



**COLUMBUS STATE**  

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**U N I V E R S I T Y**

**STUDENT HANDBOOK**

**2003-2004**

# **COLUMBUS STATE UNIVERSITY STUDENT HANDBOOK 2003-2004**

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

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I.D. Cards	Mr. Cravens	Davidson Student Center
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Hello, and welcome to another exciting year here at Columbus State University! I encourage you to take advantage of all the opportunities you have available here. Maybe this is the year for you to study abroad! College is a life-changing journey, and if you graduate the same person you were when you first started, then you truly haven't experienced the journey for all its worth. The Student Activities Council will be hosting a myriad of events to keep you involved and entertained here on campus, while various other groups will be asking your support to help organizations around our community. I personally challenge you to become actively involved with campus events and organizations, for it is these experiences that give excitement to your journey, as well as create life-long bonds with people to whom you never knew you could relate. Push your limits this year, and shoot for the moon. Even if you miss, you'll still be among the stars!

Katharine (Kat) Cannella  
President, Student Government Association

**2003 - 2004 SGA Officers**



Katharine Cannella  
SGA President



Kathy Honea  
SGA VP Finance

## Mission Statement

Columbus State University is a public comprehensive senior university of the University System of Georgia. The University is located in Columbus, Georgia, and serves the diverse educational needs of west-southwest Georgia.

Columbus State University will serve the educational needs of a diverse region by providing a mixture of liberal arts and professional programs leading to associate, baccalaureate, and graduate degrees. The university also will serve transfer and transient students as well as those seeking certification and licensure. The university will maintain a strong core of general education as the foundation of all its academic programs. The university will provide a student-centered developmental program for those students who are unprepared for the rigors of college work. The university will serve the educational, cultural, and economic needs of its region by providing credit and non-credit outreach programs. In all these endeavors, the university will strive to meet the needs of previously under-served populations in its service area. Columbus State University is committed to:

- educating students to think critically, work creatively, communicate effectively, and become technologically literate;
- functioning as a visible, responsible and responsive student-centered institution dedicated to academic excellence;
- fostering the cultural, ethnic, racial, and gender diversity of students, faculty, and staff;
- by responding to the needs of a changing student population;
- promoting areas with distinctive strengths for which reputations for excellence can be recognized;
- providing a supportive environment that encourages faculty and staff to continue their intellectual and professional growth;
- meeting educational, research, and service needs of the region through collaboration with academic and technical institutions, local school systems, businesses and government agencies, and cultural organizations.

Recent high school graduates who have completed a college preparatory curriculum will continue to form the nucleus of a diverse student body. Columbus State University accommodates students having a variety of needs. These students include those pursuing two-year, four-year and graduate degrees as well as those taking courses through the Division of Continuing and Regional Education Services.

To meet the diverse needs of its clientele, Columbus State University offers a mixture of liberal arts and professional programs at the associate, baccalaureate and graduate levels. