2008 Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov. Students seeking HOPE only do not need to complete the FAFSA but instead should apply for HOPE on the web at www.gacollege411.org. Instructions for the HOPE on-line application are available at <http://finaid.colstate.edu/Step1.htm>.

Financial aid deadlines are: fall semester - May 1, spring semester - November 1 and summer semester - March 15. All financial aid documents should be submitted to the CSU Financial Aid Office prior to these deadlines to assure processing by the fee payment deadline for the semester.

Students are encouraged to review CSU scholarship opportunities on-line at <http://scholarships.colstate.edu>.

Residence Life

Columbus State University offers two housing complexes on main campus that are apartment-style living for approximately 800 students.

Courtyard I is the freshman complex and it offers 4-bedroom apartments with a kitchen, living room, dining area and all furnishings. Courtyard I also houses two specialty housing options for upperclass residents: An Intensive Study building for residents with a 3.0 or above GPA and Wall Street, a program for Business majors. Courtyard I has a clubhouse, swimming pool, sand volleyball court, and laundry facility.

Courtyard II consists of 1, 2, 3, and 4 bedroom apartments. with both private and shared bedrooms available. These apartments consist of a kitchen, living room, dining room, all furnishings, patio or balcony, and an outside storage room. Both apartment complexes have basic cable, laundry facilities, and a clubhouse.

Students living in housing are required to be on a meal plan. Meals are served in the Davidson Student Center cafeteria and "Cougar Cash" is issued which can also be used at Howard Hall Blimpies, Davidson Patio Grille and Davidson Cafeteria.

RiverPark Student Housing

RiverPark student housing a 360 bed student housing facility made up of three buildings in uptown Columbus, is open to all CSU students. The three buildings (Rankin, Columbus Hall, and Broadway Crossing) are conveniently located to serve students in the nearby art, music, and theatre classes. RiverPark student housing is apartment style living with a community atmosphere. Resident Advisors live in each building and contribute to the campus experience with special programming and activities. Amenities include: basic furnishings, laundry facilities, Card Access control, unlimited high speed internet, cable, recreation and fitness facilities. The RiverPark campus has a dedicated shuttle to and from CSU's main campus.

Services for Students Who Have Disabilities

If you have a documented disability as described by the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA), you may be able to receive accommodations to assist in programmatic and physical accessibility. We recommend that you contact the Office of Disability Services in the Academic Support Center, Tucker Hall, phone 568-2033. The Office of Disability Services can assist you and the instructor in formulating a reasonable accommodation plan and provide support in developing appropriate accommodations for your disability. Course requirements will not be waived, but accommodations may be made to assist you to meet the requirements. Technical support may also be available.

Student Health Services

The Student Health Center is located in the Health and Safety Center. During the academic terms, the clinic is open Monday through Friday. Hours vary and are posted each semester. Students may receive assistance from the University Police Office, which is also located in the Health and Safety Center, when the health center is closed. Family practice physicians are available to see students on campus at no cost to the student. Physician hours are posted each semester. A Women's Health Clinic is held on the second and fourth Tuesday of each month that school is in session. Appointments are required.

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

All students are urged to have health insurance coverage of some type. A voluntary group student health and accident insurance plan is available to all Columbus State University students. Information and applications can be obtained from the Student Health Center.

The Student Health Services budget is derived from non-refundable student health fees. Fees cover professional services, selected over-the-counter medications, first aid supplies, and educational materials.

Community referrals and health counseling are available through the Health Center. All medical care and counseling are confidential.

Non-university credit classes in cardiopulmonary resuscitation, AIDS, and other health related topics are also offered. Health fairs and various health screenings are offered on a regular basis. For further information on these and other services, contact The Student Health Center at 568-2039.

Veteran Affairs

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

Veterans Educational Benefits

ELIGIBILITY & ENTITLEMENTS TITLE 38, U.S.C.

VA Educational benefits are provided to the veteran and qualified dependents as follows:

Chapter 30 - Montgomery GI Bill

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

Chapter 31- Vocational Rehabilitation

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

Chapter 32- VEAP (Post Vietnam Era Veterans)

Veterans who served and service persons currently serving are eligible if you: Entered active duty after December 31, 1976 and before June 30 1985, were released under conditions other than dishonorable, or continue on active duty but have completed their obligation period of service and have satisfactorily contributed to the program. The contribution account must have been opened prior to April 1, 1987.

Chapter 34- GI Bill

Veterans who served on active duty for more than 180 continuous days after January 31, 1955 and prior to January 1, 1977 and who were released under honorable

conditions are eligible for the GI Bill. Eligibility for these benefits ceased at the end of 10 years from the date of release from active duty or on December 31, 1989, whichever comes first.

Individuals who are eligible to receive Chapter 34 benefits on December 31, 1989 who served without a break in active duty from October 19, 1984 through June 30, 1985 and have served continuously on active duty after June 30, 1985 for 3 years are eligible for benefits.

Chapter 35- Dependents

Dependents of veterans with a 100% permanent service-connected disability or service-connected death are eligible for 45 months of educational entitlement.

Chapter 1606-Selected Reserve

Basic eligibility exists for a person who, after July 1, 1985

- Enlists, reenlists or extends an enlistment for a period of not less than six years
- Serving as a reserve officer and agrees to serve an additional six years, in addition to your current obligation.
- Complete IADT (initial active duty for training), participating in Selective Reserve training and remain in good standing. Meet the requirements to receive a high school diploma or equivalency certificate before completing IADT.

Chapter 1607-Activated Reservists

Makes certain individuals who were activated after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

The new benefit amount:

The full time rate in the table below is the rate for full-time institutional training under CH 1607 on or after October 1, 2004. If your training was before October 1, 2004, your monthly rate will be a percentage of the CH 30 (3-Year Rate) in effect at the time of your training.

Time Member Serves on Active Duty Full-Time Rate (Effect. OCT. 1, 2004)

90 days but less than a year	\$401.60
One year but less than two years	\$602.40
Two years or more	\$803.20

- Interested persons may contact the VA website at: www.va.gov/education or the Columbus State University Veterans Affairs Office, Fine Arts Hall, (706) 568-2139. For information regarding credit for military training, please refer to the nontraditional sources of credit under the Undergraduate Admissions section of this catalog. For information regarding credit for military service, please refer to transfer students, and non-traditional sources of credit under the major heading Admission to the University and Academic Regulations. (Veterans who are granted credit for PED hours are not certified to the VA for PED courses for which they may enroll.)

DAVIDSON STUDENT CENTER

The Davidson Student Center is operated for the benefit of all Columbus State University students. The Counseling Center, the Career Center, the cafeteria, the bookstore and a vending area are located on the first floor. Facilities located on the second floor of the building are the Student Government Association, Student Activities Council, The Saber, student identification, conference rooms, student lounge, resident student mailboxes, and an auditorium. Administrative offices located on the second floor are the Vice President for Student Affairs and Dean of Students, Associate Vice President for Student Affairs, and Associate Dean of Students. Also located on the second floor is the Office of Student Life which includes: Diversity and Minority Services, Student Activities and Organizations, Orientation and Greek Life.

General Information

- A. The use of facilities in the Davidson Center may be scheduled through the facilities coordinator in room 271 (X2273). Requests should be made in advance to ensure the availability of the area desired and to allow adequate time for scheduling special arrangements or services.
- B. Requests for use of facilities in the building imply that the individual or organization agrees to accept responsibility for the designated space and to abide by existing university policies and regulations.
- C. Users of the center are encouraged to keep the facilities clean and to protect the building and its contents from unnecessary abuse. In certain areas eating or drinking is prohibited.
- D. Food service catering for events must be arranged with the cafeteria manager. Outside catering is prohibited unless approved by the cafeteria manager.

Bookstore

The bookstore is operated by Follett Higher Education Group. Columbus State University is one of more than 500 colleges and universities with bookstores managed by Follett. The partnership insures a high quality of customer service, reliable textbook delivery, and increased availability of used textbooks. Used books are purchased from students year round. The peak purchase times are the first and last weeks of each semester. Books that are needed for store stock the following semester will be purchased at 50% of the student's purchase price and books not being used on campus will be purchased at the prevailing wholesale price. The CSU bookstore also offers a wide variety of general supplies, clothing and gift items for all occasions.

Exchange Policy: Textbooks may be returned for a full refund, with a receipt, during the first 7 days of the semester, starting from the official first day of classes as it appears in the CSU catalogue. Textbooks purchased before or after that date must be returned within two days of purchase with a receipt. No refunds will be given during exam periods. All other merchandise may be returned for a full refund within 10 days of purchase, with a receipt. Items can only be accepted for return when in original purchase condition and accompanied by the cash register receipt.

Class Rings may be purchased from the CSU Bookstore. Your ring is unique to the students and alumni of Columbus State University. The CSU class ring is a symbol of pride and dedication in earning your degree from the university. Periodic "Ring Days" will be scheduled so that students and alumni can speak directly with a sales representative.

Graduation regalia, a selection of high quality diploma frames, and non-imprinted graduation announcements are available for purchase at the CSU Bookstore. Personalized graduation announcements are available for ordering.

Food Services

ARAMARK Corporation operates the Food Service at Columbus State University. ARAMARK offers a wide variety of services, ranging from the "ALL-YOU-CAN-EAT" Davidson Marketplace to the Davidson Patio Grille and the Howard Hall Blimpies, as well as catering services.

Cafeteria

The Davidson Marketplace is located in the Davidson Student Center. It offers a wide variety of food choices from our five entree lines, “Stuffed”, “Sizzle”, “Pizza”, “World”, and “Home”. “Stuffed” offers self-serve sandwiches. “Sizzle” has made to order grilled sandwiches and burgers. “Pizza” offers a variety of fresh pizzas. Our “World” station features cuisine from around the world, and “Home” is where traditional hot line foods are served. In addition to these stations, our salad bar offers soups, salads and assorted desserts.

Howard Hall Blimpies & Patio Grille

Located in Howard Hall, Blimpies offers an assortment of oven-baked sandwiches, toasted subs, healthy deli wraps, biscuit sandwiches and fresh baked cookies that will tempt the most discerning taste buds. Salads, yogurt, snacks, coffee, soups and chili are also available. The Patio Grille, located adjacent to the cafeteria offers Bene' Pizza, burgers, Philly steak sandwiches, snacks, Smoothies, and a Grab and Go cooler filled with salads, yogurt, puddings and a variety of beverages.

Catering

A full range of catering services including small coffee breaks, parties, and full service black tie receptions are also available for on or off campus. Any budget can be accommodated, with no function being too large or too small. Contact the food service director by phone 568-2008.

Market on Broadway

CSU's own downtown Market located on the RiverPark campus at 1009 Broadway! The Market on Broadway is an urban market filled with a multitude of items, whether its Boars Head deli meats, or the basic necessities, we've got you covered! Accepting Cash, Credit Card, or Cougar Cash - Come check us out!

Lost and Found

A lost and found service is provided at the University Police Office. Items turned in will be logged and retained for 60 days. After the required 60-day period, the people who found them can reclaim items. All unclaimed items will be disposed of by donation to charity. Every means available will be used by the University Police Office to return all property to the original owner.

STUDENT LIFE

Student Fees: Activities, Athletic, Health, Campus Access, and Technology

Student Activities: 1-5 semester hours,	\$33.00
6 or more semester hours,	\$53.00
Athletic: 1-5 semester hours,	\$102.00
6 or more semester hours,	\$132.00
Student Health per semester:	\$32.00
Campus Access per semester:	\$16.00
Technology: per semester:	\$42.00
Parking Deck per semester	\$39.00

Student Social Events

Student organizations planning to have a social function or fund-raiser should schedule the event with the Student Life office. Approval to hold such an activity should be obtained from the organization's advisor and the coordinator of the facility in which the event is to be held. Forms to reserve the use of university facilities may be obtained from the facilities coordinator in Student Life, Davidson 271.

Students are responsible for any guests (non-students) they invite to meetings and social events. Social events are closed to the public in general; however, students, faculty, and staff may invite guests. The presence of the faculty advisors and University Police officer(s) will be necessary at certain events for the protection, welfare, and safety of individuals and property.

Outdoor Recreational Complex

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

Campus Recreation

The Campus Recreation Department offers a co-educational program providing an opportunity for students, faculty, and staff to participate in a variety of recreational activities. Current programs include flag football, volleyball, basketball, softball, table tennis, eight-ball, Colorado snow skiing, golf, backpacking, canoeing, bicycling, racquetball, whitewater rafting trips, and game room tournaments.

In addition to planned activities, the tennis courts and gym are scheduled for free play.

For information, contact the Intramural office located in the Woodruff Gym, phone 568-3584.

Fitness Center

Columbus State University offers a complete fitness center, located in the Health and Safety Center, to meet the fitness needs of the students, faculty and staff. The center consist of Trotter treadmills, Tectrix bikes, Cybex Climbers, Precor elliptical trainers, selectorized and plate loaded Cybex strength systems and free weights. The center is free to all enrolled CSU students. Faculty and staff may join the center by paying a yearly membership fee. Fitness center hours are posted each term. For additional information call 565-4131.

Greek Life

Columbus State offers a wide variety of extracurricular activities to include fifteen Greek organizations. For information about Greek life on our campus, call 568-2273 for the Office of Student Life Davidson 271.

Orientation Team (O-Team)

The O-Team consists of students who are responsible for guiding new freshmen through their first comprehensive experience at CSU. Each student goes through an extensive interview process and is chosen based on the following criteria: proven leadership experience, strong public speaking and interpersonal communication skills, academic excellence, and an exhibition of a positive attitude and school spirit. The students undergo an intense training program and 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 O-Team, call the Office of Student Life, Davidson 271 at 568-2273.

The Saber

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

Student Government

Students play an important part in the policy and decision making process at Columbus State University. The Student Government Association handles matters concerned with the general welfare of the student body. The legislative branch of the SGA, composed of 15 at-large Senators elected by the student body during spring semester and one representative from each campus organization, is responsible for decisions relating to student issues. The SGA is subdivided into committees that touch almost every phase of student life (elections, homecoming, etc.). These committees send recommendations to the governing body for action. Students also serve with faculty and administrators on various standing committees and have full voting status.

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

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

Student Activities Council

The Student Activities Council, usually referred to as SAC, is the student-run organization responsible for sponsoring a variety of events for CSU's student body. The purpose of this organization is to contribute to the social, recreational, cultural, and educational development of the CSU community through programs and services. SAC is made up of five committees that are responsible for a specific type of event programming. These committees include; Parties, Picnics & Games; Spotlight & Music; Spirit & Traditions; Cultural Affairs; and Ideas & Awareness.

SAC contributes to the Welcome Back Picnic. In addition, the committees host annual events such as the Welcome Week Foam Party, Spoken Word Poetry Contest, Alcohol Awareness Week, Midnight Madness, Winterfest / Game Over, Homecoming Bonfire, Soul of CSU Black History Celebration, Cougaracade, Annual Talent Show, Cougarstomp Step Show, and many more.

Membership on these committees is on a volunteer basis and there are no membership fees. To sign up for a committee visit the SAC office in the Davidson Student Center room 268. You 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 or call the office at 706-568-2404 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.

Woodruff Gym

The Woodruff Gym is available for student recreation. Hours of operation are conveniently posted. An I.D. card is required to use the facilities.

GENERAL INFORMATION

Continuing Education

The Division of Continuing Education of Columbus State University is housed in two locations: the **Elizabeth Bradley Turner Center** for Continuing Education on Main Campus at the intersection of College Drive and East Lindsey Drive and the **Rankin Arts Center** located in Uptown Columbus at 1004 Broadway. Both centers provide educational opportunities that meet career development and aesthetic needs of our region. Non-credit classes are offered for adults and children of all ages. For more information, please call (706) 568-2023 or visit our website at www.conted.colstate.edu

Emergencies

In the event of an emergency on any CSU Property (main campus and RiverPark campus), contact the University Police Office immediately at (706) 568-2022. 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. Remain at the location until help arrives.

In the event a student needs to be located due to an emergency which has occurred off campus, such as a serious accident, serious illness, or death, call the University Police Office at (706) 568-2022. ONLY EMERGENCY notifications will be made.

I. D. Cards (Cougar OneCard)

Your CSU student ID card, the Cougar OneCard, serves many purposes. It is the official student ID of Columbus State University and allows you to check out books in the library, attend campus events, use the recreational complex and access your meal plan. Additionally, the ID can also be activated as a MasterCard debit card tied to a free online checking account.

This ID card is good for your entire university career at Columbus State University. Cards are made during the semester at the ID desk located in the game room of the Davidson Center (2nd floor). The first card is free, but there is a charge for any replacement cards. To report Cougar OneCard lost or stolen 24 hours a day, please sign on to www.CSUCougarOne.com If needed for library or meal-plan use, temporary cards will be issued at the CSU ID desk. If you have questions regarding your card, you may call Enrollment Services at (706) 568-2035.

Intercollegiate Athletics

A program of intercollegiate sports for both men and women is offered at Columbus State University. Currently, competitive events are scheduled in men's and women's basketball, tennis, and cross country, men's baseball and golf, and women's softball and soccer. All students are encouraged to participate in intercollegiate sports. Interested students should contact the Athletic Department for rules governing participation. Columbus State University men and women compete as members of the Peach Belt Conference, NCAA Division II, South Atlantic Region.

Mail

Students, other than resident students, are asked not to have personal correspondence sent to the university. There is no effective method of getting mail to individual students after it has been delivered to the campus. A student who receives correspondence as a member of an officially recognized campus organization may pick up this mail from the box assigned to the organization in the Student Government Association office.

Payments by Check

Students may pay university fees and purchase books by check. A fee of twenty-five dollars or five percent, whichever is greater, will be charged for any returned check. If a check is returned, subsequent payments by the student must be made in cash or money order for a one-year period. Should any student have more than one check returned to the university, that student may be placed on a cash basis indefinitely.

Rings

The CSU class ring is a symbol of pride and dedication in earning your degree from Columbus State University. Your ring is unique to the students and alumni of Columbus State University. Wherever you go, other alumni of CSU will recognize your ring. The CSU class ring and pendant are available through the Columbus State University Bookstore.

Telephone Calls

University telephones are used for official business only. Pay telephones are located on the second floor of the Davidson Center, in the Schwob Library vestibule, at the north exit of Jordan Hall (handicap accessible), first floor of the Elizabeth Bradley Turner Center (handicap accessible), first floor of the Lumpkin-vending machine area (handicap accessible), first floor of Center for Commerce and Technology (handicap accessible), and first floor of the RiverCenter (handicap accessible). These phones should be used for personal calls. All phones considered handicap accessible are wheelchair accessible and have "LBZ" devices for the hearing impaired. TDD (Telecommunications Device for the Deaf) services are offered in the University Police office, Health and Safety Center and the Academic Support Center, Tucker 100. In addition, there are four "no cost, on campus dialing only," phones available for students. One is located in the main entrance of Howard Hall, another is located in the vestibule of the library, another in the interior hallway of the Admissions Office in Fine Arts Hall and a fourth is located on the second floor of the Davidson Student Center.

Emergency phones are located in elevators and in parking lot areas. The phones in the parking lots are freestanding "poles" with blue lights attached to the top of the pole. They are single button devices that dial the University Police Office.

Traditions

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

Cougar Picnic

On the first Wednesday of the school year, the entire campus gathers around the Clock Tower for food and entertainment. Student organizations are present and excited to recruit new members, while other students mingle and make new friends! It's a fun way to kick off the school year.

Cougar Bonfire

Every year, we begin the basketball season with a bonfire. Student organizations honor the athletic teams and coaches. We celebrate with food and music. The CUS cheerleaders cheer and the dance team performs. Students go all out decorating their vehicles, making banners, etc. It's a great time for everyone!

Halloween Carnival

Sponsored by SGA, this is a 32-year-old tradition. Every Halloween, each student organization makes a booth, SAC presents the Haunted House, and the children from the community have a safe, extraordinary Halloween experience! The children play games, participate in a costume contest, and most importantly, fill up on candy! We don't know who enjoys it more...the children or the students!

Freshman Convocation

Freshman Convocation is a formal ceremony held at the beginning of each academic year. During this event, entering freshman are introduced to CSU's president, vice presidents, deans and faculty. They are also formally inducted into the CSU community of scholars. During the reception that follows the ceremony, students have an opportunity to talk with faculty, staff and alumni.

Greekfest

During Spring Semester, SAC (Student Activities Council) sponsors this event during Greek Week and is a competition that brings the house down!

Midnight Madness

This event takes place each year on October 14th, and is the official start of basketball season all across the nation. NCAA dictates that no athletic teams can officially practice until October 15th. On the evening of October 14th, students meet at the Lumpkin Center to play games, compete in contests, and watch the cheerleaders and dance team perform. The evening concludes with the introduction of both the men and women's teams and a scrimmage game.

Homecoming

Homecoming occurs each semester and is a five day period packed with events. At half-time during the men's game, the Homecoming Court is presented and the King and Queen are crowned. Check the activities calendar on the Student Life home page for this year's events.

Scholastic Honors Convocation

This Spring Semester event showcases our outstanding students and faculty. Among the honors awarded are Who's Who, outstanding students in each discipline, Top Academic Student, Faculty Cup, Faculty Service Award, Faculty Research and Scholarship Award and Educator of the Year.

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 Davidson Center, 279, 568-2033.

POLICIES

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

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.

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

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

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

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

Legal Sanctions

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

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

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

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

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

Felony drug possession: up to 15 years imprisonment.

Trafficking in drugs: up to 30 years imprisonment.

University Sanctions

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

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

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

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

INTELLECTUAL PROPERTY

Columbus State University Copyright Policy

Introduction

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

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

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

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

Determination of Rights and Equities in Copyrightable Materials

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

A. Individual Efforts

Copyright in materials produced by members of the university shall vest exclusively in the member(s) if there is no significant use of university personnel or facilities (libraries excluded) and the materials are not prepared in accordance with the terms of a contract or grant or as a specific assignment. A faculty member's general obligation to produce scholarly and creative works does not constitute a specific assignment. When it is clear that work is "individual effort" as defined above, no written agreement is required. Questionable items should be referred to the Copyright Committee for a written determination.

B. University-Assisted Individual Efforts

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

C. University-Assisted Efforts

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

D. Sponsor-Supported Efforts

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

Administrative Procedures

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

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

Appeals

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

Policy Conflict

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

Columbus State University Patent Policy**Preamble**

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

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

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

Definition of Patentable Materials

As used in this policy the term "patentable materials" shall be deemed to refer to items which reasonably appear to qualify for protection under the patent laws* of the United States or other protective statutes whether or not patentable thereunder.

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

Determination of Rights and Equities in Patentable Materials**A. Sponsor-Supported Efforts**

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

B. Institution-Assigned Efforts

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

C. Institution-Assisted Individual Effort

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

D. Individual Effort

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

Patent Committee

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

Implementation of the Policy

The implementation of the policy is intended to protect the rights of the faculty and Columbus State University and to preserve the historical precedent for individual efforts.

Columbus State University personnel shall have a right to appeal decisions of the VPAA to the university president. University personnel may, in accordance with Article IX of the By-Laws of the Board of Regents, apply to the Board of Regents for a review of a decision of the president.

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

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

- A. To develop and manage its licensing program through an independent patent assistance organization so as to secure competent evaluation of inventions or discoveries, expeditious filing of applications for patents and aggressive licensing and administration of patents; or
- B. To develop and manage its licensing program through an affiliated non-profit corporation such as the Georgia State University Foundation, Inc., the Georgia Tech Research Institute, or other nonprofit organizations established for this purpose; or

- C. To develop and manage independently its own licensing program; or
- D. To release an invention to which the institution has title or an interest to the inventor for management and development as a private venture after the execution of an agreement providing for the division of royalty income produced.

Hazing

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

While hazing is typically associated with organizational candidacy whereby one is attempting to prove and/or earn initiation privileges, it is sometimes used as a method of pre-membership bribery. Such acts are also illegal as they may impose the same mental, emotional and/or physical anguish upon an individual and will be considered equally offensive. Sanctions for such acts may be severe as administration will endorse Students Rights and Responsibilities in accordance with University Policy and Law respectively.

Sexual Assault

Introduction

Columbus State University is opposed to sexual assault, and such behavior is prohibited both by state law and by university policy. The university affords certain rights to campus members who have been sexually assaulted. These rights include assistance in reporting the crime and in securing counseling and health services. Accused persons are subject to arrest, incarceration, and prosecution through the court system. As campus members, accused persons are subject to university judicial proceedings that may result in permanent expulsion or dismissal from Columbus State University.

Campus action may proceed independently of action by local, state or federal authorities.

Columbus State University offers information regarding the prevention of sex offenses through its University Police Department. To obtain the information, contact University Police at (706) 568-2022.

Definition

Columbus State University defines sexual assault as offenses, which include, but are not limited to rape, aggravated sodomy, statutory rape, sexual battery and aggravated sexual battery as they are defined in chapter six (6) of the “Official Code of Georgia Annotated”. Sexual assault includes any physical sexual contact with a person who is unable to consent. A person who is unable to consent includes, but is not limited to: (1) an unmarried person, under the age of 17; (2) a person who is physically helpless (i.e., unconscious or incapable of communicating an unwillingness to engage in an act); or (3) a person who is mentally incapacitated (i.e., one rendered incapable of knowing or controlling his or her conduct, or incapable of resisting an act, due to the influence of any drug, narcotic, anesthetic, alcohol, or other substance; or one who is lacking in sufficient capacity to understand and appreciate the act, its implications, and consequences).

The Policy

Sexual assaults should be reported immediately to University Police if the assault occurred on campus or to local law enforcement if the assault occurred off campus. Staff of the Counseling Center, the Student Health Center, or University Police can assist the campus member with reporting the crime. Reporting sexual assaults may reduce the possibilities of future assaults and continued criminal behavior by the accused. A campus member who is accused of sexually assaulting another campus member is subject to

criminal and civil prosecution in a court of law, and is also subject to proceedings which may lead to disciplinary action by Columbus State University.

If the assaulted campus member decides to initiate criminal proceedings, the completing of a sexual assault kit is vital for any subsequent legal action. It is also important that the campus member report the assault immediately to law enforcement officials. University Police officers will be available to transport Columbus State University members from campus to a local hospital emergency room for a medical evaluation and to have evidence of the assault collected by the hospital staff.

When campus officials are notified of a sexual assault, a staff member from the Counseling Center will be contacted. At that time, the campus member will get help defining what happened and deciding what, if anything, to do next. The campus member will have the opportunity to speak with someone who can explain various options. The campus member has the right to file criminal charges with the appropriate prosecutor's office, and to receive assistance from the Counseling Center.

If the accused party is a student and the assaulted person decides to file charges on campus, a written statement of the incident must be submitted to the Office of Student Affairs. An administrator in the office of the Dean of Students will meet with each party individually, review the individual statements, conduct an investigation, and direct the appropriate disposition of the case.

If the accused is an employee and the assaulted person decides to file charges on campus, a written statement of the incident must be submitted to the director of human resources. The director of human resources will meet with each party individually, review the individual statements, conduct an investigation, and make a recommendation as to a disposition of the case.

Rights of the Parties

In a judicial hearing, all parties have rights. These rights are outlined in the appropriate grievance and hearing procedures.

Security Issues

If it is determined that a person is potentially dangerous to others, then that person may be removed from the university and subject to revocation of university privileges.

A campus member will have options for, and assistance in, changing academic classes, university housing, and/or university working situations after an alleged sexual assault incident if such changes are warranted and reasonably available.

Sexual Harassment

Columbus State University is committed to creating and maintaining a University community in which all persons can work and learn together in an atmosphere free of all forms of harassment. Therefore, sexual harassment within the Columbus State University community is expressly prohibited.

Each member of the academic community at Columbus State University is expected to respect the dignity and worth of all other members of the community and to refrain from any conduct that could give rise to a charge of sexual harassment. Persons who engage in sexual harassment shall be subject to disciplinary action, to include dismissal or exclusion when warranted.

Definition

Sexual harassment is created by unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity
- Submission to or rejection of such conduct is used as a basis for a decision affecting an individual's employment or participation in a course, program or activity
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. Regardless of intent, it is the effect and characteristics of behavior which determine whether the behavior constitutes sexual harassment.

Complaint Procedure

Any member of the Columbus State University community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of the Affirmative Action/Equal Opportunity Officer or the Director of Human Resources (568-2005). Likewise, if anyone in a supervisory capacity is made aware of such a complaint, he or she must bring the matter to the attention of the Affirmative Action/Equal Opportunity Officer or the Director of Human Resources. No person shall be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. Columbus State University's objective is to take whatever action may be needed to prevent, correct, and if necessary, discipline persons whose behavior violates this policy.

Consensual Relationships Policy

Within the university setting, faculty and supervisors exercise significant power and authority over others. Therefore, primary responsibility for maintaining high standards of conduct resides especially with those in faculty and supervisor positions. It is the University's position that it is unwise and inappropriate for members of the faculty to have romantic relationships with students whom they teach, and for supervisors to have romantic relationships with employees who they supervise, even in cases where there is, or appears to be, mutual consent. The faculty/student and supervisor/employee relationship should not be jeopardized by question of favoritism or fairness in professional judgment. Furthermore, whether the consent by a student or employee in such a relationship is indeed voluntary is suspect due to the imbalance of power and authority between the parties.

All members of the university community should be aware that initial consent to a romantic relationship does not preclude the potential for charges of conflict of interest, or for charges of sexual harassment arising from the conflict of interest, or for charges of sexual harassment arising from the conflict of interest, particularly when students and employees not involved in the relationship claim they have been disadvantaged by the relationship. A faculty/staff member who enters into a romantic and/or sexual relationship with an employee and/or student under his or her supervision, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove blamelessness on grounds of mutual consent.

In order to prevent the conflict of interest created by a consensual sexual or romantic relationship, Columbus State University required that the participants in such a relationship act immediately to remove the conflict of interest. Those who require clarification of this policy or the definition of a relational conflict of interest, or who require guidance in removing the conflict of interest are encouraged to contact the AA/EEO Office or the Human Resources Director. Failure of the supervisor/faculty member to remove the conflict of interest may lead to disciplinary procedures, including termination of employment. This policy is superseded by laws governing ability to consent based on age.

Smoking

Smoking is prohibited in all University facilities, athletic stadiums and vehicles. Smoking is prohibited within 20 feet of any facility or stadium entrance or exit. This includes the covered entrance at Fine Arts Hall and both levels of the covered walkways of Arnold Hall, Howard Hall, Tucker Hall and Faculty Office Building.

CAMPUS ORGANIZATIONS

Students are encouraged to participate in campus organizations. The following organizations have provided information to assist individuals in the selection of activities best suited to their interests. The Office of Student Life is available to refer students to campus organizations of their choice. Persons interested in forming new campus organizations should contact the Office of Student Life in 271 Davidson Center at 568-2273.

Organization Advisors

Every organization is required to have a campus advisor. This person should be both an advocate for the organization as well as the Student Life Office. This person should work in collaboration with the Student Life Office and offer sound, ethical direction to the organizations. The Director of Student Activities reserves the right to remove any individual /s who may not be effectively leading the students and / or fostering a positive relationship with the Office of Student Life.

It is the responsibility of the campus organization to seek a campus advisor. While the university recognizes that some organizations also have a community member serving in an advisor's capacity, it is the university faculty or staff member who will be regarded as the primary contact and responsible advocate for the organization.

Clubs and Organizations.

In order to become a recognized organization, the students involved must submit a registration packet to the Student Life Office and be approved by the Student Government Association. Once approved, there is an annual registration renewal that is to be submitted along with the Organizational Declaration to the Student Life Office.

Action International

Action International of Columbus State University is a non-biased student-run organization helping international students adjust to all aspects of American culture.

Action International provides domestic students the opportunity to experience foreign traditions and customs through a variety of events and activities throughout the school-year. It is the overall intention of Action International to enhance positive relations among all nations through a healthy international experience for domestic as well as foreign students alike.

African Students Organization

The African Students organization (ASO) was organized on the campus of Columbus State University in October, 2004. The objective of the organization is to promote African culture on campus, serve as a support group for incoming and continuing students and provide a channel for community services. The organization is open to all Columbus State University students, faculty and staff with an interest in learning about Africa, and promoting African cultural values. For more information please contact Dr. Florence Wakoko at wakoko_florence@colstate.edu

Alumni Association

The Columbus State University Alumni Association's mission is to support, foster, and promote the aims and objectives of Columbus State University and to establish mutually beneficial relationships between the university and its alumni. The Alumni Association keeps alumni connected, informed and involved with Columbus State University, and annually awards the William Howard, Roy Tanner, Charles Eason and Alumni Scholarships to deserving students. The Alumni Association also supports the university's instructional and intercollegiate athletic programs and actively works with students to coordinate homecoming events and to provide other activities that enrich and enhance the academic and social lives of students. Annually, The Alumni Association recognizes one outstanding graduate by awarding the Thomas Y. Whitley Distinguished Alumnus Award. All persons who have graduated from CSU are automatically inducted into the Alumni Association.

AMSA's CSU Premedical Chapter

The American Medical Student Association is a national organization dedicated to representing and organizing future health professionals. With a membership of nearly 30,000 from across the country, AMSA continues its commitment to improving medical training and the nation's health. The mission of AMSA Premed is to provide information, support, and leadership development for future health professionals. As activists, we seek to foster our philosophy of diversity and community service in the premedical student, while providing benefits and services which aid students as they prepare for a career in medicine.

As a chapter, AMSA is dedicated to bringing CSU premedical students together with others across the nation so that they can get to know each other and interact through community service and other events. Communication skills and interaction with other people is as much a part of being a physician as science. Bringing new students and experienced students together is another major goal of our organization. AMSA is a great opportunity for premedical and professional students to get involved in campus activities and get to know some of their fellow students. Membership is open to all premedical and pre-professional students in the health field. Interested students should contact Dr. Jeff Zuiderveen at 569-3019, Lenoir Hall, Room 162. Visit www.amsa.org for additional information.

American Criminal Justice Association-Lambda Alpha Epsilon, Gamma Lambda Chapter

Lambda Alpha Epsilon is a national professional criminal justice association open to all criminal justice majors of high moral character. The objectives are to encourage professionalism and to foster and promote a greater understanding and cooperation between the public, the academic community and the operational criminal justice agencies. For more information, phone 568-2057.

Arden

Arden is CSU's art and literary journal, showcasing the best creative works from CSU students, faculty, and staff. The Arden staff takes submissions all year long, but the usual deadline for the spring publication is late fall. All submissions undergo blind review. Prizes are given for the best submission in each category: art, poetry, fiction. Those interested in working on the staff should contact Dr. Nick Norwood or Crystal Woods at 568-2054. For submission guidelines, current deadlines and much more, visit our website at <http://clubs-orgs.colstate.edu/arden/>

Association for Computing Machinery (ACM)

Participation in Association for Computing Machinery (ACM) activities provides the opportunity to meet a diverse group of students, staff, faculty members, and other university personnel, as well as corporate representatives. ACM also provides students with the opportunity to develop leadership, communication, and organization skills vital for advancement in the corporate world. ACM membership benefits include: employment and research opportunities, field trips to corporate sites, information sessions, networking with students and faculty, and networking with companies. The organization holds regular meetings throughout the year in addition to sponsored trips and special computer-related activities.

Baptist Collegiate Ministries (BCM)

The Baptist Collegiate Ministries is a religious, service, and social organization. It is the oldest and largest organization on campus and is open to all students, regardless of religious preference. The BCM seeks to promote a positive understanding of the Christian faith through education, activities, and fellowship.

Two full-time campus ministers are available for personal counseling. Weekly activities include Bible studies, prayer groups, luncheon programs, "family" groups, campus

intramural participation, social activities, mission and ministry projects, "Impact Teams", and gospel choir. Other areas of focus include special emphasis on international students, athletes, and African-American students.

The BCM Student Center is located at 3930 University Avenue and is open daily for informal gatherings and planned activities. Interested students and faculty will be sent a copy of the monthly newsletter upon request. For further information, call 563-2089 (office) or 563-2142 (lobby).

Campus Nerds

Campus Nerds is an organization dedicated to those students with varied interests. They focus on many different interests, including science fiction, fantasy, art, theatre, film, literature, and gaming (traditional and electronic) just to name a few. Campus Nerds is also one of the most diverse non-profit student groups on campus, as they accept anyone who wishes to simply be a part of a welcoming organization. Hosting events such as Talk Like A Pirate Day, a costumed Halloween Ball, NerdsGiving, Winter-een-mas celebration, along with many others, it is easy to see that this is a group that is constantly breaking the mold of traditional campus organizations.

CMENC

CMENC (The Collegiate of Music Educators National Conference) affords students an opportunity for professional orientation and development while still in school. This chapter enables students to gain an understanding of music education philosophy and professional practices through monthly speakers and various community activities.

The Collective

The Collective is Columbus State University's student art organization. Foremost in the Collective's mission is to organize exhibitions of student and professional work, to invite visiting artists for talks and demonstrations and to involve CSU art students with Columbus's cultural community and the greater art world.

College Democrats.

The College Democrats of America (CDA) is the official student outreach arm of the Democratic Party. It aims to train and engage new generations of Democratic activists and shape the Democratic Party with voices from America's youth. In election years, College Democrats work hard to mobilize student voters and recruit volunteers for Democratic campaigns, from town council to President of the United States.

College Republicans

The College Republicans organization is open to any student who is interested in voter education drive, public policy positions and campaigning for Republican candidates. For additional information, contact the Political Science Department at 568-2027.

Columbus State University Cougar Pep Band

The CSU Cougar Pep Band is comprised of university personnel selected by audition to perform at university basketball games and various university functions. No academic credit is received and no registration is required. The group is open to CSU personnel. This ensemble is specifically appropriate to the non-music-major, sports enthusiast and to the music education major who will be organizing similar ensembles in their future positions. Selection to this group is by announced audition.

Columbus State University Orchestra

The CSU Orchestra has appeared on numerous occasions at conferences of the Georgia Music Educators Association, and for several years, has appeared at GMTA conventions with the winner of the GMTA statewide concerto auditions. The Orchestra presents at least two concerts at the RiverCenter each semester and assists in the production of operas, musicals, and various other campus and community activities. Membership is by audition and course registration is required.

Columbus State University Studio Theatre

The mission of the Studio Theatre is to challenge student views on the world around them, to broaden student perspectives on what theatre is and how it can be produced, to present works of contemporary playwrights, and to present original works. The Studio Theatre is a student run company. It is open to all students to act, design, direct, write, etc.

Columbus State University Wind Ensemble & Wind Orchestra

The CSU Wind Ensemble and CSU Wind Orchestra are highly skilled and respected performing ensembles that have gained national attention over the past several years with high profile performing, touring, and recordings. Membership is by audition and course registration is required.

CSU Advertising Federation (College of Business):

The CSU Advertising Federation is open to all students who are interested in a career in Advertising. The mission of the organization is to (1) provide and promote a better understanding of the functions of advertising and of its values; (2) stimulate and encourage advertising professionalism through advertising education; (3) provide networking opportunities with the professional community; (4) develop the individual abilities of members; and (5) promote fellowship and the free exchange of ideas.

CSU Ambassadors

Columbus State University Student Ambassadors represent CSU both on and off campus, as the official host and hostess group for Enrollment Services. The organization is looking for people from diverse backgrounds and programs that demonstrate excellent communication skills and leadership potential. The Ambassadors provide resources and information about current CSU programs and activities. Students selected as Ambassadors will have excellent opportunities to further develop personal and social, communication and leadership skills. Such development will have positive effects upon achieving intended professional career goals. A scholarship of \$150.00 per semester and the ability to register for classes early will be awarded to each Ambassador.

ELIGIBILITY REQUIREMENTS:

1. The candidate must be a full-time undergraduate student enrolled in any academic major within the University. Students taking learning support courses will not be eligible for membership.
2. Cumulative GPA of 2.3 or higher
3. Have been enrolled as a full-time student at CSU for a minimum of one (1) semester.
4. Availability for some evening and/or weekend events.
5. Reliable transportation for off-campus events.
6. Excellent communication skills.

Student Ambassadors are selected at the end of Spring Semester. For further information please contact the Recruitment Office at 706-568-2035.

CSU-ANS (Association of Nursing Students)

CSU-ANS provides pre-nursing and nursing students with the opportunity to participate in campus, State and National Student Nurse Associations. Members provide various health related service projects to the community, individually and through participation with interdisciplinary groups. Membership in CSU-ANS promotes the development of the whole person, professional role socialization and accountability for the health care of multi-cultural people. Contact the School of Nursing for additional information.

CSU Chorale

The mission of the Columbus State University Chorale is to provide a choral environment that integrates students majoring in music, non-music majors, and civic members from the community in the performance of a variety of choral and choral/orchestral literature. Membership is by audition only. For more information, contact Dr. Michael Marcades, Director of Choral Activities.

CSU History Club

The CSU History Club is open to any student interested in history, politics or current events. The club meets biweekly during the semester, sponsors a historical feature film monthly, a dinner with the International Students at Thanksgiving and a local field trip each term. Members are also invited to the History Awards Banquet every spring. For more information contact Alice Pate, Department of History, 565-3632 or pate_alice@colstate.edu.

CSU Jaycees

We build leadership skills for young people through community service projects. The United States Junior chamber has one simple premise: "WE HELP PEOPLE!" To that end, chapters large and small, in communities from rural America, college campuses, and to our metropolitan centers work hard on specific projects geared to making life in that area better. From playgrounds for children, to large-scale fundraising efforts, these projects are the key reason motivated men and women have chosen to join the organization.

One of the few organizations you can take with you after college. When you graduate, your membership can be transferred to one of 40 other Jaycee chapters in Georgia. You can even transfer membership to other states and countries through the Junior Chamber International.

Opportunity to compete in different areas on a local, state, and national levels in several different areas is but one facet of the Jaycees. Check us out on www.columbusjaycees.com. We may be just what you are looking for. The CSU chapter meets on the 2nd & 4th Thursdays, at 7:30 pm.

CSU Pre-Veterinary Medical Association

The CSU Pre-Veterinary Medical Association (PVMA) is open to all students with an interest in veterinary medicine, regardless of major or concentration. The PVMA encourages participation in activities to strengthen the community and the individual. Such activities include volunteering with local humane organizations, taking trips to area veterinary schools, hearing presentations by practicing veterinarians and mock interviews for veterinary school applicants.

For more information, please contact the faculty advisor, Dr. Glen Stokes, Department of Biology, LeNoir Hall 301C, stokes_glen@colstate.edu.

Cougars for Christ

Cougars for Christ is a non-denominational Bible-based group of Christians at CSU dedicated to living for Jesus Christ while serving one another. The objective of the organization is to support fellow Christians striving to live with P.U.R.P.O.S.E. Cougars for Christ provides a full-time campus minister available to all students.

"FAMILY TIME" Bible devotionals are open to all interested persons. These devotionals provide opportunities for involvement, building strong relationships, and developing stronger faith in Jesus Christ. "SMALL GROUPS" provides opportunities to explore subjects practical to everyday living. Cougars for Christ members have opportunities to become involved in community and campus service projects, social activities, retreats and campus intramurals. For more information, contact CougarsforChrist@knology.net

Counseling Student Association (CoSA)

The purpose of CoSA is to enhance the professional development experiences of counseling graduate students. Membership in the organization provides the students a chance to network among themselves and with professional counselors in the community, learn and practice leadership skills, and have the opportunity to participate in workshops and other activities for professional development. For additional information contact Trey Fitch in the Department of Counseling and Educational Leadership, 568-2222.

Early Childhood Organization (ECHO)

ECHO provides students opportunities to learn more about the field of early childhood education. Membership in ECHO allows students to network with their peers and other early childhood personnel, participate in a peer-mentoring program or volunteer in various early childhood settings. The organization holds monthly meetings, which focus on topics of interest identified by students.

French Club

The French Club gives members a relaxed environment in which to practice speaking French as well as provide the opportunity for members to participate in cultural events.

The French Club will also promote the understanding, study and appreciation of the French language and culture.

Any Columbus State University student with an interest in French culture, heritage, or language may be a member of the French Club.

Honoris Causa

Honoris Causa, Latin for “deserving of honors,” is a student-run organization whose members are in the CSU Honors Program. As an organization, it strives to create a community of scholars and to stimulate involvement in campus and community activities. Honoris Causa provides an outlet for honor students to engage in a variety of activities, including extracurricular, social, academic, and volunteer events. It also provides honor students with a medium in which to voice their ideas regarding the development and policies of the CSU Honors Program. The President of Honoris Causa is the student representative to the Honors Program Committee.

Jazz Band

Now in its thirty-fourth year, the award-winning Columbus State University Jazz Band is the performance cornerstone of the University's Jazz studies program. The Jazz Band has presented more than 1,000 performances to audiences in the southeast, midwest and far west regions and has won honors at thirteen regional and national jazz festivals. The band has also performed at the 8th International Hawaiian Jazz Festival (Honolulu), the North Sea Jazz Festival (Netherlands), at the Eurodisney Music Days Festival (France), and at the Montreux and Brienz Jazz Festivals (Switzerland). Supported by academic course work in Jazz History, Jazz Improvisation and Jazz Pedagogy, the band's repertoire ranges from the traditional literature of jazz pioneers such as Count Basie and Duke Ellington to the contemporary writers of the day. Guest soloists have included Freddie Hubbard, Bill Watrous, David Baker, Ed Shaughnessy, Phil Woods, Cecil Bridgewater, Bob Mintzer, Lou Soloff, Tim Armacost, Paquito D'Rivera, Howie Smith, and the New York Voices. The Jazz Band has also hosted guest performances by the Count Basie Orchestra, the Stan Kenton Band, Dizzy Gillespie, the New York Voices, the Buddy Rich band, the Maynard Ferguson band, the Ted Howe Orchestra, James Drew, and others. The Jazz Band is open to all Columbus State University students by audition.

LEAD

LEAD, an organization for leadership education and development, was founded by local students during the 2003-04 school year. All students interested in learning, developing, and enhancing leadership skills are invited to participate. Members focus on understanding leadership and practicing personal and organizational skills.

Life With A Purpose Campus Ministries

Life With A Purpose Campus Ministries is a very diverse and nondenominational campus ministry focused on showing individuals how to live their lives on the purpose that God has called them to. The ministry conducts a weekly Bible study, has accountability groups for males and females, and participates in mission and fellowship activities. For more information, please e-mail us at csulifewithapurpose@gmail.com

MAX - Mathematics and Computer Science Club

All students with an interest in mathematics, mathematics education, or computer science, are invited to join. MAX meets regularly for both social and academic activities. A student chapter of the Mathematical Association of America has been formed in conjunction with MAX. For further information contact Dr. Tim Howard, Department of Mathematics, Faculty Office Building, Room 224, 568-2172 or e-mail:

thoward@colstate.edu

Mu Phi Epsilon

Mu Phi Epsilon is an international co-ed fraternity dedicated to the advancement of music throughout the world; the promotion of musicianship and scholarship; and the development of a true bond of friendship and loyalty to the Alma Mater.

Mu Phi Epsilon is open to undergraduate music majors or music minors enrolled as candidates for a degree; graduate students who have been music majors or minors; music faculty members not affiliated with another professional music fraternity; and professional musicians eligible by special election upon approval of the International Executive Board. All of the preceding must meet chapter requirements for eligibility. For more information, contact Professor Teresa Hopkin, Schwob School of Music.

Newman Society

The Newman Society is a fellowship organization designed to meet the needs of the Roman Catholic students of Columbus State University and those interested in learning more about the Roman Catholic faith.

The Newman Society shall strive for the unity of all faiths on campus by upholding all teachings of the Roman Catholic Church. The goals and purposes of the Newman Society are:

- A. Education and faith enrichment for members through discussion of issues pertaining to our faith;
- B. Providing service to the community and campus;
- C. Providing fellowship activities for members.

Phi Mu Alpha Sinfonia Professional Fraternity for Men in Music

Phi Mu Alpha is a professional music fraternity dedicated to the advancement of music and to brotherhood among men engaged in musical and related activities. Over 300 chapters are on college and university campuses throughout the United States. Alumni chapters in most major cities serve some of Sinfonia's more than 50,000 alumni members. For more information, contact Dr. Moffatt Williams, RiverCenter, 649-7269.

Psychology Club

The Psychology Club is an official organization open to all students, but is of great benefit to psychology majors. We encourage freshmen and sophomores to explore and experience the field of psychology. The club promotes the art and science of psychology.

Valuable information concerning graduate advancement at the masters and doctoral level is also available. Numerous disciplines of psychology (behavioral, research, industrial, counseling, etc.) offer a broad spectrum and rich diversity of future career paths for psychology majors. Attend our bimonthly meetings (watch for posted flyers, Saber articles, and announcements in psychology classes). Our meetings often feature a guest speaker from the community or psychology faculty. This provides a knowledge base, contact, networking, and rapport with psychology faculty. If you would like to be a registered member (\$5.00/year), telephone the Psychology Department, 568-2116. A membership card will be issued to you as an interested and supporting member of the Psychology Club. You need not be registered to attend our free meetings and events. We encourage your participation as you build your future.

Residence Housing Association (RHA)

RHA is an association made up of C.S.U. Courtyard residents, dedicated to ensuring that the "Home away from Home" experience is as efficient and enjoyable as possible. The Residence Housing Association sponsors fun activities for residents that are designed to foster a community atmosphere. The organization offers leadership opportunities and

strives to inspire residents to become active on campus. It also offers a forum to hear any suggestions or ideas for improvements that residents may have. Scholarships are available for the Executive Board.

Sociology Club

The Sociology Club is an official organization that encourages contact between sociology majors, helps to instill professionalism, and is involved in community service. The club provides information on internships, brings in guest speakers on important and relevant themes, sponsors field trips, and explores the diversity in occupations for which a sociology degree may be used.

While intended primarily for sociology majors, the Sociology Club is open to all students who have an interest in sociology. Further, we encourage freshmen and sophomore students to stop by and learn more about Sociology and to explore the many and varying types of careers for which a sociology degree may be useful.

We encourage interested students to attend any of our monthly meetings (watch for flyers and announcements in The Saber), travel with us on one of our field trips, or attend the annual Sociology Club picnic held in late April. Come join us and see what it's all about. For more information, contact Dr. Rik Newton at 565-3580, or visit our webpage at: <http://psysoc.colstate.edu/sociclub>.

Student Political Awareness Association

The Student Political Awareness Association was founded in the fall of 1998 by students of the Department of Political Science. The name of the association was Political Science Union, which was changed to the current name during the summer of 2000. The association is open to both political science students and non-political science students; to undergraduates as well as to graduate students. The intent of the non-partisan association is two-fold:

- to foster awareness about issues present in the political arena and relevant especially to the student body, but also to society at large. In pursuit of this objective, the association organizes formal debates, brings in speakers and otherwise tries to focus on issues and events that matter;
- to engage in service activities that enhance the quality of life on campus and in the community.

Tri-Beta

Associated with the Beta Beta Beta National Honor Society chapter at Columbus State University, Tri-Beta provides an opportunity for students interested in life sciences to participate in the professional and social activities. Those interested in becoming associates should contact a member or faculty advisor. Meetings are held regularly each semester featuring topics that are related to the biological sciences. Field trips, recreational and social activities are also featured.

University Singers

University Singers is the premier mixed choral ensemble in the Columbus State University Schwob School of Music. Primarily, this choral ensemble consists of auditioned music majors. However, membership is available by audition to non-music majors who have considerable choral experience. University Singers performs multiple concerts throughout the academic year, each featuring a variety of historical and contemporary choral literature. For more information, contact Dr. Michael Marcades, Director of Choral Activities.

Westminster Fellowship

The Westminster Fellowship is a campus ministry supported by local Presbyterian churches. As an open-minded, open-hearted Christian community that seeks to "grow in knowledge and love," we welcome students from all traditions and in all stages of their faith journeys. Activities include weekly Bible study and special events. Contact Dr. Becky Matthews at 565-3630 or Matthews_Becky@colstate.edu for more information. Visit our web site at www.wf-csu.org.

HONOR SOCIETIES

Alpha Phi Sigma, Omega Kappa Chapter

Existing since 1942, Alpha Phi Sigma is now fully recognized by the Association of College Honor Societies. The local chapter carries out the mandate of the national honor society to recognize scholastic excellence in the field of criminal justice sciences. To be eligible for membership, students must rank in the top 35 percent of their class, have a 3.0 cumulative grade point average or more in all university work and a 3.2 grade point average or more in criminal justice course work. Students must also have completed 43 semester hours or more of the required credits towards a bachelor's degree in criminal justice, or have completed 21 semester hours or more of the required credits for an associate degree. Currently enrolled graduate students are eligible for membership based upon their undergraduate major or their enrollment in a graduate program in Criminal Justice. Graduate students must have completed at least 8 semester hours of graduate work with a 3.4 grade point average in their major, and have a minimum 3.4 cumulative grade point average.

Eligibility for membership is considered at the end of each semester.

Beta Beta Beta

The Mu Omicron chapter of Beta Beta Beta at Columbus State University is an honor and professional society for students of the biological sciences. It seeks to encourage scholarly attainment, cultivate intellectual interest in the natural sciences and promote a better appreciation of the value of biological study. Regular membership is offered to those with superior academic records and Associate membership to those with a special interest in the life sciences. Regular members are eligible to hold office, wear honorary insignia and participate in national activities. Open meetings for all members are held regularly each semester featuring speakers on biological research and professional opportunities. If you are planning to be a biology or biology education major and would like more information, please leave a message on our office voice mail at 568-2283.

Chi Chi

Chi Chi is the Columbus State University chapter of Chi Sigma Iota, which is the international honor society for counseling students, educators, and professionals. Its mission is to promote scholarship, research, professionalism, leadership, and excellence in counseling. Advantages to membership include opportunities for recognition, awards, and conventions, as well as leadership and professional development.

Eta Sigma Gamma, Delta Tau Chapter

The Health Science Program at Columbus State University is home of the Delta Tau Chapter of Eta Sigma Gamma. Eta Sigma Gamma is the national honorary for the health education profession. As indicated in the organization's symbol, Eta Sigma Gamma was created to enhance student and professional experience in the areas of teaching, research and service to the community. This organization was first established in 1967 at Ball State University in Muncie, Indiana. Various Eta Sigma Gamma chapters exist on over 100 college campuses throughout the nation.

Kappa Delta Pi

Kappa Delta Pi is a national honor society in education, which encourages excellence in scholarship, high personal standards, improvement in teacher preparation, and contributions to education. Membership is by invitation to all undergraduate education majors who have been admitted to teacher education, have completed at least 60 semester hours, and have maintained at least a 3.50 grade point average. Graduate education majors who have completed at least 20 graduate hours and have maintained at least a 3.96 grade point average are also eligible.

Lambda Pi Eta

The Columbus State University chapter of Lambda Pi Eta, designated as the Mu Nu Chapter, was established in 2000. Lambda Pi Eta is the honor society of the National Communication Association and promotes interest and professional development among communication majors and the field of communication; provides opportunities to discuss and exchange ideas in the field of communication; and explores options for graduate education in communication studies. To be eligible for consideration for admission, applicants must have completed 60 semester credit hours; have a minimum cumulative GPA of at least 3.0 for all courses taken; be in the upper 35% of their institutional academic class; have a 3.25 GPA for all communication studies courses; completed the equivalent of 12 semester credit hours in communication studies; and currently be enrolled as a student in good standing. Interested students should contact the Department of Communication, 210 Arnold Hall.

Omicron Psi

The purpose of the Columbus State University Chapter of Omicron Psi shall be to discuss and attempt to resolve the problems common to adult students; to share knowledge and information; to promote a means of open communication between its members and the faculty and administration; to help support the adult learner in all areas of need with the resources available to the Columbus State University Chapter of Omicron Psi; to recognize non-traditional students who have excelled academically; and to develop an active alumni association.

Phi Alpha Theta

Phi Alpha Theta is an international honor society in history. The Columbus State University Chapter, Phi Upsilon, was chartered in 1975. Membership is composed of students and professors selected on the basis of their excellence in the study and writing of history. Phi Alpha Theta brings students, teachers, and writers of history together, both intellectually and socially, and encourages historical research and publication by its members.

Phi Beta Delta

Phi Beta Delta Honor Society for International Scholars is the first honor society dedicated to recognizing individuals who have demonstrated scholarly achievement in the areas of international education and exchange. Delta Nu Chapter of Phi Beta Delta was established at Columbus State University in December, 1997. Phi Beta Delta's goals are to recognize the scholarly achievement of international students and scholars who have studied abroad and faculty and staff who are involved in international activities; to serve as a vehicle for the development of academic based international programming; to provide a network on campus of faculty, staff and students involved in international endeavors. Membership is open to international students who have demonstrated high scholastic achievement at their U.S. institution; domestic students who have demonstrated high scholastic achievement in the pursuit of academic studies abroad; distinguished faculty, staff and visiting scholars involved in international endeavors. Phi Beta Delta serves as an organization for recognition of international endeavors on the campus through academic, cross-cultural and social programming. For more information, the Center for International Education.

Phi Kappa Phi

Phi Kappa Phi is a national scholastic honor society organized to promote excellence in all academic disciplines and to recognize outstanding achievement by students and faculty. The national association was founded in 1897; the Columbus State University chapter was installed in 1976 as the 185th chapter. Eligibility is limited to juniors, seniors, and graduate students who have achieved scholastic excellence and are of sound character. The Columbus State University chapter also promotes scholarship by recognizing the outstanding senior student and sponsoring an essay contest.

Pi Alpha Alpha

Pi Alpha Alpha is the national honor society formed to recognize and promote excellence in the study and practice of public affairs and administration. Membership identifies those with the highest performance levels in educational programs preparing them for public service careers. The organization fosters integrity, professionalism and creative performance in the conduct of governmental and related public service activities.

Pi Kappa Lambda

Pi Kappa Lambda, the national music honor society, fosters the recognition and encouragement of the highest level of musical achievement and academic scholarship. Membership to the Eta Kappa Chapter at Columbus State University is open to junior, senior and graduate music majors nominated by the chapter's faculty committee, who follow stringent national guidelines regarding both academic class standing and high standards of musicianship.

Pi Sigma Alpha

Pi Sigma Alpha is the national honor society for undergraduate and graduate students of political science. The purpose of Pi Sigma Alpha is to stimulate scholarship and interest in the subject of government by providing tangible recognition to students who have excelled in the field. The Pi Sigma Alpha chapter on the CSU campus is Upsilon Sigma.

Psi Chi

Psi Chi is the national honor society in psychology. It was established to encourage, stimulate, and maintain scholarship in psychology. Membership is open to undergraduate students in psychology and rank in the highest 35 percent of their class. Psi Chi is an affiliate of the American Psychological Association and a member of the Association of College Honor Societies.

Sigma Alpha Iota

Sigma Alpha Iota is an international music fraternity dedicated to women in music. It was founded on June 12, 1903 by seven talented women at the University School of Music, Ann Arbor, Michigan. The mission of Sigma Alpha Iota is to encourage, nurture, and support the art of music. Sigma Alpha Iota continuously supports music in education and music in the community.

Sigma Tau Delta

The purpose of Sigma Tau Delta is to confer distinction on outstanding students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the field of language and literature. Active membership is open to students who are enrolled as English majors or minors, who have a minimum of a B or equivalent average in English, who rank at least in the highest thirty-five percent of their class in general scholarship and who have completed at least three semesters of college work. Associate memberships are available to currently enrolled students, undergraduate or graduate, who have the requisite background but who are not majoring or minoring in English. In addition, non-sponsoring faculty members with a degree in English may be associate members. Students who meet the qualifications for membership must apply by contacting one of the two faculty advisors in Woodall Hall, Dr. Dan Ross or Dr. Susan Georgecink.

Sigma Theta Tau

Sigma Theta Tau is the international honor society of nursing established in 1922. The local chapter of Pi Beta is the 384th chapter. The Honor Society is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. The society promotes the use of nursing research and health care delivery and makes its resources available to all people and institutions interested in the latest nursing care knowledge.

More than 260,000 nurse scholars have been inducted into Sigma Theta Tau International Honor Society making it the second largest and one of the most prestigious nursing organizations in the world.

The society is comprised of chapter honor societies that are located on more than 400 college and university campuses in the United States, Puerto Rico, Canada, South Korea, Taiwan and Australia. The society's members are active in more than 72 countries and territories worldwide.

Membership is by invitation, conferred upon students in baccalaureate and graduate nursing programs who demonstrate excellence in scholarship, and to community leaders who are qualified college graduates demonstrating exceptional achievement in nursing.

In 1936, Sigma Theta Tau International became the first organization in the United States to fund nursing research. Since then, it has provided more than 500 seed grants instrumental in the development of many of the world's leading nurse scientists.

FRATERNITIES AND SORORITIES

Board of Regents Participation Policy

Students enrolled in remedial courses shall not participate in fraternity or sorority recruitment (Rush) of any kind until they have met the following requirements: completed required remedial courses, have a minimum 2.0 grade point average, and completed 30 semester hours applicable towards a degree. Students enrolled in remedial courses shall not go forth with any pledgeships/candidacies/lines, etc., or participate in any related activities. Should this occur, both the student in question and the chapter will be dealt with appropriately. All students interested in Greek membership must be approved by the Director of Students Activities prior to attending any recruitment function. Students interested in pledging an organization must be enrolled a minimum of half-time in courses. Some organizations require students be enrolled full time or three quarters of the time. Legacies who are enrolled in remedial courses are not excluded from this policy.

Hazing Policy for Fraternities & Sororities

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 Students Rights and Responsibilities in accordance with University Policy and Law respectively.

Recruitment

Columbus State University recognizes the academic year for fraternity and sorority recruitment. All Greek organizations are restricted to recruitment after completion of Spring semester and prior to Fall semester. All organizations wishing to extend a bid to an individual must complete a copy of a bid agreement provided by the Greek Advisor in order to accurately approve eligibility of all new members. As of Spring 2004, the university stipulates that any student wishing to pledge a Greek organization must be enrolled at least half time / 6 semester hours. Should a national organization dictate their own enrollment policies, the University will acknowledge and honor those guidelines as long as they are equal to or greater than that of CSU. Please refer to the Board of Regents Policy above for clarification of any students wishing to join a Greek organization who is enrolled in remedial courses.

Organizational Rosters

During the second week of each semester, each organization is required to provide the Office of Student Life a typed copy of each active and inactive member with social security numbers. This information will be used for reports and other institutional purposes. Upon completion of any rush activity, a typed list of potential new members shall be provided to the Office of Student Life. Each roster should have a date at the top to insure that all rosters are current. Any organization failing to provide this information is subject to no denial of facility privileges until the proper documentation has been provided.

RISK MANAGEMENT GUIDELINES FOR CSU FRATERNITIES & SORORITIES

- A. No open parties can be held at any fraternity or sorority house. All open parties must be planned with a third party vendor.
1. An open party is defined as being openly advertised to the CSU student body. An example of these would be the annual Back to School parties at the houses, Halloween Havoc, etc.
 2. No organization on any type of probation with the university or nationals may host an open party.
 3. Should an individual member of an organization be on probation, he or she will not be allowed to attend a function hosted by his or her organization. It should also be noted that no such individual/s should be allowed to attend another organization's social functions. It is the executive officers duty to see that the membership is following these rules.
- B. A gathering is a small party, a closed event with invited guests hosted by one organization in which attendance shall not exceed the number of active members plus one guest per active member. For example, if there are 30 active members, no more than 60 people will be allowed at the event, get-together, etc. No approval must be given, however, this is a privilege for those organizations NOT on any university or national probation. Violation of the attendance policy will result in sanctions levied by the Greek Advisor. Random guests are permitted in the houses as long as numbers do not exceed the above member / guest ration.
- C. Should the organization choose to host a party through a third party vendor, a meeting should take place with the faculty advisor, chapter advisor, and Greek Advisor one week prior to event to review any contracts with the third party vendor. Such contracts must include the maximum capacity that the facility will hold in order to assess attendance regulations.
- D. The following regulations will apply to all parties:
1. Must have one CSU officer or an officer from the MCPD present for each 75 people not to exceed the fire hazard capacity of the facility.
 2. An officer on duty is required to check identification.
 3. Organizations are responsible for providing a wristband or stamp to the officer to identify anyone underage.
 4. The contract for the party must be reviewed by the faculty advisor, chapter advisor, and Greek advisor at least one week prior to the event and a copy of the contract must be provided to the Greek Advisor to keep on record.
 5. Any member, active or inactive, of an organization on probation of any kind (academic, behavioral, in debt to his / her organization, etc) is restricted from attending any social event sponsored by his / her or another organization.
 6. If a graduate chapter is hosting a party, the undergraduate chapter is responsible for notifying the Student Life Office to clarify any confusion. The Student Life Office reserves the right to request a copy of the contract for liability purposes. Should the undergraduate chapter have a graduate chapter, all promotional items must verify which chapter is hosting any given event. This is also done for liability purposes.
- E. All rules apply to any housing that the university recognizes as a "fraternity house" be it leased through Foundation Properties or privately as you are recognized as a CSU organization and therefore your conduct at a recognized residence reflects on the institution.
- F. A mixer is a closed event for one fraternity and one sorority in which no outsiders are permitted. Should a mixer be held at a fraternity house and the number of one fraternity's members is less than the number of sorority members, thus exceeding the one guest per member limitation, the house host is responsible for notifying the Greek Advisor of the event at which time, it may be recommended or required that an advisor be present. This will be determined on a case by case basis.

- G. Special permission may be granted on a case by case basis by the Greek Advisor for functions held at fraternity houses (alumni events, family days, etc.) should the expected attendance exceed the permitted attendance.
- H. If at anytime the Greek Advisor approves a special activity at a fraternity house in which the expectant attendance will exceed the one guest per one active member ratio, an advisor approved by the Greek advisor may be recommended or required to be present.
- I. If in the absence of the Greek Advisor, any functions must be approved by one of the following CSU administrators: Student Programming Coordinator, Assoc. Dean of Students, or the VP for Student Affairs.
- J. If in the case that a situation does not fall into one of the above categories exactly as it is listed, the organization is still responsible for notifying the Greek Advisor with any questions prior to the planning, publicizing, and implementing of the activity.

The administration of CSU reserves the right to modify these policies at any time. Please note that we are always open to hearing your input although we may not always be willing or able to make changes.

CSU administration recognizes that administration has no jurisdiction over property privately rented by students, however, anytime an organization is represented anywhere, we reserve the right to impose governance over behavior of those members and / or the organization itself as it is a reflection of the university.

If the general public perceives or could perceive an event to be hosted by a CSU organization, the university will recognize it as such, thereby, reserving the right to impose the risk management policies and / or sanctions as deemed appropriate regardless of the location. (See above policy)

The Greek Advisor is to act as the advisor to all Greek governing bodies, (i.e. Greek Council, Panhellenic Council, Pan-Hellenic Council, and Interfraternal Council). Anyone else working with these organizations must do so under the approval and guidance of the Greek Advisor.

Greek Council

The Greek Council is an organization on campus that unifies all Greek organizations by allowing the groups to work together to improve Greek policies, procedures, and plan both on and off campus events. An executive council and representatives from each Greek organization govern the council. Membership in Greek Council is required of all Greek organizations. Failure to regularly attend meetings could result in the loss of facility use, marketing opportunities, or other sanctions as deemed by the Director of Student Activities.

Panhellenic Council

The Panhellenic Council is an organization that embraces the mission, and abides by the policies of the National Panhellenic Conference whereby sororities who are members of NPC and / or wish to become a member of NPC are required to participate.

Pan-Hellenic Council

The Pan-Hellenic Council is an organization on campus that unifies all African American Greek organizations. Together, they strive to maintain positive relationships among themselves on campus as well as work in the community through various philanthropic and community events.

Alpha Delta Omega

Alpha Delta Omega is the newest sorority on campus having begun in Spring 2003. They are local to CSU with aspirations of becoming a national sorority and are currently associate members of the National Panhellenic Council on campus.

Alpha Phi Alpha

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

Alpha Kappa Alpha Sorority, Inc., Eta Iota Chapter

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

Delta Sigma Theta Sorority, Inc., Theta Phi Chapter

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

Delta Zeta Sorority

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

Interfraternal Council

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

Iota Phi Theta

Iota Phi Theta was founded at Morgan State University in 1963. When Iota Phi Theta was founded, there were already a number of fraternities in existence. Our Founders chose to strike out in a bold new direction and this was not easy. It took a special breed of men to go against the grain and to stand tall for what they believed. They were sustained by the strength of their convictions and the soundness of the Concept of Iota. Iota Phi Theta is more than a Fraternity, it is a concept a way of life. By joining Iota Phi Theta, you are agreeing to always strive for excellence in all facets of your life - academically, professionally, and personally. Furthermore, you are committing to consistently strive to be the best despite any and all obstacles. These men will be actively involved in the National Pan-Hellenic Council and Greek Council on campus. They look forward to growing and prospering here.

Kappa Alpha Psi

Kappa Alpha Psi Fraternity, Inc., was founded on the campus of Indiana University in Bloomington, Indiana on January 5, 1911. The Eta Theta Chapter of Kappa Alpha Psi Fraternity, Inc., was established on the campus of Columbus State University on April 11, 1974. The purpose of Kappa Alpha Psi is to encourage honorable achievement in every field of the human endeavor. Kappa Alpha Psi Fraternity, Inc., offers its members brotherhood, leadership training, and self-discipline. Men interested in Kappa Alpha Psi Fraternity, Inc., may contact any brother of the fraternity or the Office of Student Life, located in Davidson 271.

Kappa Sigma

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

Omega Psi Phi

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

Phi Beta Sigma Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc. was founded at Howard University in Washington, D.C., January 9, 1914. Theta Zeta Chapter of Phi Beta Sigma Fraternity, Inc. was reestablished at Columbus State University January 2003. Phi Beta Sigma Fraternity, Inc. is the only fraternity that is constitutionally bounded to a sister sorority, the sisters of Zeta Phi Beta Sorority, Inc. Phi Beta Sigma Fraternity, Inc. truly exemplifies the ideals of brotherhood, scholarship, and service, which are mirrored in the Fraternity's motto; "Culture For Service and Service For Humanity". For more information contact any Sigma brother or the Office of Student Life, Davidson 271.

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.

By the turn of the century, the Philomathean society had developed a strong body of alumnae, a history rich in tradition and the confidence to expand into a national organization. On August 1, 1904, the Philomathean Society was chartered by the State of Georgia as a national organization with the exclusive use of the Greek letters FM and the right to establish additional chapters on other campuses.

Today Phi Mu has grown to encompass a diverse membership of more than 140,000 women nationwide. The local sorority was founded in November of 1997 as Phi Mu Kappa with 10 sisters and became a colony of Phi Mu national in Spring 2000. Phi Mu is involved with many activities on campus including the homecoming celebration. Community philanthropies include the Ronald McDonald House and the American Cancer Society.

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 100's of hours of community service through Country's Midnight Run to Benefit the Blind, Special Olympics, Historic Columbus' Riverfest Fundraiser, and various other charity work. The men of Sigma Nu are renowned for their abilities in intramural sports. Throughout each semester Sigma Nu works with the sororities to plan various mixers and other social events. The men of Sigma Nu strive to find other upstanding men to join our sacred brotherhood. If you are interested in learning more about Sigma Nu, go to our website www.sigmanu.org or visit the Office of Student Life, Davidson 271.

Tau Kappa Epsilon

Tau Kappa Epsilon is a brotherhood of men who support each other's mental, moral, and social development. Since its founding, more than 240,000 men of good character have become members. We currently operate Chapters and Colonies on 272 college campuses across the United States and Canada, which makes us the largest college social fraternity in the world. Over 300 men from Columbus State have become brothers in TKE.

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

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

Xi Theta

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

Zeta Phi Beta

Zeta Phi Beta Sorority was founded on the campus of Howard University in 1920. The Kappa Epsilon chapter of Zeta Phi Beta Sorority, Inc., was chartered on the campus of Columbus State University on February 1, 1974. Zeta Phi Beta believes strongly in the principle of service, scholarship, sisterly love, and finer womanhood. Often imitated but never duplicated, Zeta Phi Beta Sorority is the only sorority that is constitutionally bound with the brothers of Phi Beta Sigma Fraternity. The women of Zeta Phi Beta are outstanding leaders and are dynamic in everything from academics to helping out within the community. Membership is open to all full time female students with a 2.3 grade point average and a true genuine love for the sorority. For more information, contact the Office of Student Life, located in Davidson 271 (568-2273).

STUDENT GOVERNMENT CONSTITUTION

Preamble

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

Article I: Name

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

Article II: Objectives

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

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

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

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

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

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

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

Article III: Forum

Section 1: Membership

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

1. The executive committee, which shall be composed of the President of the student body, Vice President of Scholastic Affairs, Vice President of Finance, Speaker of the Senate, and Speaker of the Representatives. The Speaker of the Senate and the Speaker of the Representatives shall be voting members of the executive committee, and have a regular vote in forum sessions. However, the President shall have a tie-breaking vote.
2. The voting forum body, which shall consist of the following two components:
 - a. The Senators-at-Large, who shall be elected by the student body. The number of senators shall not exceed 15. As a group they must elect one of their members as the Speaker of the Senate to serve on the executive committee before the first forum meeting of the summer term.
 - b. The campus organization representatives, one (1) from each organization or activity funded through student activity fees or recognized by the activities committee. No single individual may represent more than one organization in the forum. Before the second forum meeting of the fall term, these representatives must elect one of their members to serve as the speaker of the representatives who will serve on the executive committee.
3. The Judicial Branch, consisting of the Chief Justice and Judicial Council members. The chief justice or an alternate Judicial Council member may serve as advisor on constitutional matters during forum sessions at the request of the presiding officer. No member of the Judicial Branch may vote in forum sessions.

B. All members and members-elect of the forum must have and maintain an enrollment status of at least half-time student as defined in the most recent edition of the

university catalog. Summer term enrollment is an exception to this requirement. A minimum GPA of 2.0 for undergraduate students and 3.0 for graduate students must be maintained during each term of enrollment.

Section 2: Removal of Forum Members

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

A. Automatic Removals and Suspensions

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

A suspended organization will not be eligible to apply for or receive any grants, sponsorships, or other assistance from the SGA during the suspension period. Suspensions shall be officially recorded in the minutes of the first full forum meeting of the academic term and the organization shall be duly notified.

B. Other Removals

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

Section 3: Powers, Duties, Procedures

A. Powers and Duties

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

B. Procedures

1. The most recent edition of Roberts' Rules of Order shall be the parliamentary authority; however, in all conflicts this constitution shall prevail.
2. Quorum shall be established by the forum; however, at no time shall it be less than ten (10) voting members. Executive committee members shall not be counted in determining members.

3. Any faculty member, administration official or student may introduce a proposal.
4. The forum shall meet a minimum of six sessions per academic term as follows: the full forum shall meet at least four (4) times and each of the two components of the voting forum shall meet at least two (2) times. The next academic term's meeting dates shall be established by the executive committee and made public no later than two weeks prior to the end of each academic term.

Article IV: Executive Branch

Section 1: The Executive Committee

- A. The executive committee shall be composed of the President of the student body, Vice President of Scholastic Affairs, Vice President of Finance, Speaker of the Senate, and Speaker of the Representatives.
- B. The President is in charge of supervising the total operation and function of all committees; is responsible for working with the chairpersons in initiating programs for their areas of concern; and shall exercise the following duties:
 1. Preside over the forum and act as a voting member.
 2. Be the chief executive officer and be responsible for the implementation of student government policies.
 3. Serve as official spokesperson and representative of the student body.
 4. Chair the Executive Committee and have a veto requiring a majority of Executive Committee votes to be overridden.
 5. Serve on the Alumni Council and other such committees as required by the university.
 6. Act as a delegate to the student advisory council, Board of Regents.
 7. Have the authority to sign purchase orders if the Vice President of Finance is unable to do so.
 8. Serve on committees as required by the University.
 9. Have a veto in the forum which can be overridden by a three-fourths (3/4) vote of the members present.
 10. Assign university committees to the Vice Presidents and Speakers as their primary areas of concern.
- C. The Vice Presidents and Speakers are responsible for investigating, developing, overseeing, and initiating policies and programs in their areas of concern.
 1. The Vice President of Scholastic Affairs shall:
 - a. Be responsible for formulating policies concerning academic areas that affect the student body, and for advising the executive committee and the forum on all matters relative to the delegated areas of responsibility.
 - b. Recommend to the university President, with approval of the forum, students who are to serve on university committees and in other university positions. Those appointed will serve at the pleasure of the President of the university.
 - c. Chair the annual social and philanthropic projects.
 - d. Have the power to delegate responsibilities of the afore-mentioned events to other members of Student Government Association.
 - e. Serve on committees as required by the University.
 - f. Oversee the work of all standing committees on which students serve within that area.
 2. The Vice President of Finance shall:
 - a. Prepare a proposed budget which shall be submitted to the Executive Committee.
 - b. Be responsible for advising the Executive Committee and the forum on all matters relative to the delegated area of responsibility.
 - c. Be responsible for overseeing all budget amendments and money requests.
 - d. Oversee the work of all standing committees on which students serve within that area.
 - e. Serve on committees as required by the University.

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

Section 2: Administrative Committees

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

Article V: Judicial Council

Section 1: Membership

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

Section 2: Jurisdiction

- A. All students or organizations desiring to bring an action or have a hearing before the Judicial Council must submit a written request to the Chief Justice. The appellate duties of the Judicial Council will include judicial review of forum actions and interpretation of the SGA Constitution. Other duties will include hearing appeals related to parking, library, or posting fines, and impeachment duties as defined in Article IX of this Constitution.
- B. The Chief Justice shall:
 1. Preside over the Judicial Council and outline jurisdiction of cases under adjudication.
 2. Advise the Executive Committee and the forum on constitutional matters upon request.
 3. Report to the Executive Committee and the forum on Judicial Council activities.
 4. Write the majority opinion and file a copy of reports with the appropriate university official.
- C. Justices, to include the Chief Justice, shall serve on the University Grievance Committee, however no justice shall serve on a hearing panel where a conflict of interest would arise because of the SGA affiliation.

Article VI: Finance

Section 1: Allocations

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

- B. The forum shall return to the Executive Committee a recommended budget for approval at the first regular session of spring semester. Otherwise the executive committee shall be authorized to submit the proposed budget to the appropriate university committee for approval. The budget shall then be prepared by the Vice President of Finance in accordance with current fiscal Columbus State University policies for submission to the appropriate university committee for approval.
- C. The Executive Committee shall be authorized to approve budget amendments as necessary unless otherwise restricted by the forum.

Section 2: Expenditures

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

Article VII: Elections

Section 1: General

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

Section 2: Qualifications

A. Executive Committee

- 1. The President, Vice President of Scholastic Affairs, and the Vice President of Finance must be a sophomore, junior, senior, graduate, or post baccalaureate student (in a degree or certification program) during his/her entire term, and must have completed two (2) semesters as a Columbus State University student within the eighteen month period immediately prior to his/her elected term. During those two semesters, he/she must have achieved at least 25 semester hours.
- 2. A candidate for President, Vice President for Scholastic Affairs, Vice President for Finance, and Chief Justice must have at least a 2.5 GPA as calculated by the institutional grade point average (as explained in the Columbus State University Catalog), graduate students, 3.0 GPA.

B. Senators-at-Large

Senators-at-Large must have completed at least one (1) semester as Columbus State University students prior to their elected terms. An undergraduate candidate must have at least a 2.0 GPA as calculated by the institutional grade point average (as explained in the Columbus State University Catalog), graduate students, 3.0 GPA.

Section 3: Elections

The elections will be held in the spring semester.

Section 4: Terms of Office

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

Article VIII: Vacancies

Section 1: Elected Offices

A. President

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

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

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

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

Section 2: Organizational Representatives

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

Article IX: Impeachment

Section 1: Procedures

- A. Impeachment proceedings may be initiated by any student.
- B. The impeachment will be submitted to the Chief Justice of the Judicial Council. The Judicial Council will determine if probable cause exists for a trial. If so, the chief justice will transmit the impeachment motion to the presiding officer of the forum.
- C. The forum will try any person impeached. The presiding officer, upon receiving the impeachment motion, will set the trial date, in no case more than five (5) school days later. The trial will be conducted in accordance with established judicial procedure, with the forum acting as a jury. A three-fourths ($3/4$) vote of all members is required to pass the motion. The only punishment which can be incurred is removal from office as a result of the above action.
- D. In cases of impeachment of the President, the Vice President of Scholastic Affairs shall act as the presiding officer of the forum.

Article X: Amendments

Section 1: Proposal of Amendments

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

Section 2: Adoption of Amendments

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

Article XI: Ratification

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

STUDENT RIGHTS AND RESPONSIBILITIES

I: Introduction

Columbus State University exists to serve the higher education needs of those students who qualify for admission. The essence of higher education is found in the unhampered freedom to study, investigate, write, speak and debate on any aspect or issue of life. In attempting to achieve that unhampered freedom, the students acquire certain fundamental rights and responsibilities. These rights and responsibilities, as defined below, are considered an integral part of the educational process at Columbus State University. Any additional rights or responsibilities may be promulgated under established procedures during the school year as required for the general well being of the student body and university. A student is expected to follow these rules and the university is expected to enforce them. At the same time, the university is expected to acknowledge the student's rights stated herein and respect the student's autonomy in these areas.

Unfamiliarity is not an excuse for infractions of the regulations. Knowledge of them, on the other hand, can help the student use these rights to the fullest and avoid having others infringe on these rights.

II. Academic Freedom

Academic freedom refers to the rights and responsibilities essential to the task of scholarship in its broadest sense. It extends to the entire academic community, including faculty, students, administrators, and the institution itself. While many rights and responsibilities may be shared simultaneously by every member, the expression of academic freedom requires complementarily and civility. Access to grievance/appeal procedures and to conflict mediation is a basic component of academic freedom available to all members of the academic community.

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

III. Student Rights

Students have the right to learn and to inquire. They have a right to examine and discuss questions of interest, to take stands on issues, and to support causes, by orderly means, which do not impede the collegial process of learning.

Students have corresponding obligations to be honest in performing their academic work to be punctual in their assignments, and to cooperate in the process of teaching and learning.

Students shall have the right to take stands on issues, the right to examine and discuss questions of interest to them, and the right to support causes, by orderly means, which do not disrupt the regular and essential campus operation.

Recognized student organizations shall be allowed to invite and to hear any person of their own choosing for the purpose of hearing that person's ideas and opinions. However, the university President has final responsibility for campus events and activities and may affirm or cancel a speaker's appearance. Scheduling of such events shall be made through the Office of the Dean of Students to ensure that there is orderly scheduling of facilities and observance of university regulations. This requires filing a registration form one week before the speaker is to appear (see section on speakers). The Dean of Students does not approve or disapprove, but may specify the time, location, or place. Students shall have the right to have their academic records kept confidential. Disciplinary records are subject to current state law. All practices and policies dealing with the acquisition and retention of information for records shall be formulated with due regard for the student's right to privacy. No records shall be available to unauthorized persons without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No permanent records shall be kept which reflect any alleged political activities or beliefs of students.

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

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

IV. 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 and traffic regulations, rules affecting student organizations and group activities, and student oriented and administrative policies and procedures. Neither academic nor behavioral misconduct will be tolerated in the Columbus State University community. Any individual found to have violated the standards of conduct outlined below will be subject to the sanctions/remedies listed in Section XVI of this handbook.

A. Academic Misconduct

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

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

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

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

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

B. Behavioral Misconduct

1. Alcoholic Beverages

The drinking, possession, or transportation of alcoholic beverages is discouraged. The conspicuous consumption of alcoholic beverages on campus is prohibited. No policy or regulation of the university sanctions either the use of alcoholic beverages or actions in violation of state, federal, or local laws regarding their purchase or consumption. The university prohibits the serving or consumption of alcoholic beverages at on-campus student activity functions. See Columbus State University's Policy on Drugs and Alcohol.

2. Drugs and Narcotics

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. Refer to the Policies Section of this handbook for a detailed statement on Columbus State University's Policy on Drugs and Alcohol.

3. Property

Malicious damage, removal, or destruction of 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. Such authorization is obtained through the Office of the Dean of Students.

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.
- b. No person shall physically assault or threaten any member of or visitor to the university community; nor shall any person haze or attempt to haze any member of the university community.
- c. Disorderly behavior on the campus or at functions sponsored by the university or any recognized university organization is prohibited.
- d. No student shall enter or attempt to enter any dance, social, athletic, or any other university-sponsored event without proper credentials for admission.
- e. Lewd, indecent, and obscene conduct and/or expression are prohibited.
- f. 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.
- g. No person shall threaten, attempt to threaten, or haze any member or visitor of the university community through any electronic means to include social networking within the Internet.

6. Falsification of University Records

- 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.

7. 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.

8. Fire Safety

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

9. 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.

10. Violations of Laws

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

11. Weapons

Students are prohibited from carrying weapons at school functions and within 1000 feet of school property. (Section 16-11-127.1 Georgia Criminal Code)
EXCEPTIONS ARE COVERED BY THIS STATUTE OR CAN BE GRANTED BY THE UNIVERSITY POLICE DIRECTOR.

12. Computer Violations

Students will adhere to the Georgia Computer Systems Protection Act. This State law provides for criminal liability and penalties for the crimes of computer theft, trespass, invasion of privacy, forgery, and password disclosure. Using another person's account, unauthorized copying of software, and tampering with/destruction of equipment is prohibited.

V. 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 568-2005. This office is located in Richards Hall.

VI. The Regents' 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.

VII. Motor Vehicle Regulations

Operation and parking of a motor vehicle on campus is a privilege. All motor vehicles (including motorcycles) which park on any CSU Property are required to have a university parking decal. Parking decals may be obtained at one of the two locations; Main Campus University Police Office or Downtown University Police Office, located on Broadway. Beginning August 1, 2007 you must register your vehicle(s) online thru ISIS. At which time you must printout and bring your paperwork showing you have registered your vehicle(s) online thru ISIS, along with your vehicle registration information card and a valid ID. Housing decals for CSU housing residents can be obtained at the housing office. Permits are issued for the school year and must be renewed EACH fall semester or upon registration. Permits expire at the end of summer term.

Students, faculty, and staff are responsible for vehicles (to include parking citations) while their vehicle is located on university property.

Temporary permits are available for students online thru ISIS (beginning August 1, 2007) and are free of charge. Temporary permits should be placed on your vehicle upon arrival on campus.

Two parking decals are included in the university access fee. Additional decals may be purchased at the Student Payment Center, Fine Arts Hall for \$5.00 each. A student, faculty or staff member who sells a vehicle during the school year will be issued a decal free of charge if the old permit is (or scrapings) returned to University Police.

Permit Requirement

- A. All vehicles parked on the CSU campus must have a parking permit or a temporary permit.
- B. Permits are issued for the school year.
- C. Temporary permits are issued for a maximum of two weeks.
- D. All handicapped permits are issued by the City of Columbus and may be obtained at the tag office. (The tag office requires medical documentation.)

Display of Decal/ Permit

- A. All student permits will be affixed to the inside of the rear window either upper or lower corner.
- B. Temporary permits will be placed on the dash in front of the driver.
- C. Handicapped permits will be displayed per state statute.

Parking Spaces/No Parking Areas

- A. All parking spaces on Main Campus are designated faculty, staff, student, handicapped, services or visitor.
- B. Downtown Campus has designated parking for faculty, staff and students:
 - Dillingham – Faculty/Staff parking ONLY
 - One Arsenal – Faculty/Staff parking ONLY
 - River Park Parking garage – Levels 3, 4 & 5 are Student parking (Levels 4 & 5 require an access card – student housing)
- C. Parking is allowed only in marked spaces.
- D. Vehicles not parked in appropriate spaces are subject to towing and fines.
- E. Parking is also prohibited on university roads, drives, driveways, walkways and seeded areas.
- F. Parking lot color definitions

1. White spaces	Student/Visitor
2. Blue spaces	Handicapped
3. Yellow spaces	No Parking and Tow Away Zone
4. Green spaces	Faculty/Staff
5. Orange spaces	Service Vehicles

Improper Parking

- A. Vehicles must be parked between the painted lines.
- B. Vehicles must be headed into diagonal parking spaces. They must not pull through or back into said spaces.

Pedestrians

- A. Pedestrians in crosswalks have the right of way over vehicles.
- B. Pedestrians walking through parking lots have the right of way over vehicles.

Non-Motorized Vehicle Policy

Non-motorized vehicle are defined as: bicycles, roller blades, roller skates, skateboard and any other device used to transport persons which is not covered in the motor vehicle code section.

Non-motorized vehicles (except bicycles):

1. Are prohibited on university streets, sidewalks, buildings, and lawn areas.
 2. Are only allowed during daylight hours in parking lots away from parked vehicles.
 3. Games are not allowed in the parking lots or on campus (i.e. hockey).
- Bicycles are not allowed in buildings and must be chained to a bike rack and not chained to stairs, trees, or handrails on campus.

University Speed Limits

The speed limit on all roadways and in all parking lots at Columbus State University is 15 mph.

Towing /Booting Policy

- A. Vehicles parked illegally are subject to be towed or booted at driver's /owner's expense.
- B. Anyone accumulating four or more outstanding parking citations will be subject to having their vehicle towed or booted. All fines must be paid prior to the release of the vehicle. Driver/owner is responsible for all towing and storage fees incurred. Boot fee is \$25.00.

NOTE: Vehicles are subject to being towed or booted on the third violation in Courtyard I and Courtyard II.

- C. Parking privileges on campus may be revoked for repeated offenses.

Fines for violation of these regulations are:

Parking in handicap spaces	\$50.00
All other parking violations	\$20.00 per violation

NOTE: All University Police fines must be paid at the Cashier's Office in Fine Arts Hall.

Moving Violations

The University Police Department issues Georgia State Uniform Traffic Citations for moving violations on campus. All traffic citations issued for moving violations are adjudicated in Municipal Court, located on the 8th floor of the Columbus Government Center.

Parking Appeals

- A. All parking appeals should be in writing and submitted on the appropriate form to the office of the Dean of Students (Davidson Center, Room 279) within thirty (30) days of the citation in order to be heard by the Student Judicial Council.
- B. All appealed traffic fines must be paid prior to appeal.

VIII. Student Organizations

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

university. To facilitate the development of constructive student organizations, it is necessary for the academic community to subscribe guidelines and procedures for the orderly and responsible operation of student organizations.

- A. 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. In order to start an organization, there must be at least 5 interested students. Procedures for obtaining a charter for new student organizations are available in the Office of Student Life. The essential steps in obtaining charters include:
 1. Filing of a written petition of intent to organize.
 2. It is the responsibility of the campus organization to seek a campus advisor. While the university recognizes that some organizations also have a community member serving in an advisor's capacity, it is the university faculty or staff member who will be regarded as the primary contact and responsible advocate for the organization.
 3. Faculty advisor should embody a positive attitude and should maintain positive relations with the student affairs staff as the student advocates.
 4. Approval of the petition by the Dean of Students.
 5. If at anytime, the Director of Student Activities feels that an advisor isn't acting in the best interest of the organization and / or Student Life Department, he / she reserves the right to remove and replace the individual, from this capacity.
- B. To facilitate communications, to provide necessary services, and to allocate the use of university facilities, all student organizations are required to file an annual registration form with the coordinator of students activities. Organizations failing to satisfy requirements will be considered inactive. Organizations wishing to renew their status should confer with the coordinator of student activities.
- C. It is the responsibility of each organization to inform the Office of Student Life of the names and addresses of new officers and faculty advisors and changes in their constitutions.
- D. Organizations wishing to effect changes in their affiliations must have the approval of the activities committee.
- E. Each organization should have at least one faculty or staff advisor at all times. Organizations may seek the assistance of the Office of Student Life in obtaining names of faculty members willing to serve in this capacity.
- F. The membership, policies, and actions of student organizations are to be determined by vote of only those who hold bona fide status in Columbus State University. All officers of student organizations are to be currently enrolled during the terms of their offices, with the exception of the summer term.
- G. No student club or organization may adopt any provisions that discriminate against membership or participation based on race, creed, religion, sex, national origin, or physical disability, except where such provisions have been authorized by federal laws or directives.
- H. Each organization is expected to conduct its affairs in accordance with democratic principles and sound fiscal management. Misappropriation of an organization's funds by officers or members is contrary to these principles and may be considered as the basis for disciplinary action by the university and legal action by the organization against violators. An internal audit should be conducted annually and, in addition, each time there is a change of officers entrusted with organizational funds.
- I. All organizations are expected to conduct their activities in such a manner as to reflect credit on the university. Organizations must comply with all applicable social regulations. Failure to do so may result in revocation of an organization's charter and subject the group and/or individual to disciplinary action.
- J. Special rules and policies governing the establishment and operation of social fraternities and sororities have been promulgated by the university and are available in the Student Life Office.

IX. Student Publications

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

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

Publications Committee

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

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

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

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

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

Publication Editor Responsibilities

It is the responsibility of the publication editor to see that the following editorial policies are adhered to:

1. Facts should be distinguished from opinion.
2. The editor should check for libelous content before publication.
3. Good faith with the reader is the foundation of all journalism worthy of the name. By every consideration of good faith a newspaper is obligated to be truthful, thorough, and accurate. Headlines should also be fully warranted by the content of the article.
4. Sound practice makes a clear distinction between news reports and expressions of opinion. News reports should be free from opinion of any kind. This rule does not apply to so-called special articles or editorials unmistakably devoted to advocacy or characterized by a signature authorizing the writer's conclusions and interpretations.
5. A newspaper should not publish opinion affecting reputation or moral character without allowing the right of swift rebuttal.

6. A newspaper should not invade a person's privacy unless there is a public right to know as opposed to mere curiosity.
7. It is the duty of a newspaper to make prompt and complete correction of serious mistakes of fact or interpretation, whatever their origin.
8. All submissions must be signed; The Saber will not publish anonymous opinion.
9. Pictures, cartoons, and other devices can be libelous and should be edited with the same discretion used for written work. The advisor and the editor must so instruct the staff that each member will recheck information, cartoons, and other materials to see that these meet legal and ethical standards. Staff members of student publications should review legal information before the beginning of each school year.
10. Faculty, students, or others may submit contributions to student publications, however, editors are not obligated to publish all materials received.
11. Materials of an official nature may be published as a service to the student body.
12. Student publications will bear a prominently displayed statement to the effect that they are student publications.

Advisor Responsibilities

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

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

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

The Staff of Publications

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

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

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

The publications committee, with input from the advisor, will have the power to remove from office the editor with "just cause," as defined by the Publications Committee Handbook.

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

Election of Editor

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

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

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

X. Speakers on Campus

- A. Any student wishing to invite a speaker to Columbus State University must do so through a recognized campus organization. Any student who does not belong to an organization can request the Student Activities Council or Student Government to sponsor the desired speaker. This is so an accountable body on campus will be responsible for the conduct of the speaker and his audience.

- B. Any recognized organization may sponsor speakers of its own choosing upon the approval of the organization's advisor when the audience is limited to members of the organization, currently enrolled students, and faculty and staff. When the speaking engagement is to be open to the general public, or advertised through the public media, the sponsoring organization is to submit a request for the speaker to appear on campus to the Dean of Students who will secure the necessary approval for the desired speaker to appear.
- C. The sponsoring organization is responsible for securing adequate facilities and making all necessary physical arrangements for the speaker. The university reserves the right to limit and determine the time, date, and location of any speaker's appearance on campus.
- D. The University recognizes the rights of freedom of assembly and speech. At the same time, it recognizes its responsibilities for operating and maintaining an orderly educational environment. Requests for speaker approvals will be approved routinely provided suitable physical arrangements can be made and the known presence of the speaker will not disrupt the educational process.

XI. Demonstrations

Students or individuals may wish to show their support or call attention to issues when recognized outlets, such as campus organizations or the student newspaper, are not immediately available for such purposes. These expressions (speeches, rallies, demonstrations, protests, picketing, etc.) may be held in the area between the Davidson Student Center and the Health and Safety Center, by the tree nearest the Health and Safety Center between the two park benches. This has been designated as the "Speaker's Tree." You will be allowed to stand there and address the students as they pass. In order to avoid scheduling conflicts, and to ensure that you have the opportunity to deliver your message we require that you make advance arrangements with one of the following offices:

The Dean of Students, Davidson Center 279

The Associate Dean of Students, Davidson Center 271

Director of University Police, Health and Safety Center

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

Columbus State University does not endorse or sponsor campaigns, movements, drives, or the printed or duplicated materials used for persuading a desired opinion and/or action. The exchange, sale, giving for a consideration, bartering, or solicitation of gifts or donations is prohibited by an individual, group of individuals, company or corporation not authorized by the Vice President for Business and Finance. Individuals, groups, companies, or corporations will not be permitted to approach either student or faculty for the purpose of selling goods or services which are for individual benefit and/or consumption.

Individuals, organized groups, and the like wishing to distribute non-university sponsored printed matter, influence opinion or secure certain desired actions are to obtain approval from the Dean of Students, Vice President for Business and Finance, or the Vice President for Academic Affairs as may be appropriate. This permission will specify the area to be used, the hours of the day and will specify the day or days. These regulations do not prohibit the free exchange of ideas whether they be written or in formalized debate. Students and faculty are encouraged to participate in various campus activities and to become informed about current issues on the campus.

Persons who wish to solicit, have a display, or distribute printed materials in Davidson Center are to secure permission from the Dean of Students.

XIII. 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.

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

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

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

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

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

Copies of Records to Students

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

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

Copies of Records to Third Parties at Student's Request

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

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

Cost to Student

There is no charge for official transcripts. A maximum of 10 transcripts per day may be requested. Faxed copies of transcripts require a fee of \$5.00 per transcript.

Institutional Educational Records

The following educational records are maintained:

Type of Record	Location Responsible	University Official
1. Academic school departmental records	Academic	Dean of School
2. Admission records	Fine Arts Hall	Director of Admissions
3. Conduct records (in case of disciplinary action only)	Davidson Center	Dean of Students
4. Financial aid records (only for those who apply for aid)	Fine Arts Hall	Director of Financial Aid
5. Student permanent records and other Academic Related Information	Fine Arts Hall	Registrar

Release of Directory Information

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

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

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

Release of Student Information to Third Parties

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

GEORGIA OPEN RECORDS LAW: As a general rule, documents, papers and records prepared and maintained or received in the course of the operation of a public office or agency are public records within the meaning of the Open Records Law. The right to review or copy these records cannot be denied to any citizen. All records requests should be made in writing to the Director of Judicial Affairs. The director will analyze the scope of the request to determine whether the records requested, or any portion thereof, are required by law to be maintained as confidential. A copying fee of 25 cents per page may

be charged. In addition, a reasonable charge may be collected for search, retrieval, and other administrative cost of complying with request for records. Arrangements for inspecting, reviewing, or copying of public records should be made by the director, who should determine an orderly and non-disruptive procedure for permitting access to the documents. Determinations to disclose records will be made on a case-by-case-basis.

Release of Student Information to Institutional Officials

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

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

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 Director of Judicial Affairs 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.

XV. 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.

A. Procedures for Alleged Academic Violations

The academic grievance procedure is primarily designed as a route to the resolution of academic or related differences concerning academic fairness, which may arise between a faculty member and a student within a particular course during a single semester/term. This procedure is not available to challenge university policy; although, an alleged improper application of policy may be considered. If there is uncertainty about the appropriate form or direction of a grievance in a particular case, the Assistant Director of Judicial Affairs should be consulted.

Students are responsible for maintaining the standards of academic performance established by the faculty for each course in which they are enrolled. Faculty members are responsible for informing the students in their classes of their requirements for each course that they teach, including attendance policies and methods for course evaluation. Examination situations should be clearly defined, as well as requirements for outside projects or papers, and plagiarism should be carefully defined.

Timeliness of Grievance

Grievances should be addressed in a timely fashion. Academic grievances should be initiated within the semester/term the problem occurs or within the first ten (10) university working days of the next semester/term. The Grievance Review Board may consider extenuating circumstances for any exception to this time limitation. Those circumstances must be beyond the control of the student such as hospitalization or military assignment.

Informal Academic Grievances

Any student who has an academic fairness complaint with a faculty member is encouraged, but not required, to meet with the faculty and/or the faculty member's department chair seeking to resolve the problem informally at the lowest level.

Faculty have a responsibility to post and maintain regular office hours and to make special appointments to meet with students, answer questions concerning course material and attendance records, share the record of a student's grades in the course, explain how particular grades were derived, and to answer questions about examinations within a timely fashion. The faculty is the best authority to explain course requirements and to settle misunderstandings about grades.

Department chairs maintain an open door policy to talk with students. The department chair can assist the student in understanding university or system policy, can direct the student to the times a particular faculty will be available, or attend a meeting with both the student and the faculty. The chair serves as an objective third party acting as a resource to both the student and the faculty. Chairs and deans are responsible for knowing and being able to explain student and faculty rights and responsibilities, as well as, grievance and appeal procedures. The chair will also supply each party with a Student Handbook referring the parties to the section on formal grievances and noting the filing deadline. If the deadline for filing a formal grievance is less than five (5) university working days away, the department chair may write a letter to the Director of Judicial Affairs indicating that significant progress is being made in the informal handling of the case and that the deadline for filing the formal grievance should be extended by an additional ten (10) university working days.

If the department chair is not available within three (3) university working days or if the department chair is the faculty member with whom the student has a complaint, the dean of the college may act as a facilitator as described above. There is no required meeting with the dean.

Formal Academic Grievances

If the informal attempt fails or if the student does not wish to meet informally with the faculty member, the department chair, or the dean, the student may file a formal, written complaint with the Assistant Director of Judicial Affairs. If the Assistant Director of Judicial Affairs is away from campus or has a conflict of interest in the case, the complaint may be filed with the Director of Judicial Affairs, the Associate Vice President for Academic Affairs, or the Dean of Students. Henceforth for the purpose of this policy, any of these three (3-4) administrators who receives a written complaint shall be referred to as the "Judicial Officer."

Due Process for formal academic grievances at Columbus State University includes: 1. written notification of charges(s); 2. the opportunity to review evidence supporting the charge(s); 3. the opportunity to present evidence in response to the charge(s); 4. the right to have an advisor from the university community present during any hearing

(sometimes an attorney) Advisors; and 5. unless time extensions have been granted, the right to a written decision based on the evidence within forty (40) university working days from the date of the filing of the formal grievance.

For additional information see the Assistant Director of Judicial Affairs, the Director of Judicial Affairs, the Associate Vice President for Academic Affairs, or the Dean of Students.

eCore Academic Appeals

Any student who wishes to file an academic appeal, including grade appeals, will notify the chief academic officer of his/her affiliate institution in writing. The grade appeals policies of the affiliate institution will apply. Faculty involved in an academic appeal hearing may participate through electronic media.

In the event that a particular appeal involves more than one student enrolled at different eCore institutions, the chief student affairs officer of each institution shall confer before disciplinary penalties are assigned to insure similar treatment and outcome for similar acts.

B. Procedures for Alleged Violations of Student Conduct Standards and Non-Academic Violations.

1. Alleged non-academic violations or infringements of student rights will be referred to the office of the Dean of Students for an administrative hearing.
2. After an administrative hearing, the Dean of Students will take one of the following actions:
 - a. Recommend an appropriate sanction.
 - b. May refer the complaint to the Director of Judicial Affairs for a hearing before the Student Rights and Responsibilities Hearing Panel.
 - c. Appeals of traffic or library fines may be forwarded to the Judicial Council. Questions of a constitutional nature pertaining to student organizations, and student government impeachment proceedings, will be forwarded to the Student Government Judicial Council. Appeal forms should be sent to the office of the Dean of Students.
 - d. Appeals of the Dean of Students' decisions may be made under the following circumstances:
 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 specific citation of a violation of due process as it is defined in this policy;
 3. The documentable failure of the decision to comply with specific Columbus State University or University System of Georgia policies;
 4. The documentable error of facts substantial enough to apparently result in a different final decision; or
 5. A mercy appeal requesting a less severe sanction.

These appeals are to be forwarded to the Vice President for Student Affairs.

NOTE: For additional information contact the Director of Judicial Affairs, or the Office of the Dean of Students.

C. Housing Judicial Procedures

All students who are alleged to have violated housing policies of Columbus State University will be afforded the following process:

1. An incident report will be completed by the staff member involved. The student will sign this report thus indicating that he/she has seen the report. Signing of this report is not an admission of guilt.
2. The report is referred to the director of residence life or resident manager.
3. The director of residence life decides which of two actions to take:
 - a. Discuss the matter with the student and resolve the incident.
 - b. Refer the matter to the Office of the Dean of Students.
4. Appeals from these decisions may be made to the Office of Vice President for Student Affairs.

XVI. Sanctions/Remedies

A hearing official or judicial body may recommend to the appropriate administrative official one or more of the following sanctions/remedies.

- A. Expulsion - permanent forced withdrawal from the university.
- B. Suspension - forced withdrawal from the university for a specified period of time.
- C. Forced withdrawal from the course and/or department within which the offense occurred, either with or without credit for the course as may be adjudged.
- D. Reprimand - an admonition which may be either verbal or written.
- E. Restitution - compensation to the person or university body whose property rights have been violated by the offender.
- F. An appropriate change in grade.
- G. Revocation of privileges - loss of right or denial of privileges to participate in campus functions or to have access to the campus or university facilities including parking or housing. This may include revoking the charter or official recognition of an organization.
- H. Probation - placing of the student or organization under restrictions for a specified period of time.
- I. Referral - may include referral to agencies or individuals for specific evaluation, treatment, assistance or action.

Special Notes:

- 1. A person suspended is prohibited from entering the campus except for the pursuit of due process.
- 2. See the Columbus State University drug and alcohol policy, in this handbook, for additional sanctions and remedies.

XVII: Reviewing and Amending

- A. The student government, the faculty by formal vote of the faculty senate, the activities committee, any group of 100 or more students by petition, or the residents of Columbus State University may propose amendments or revisions.

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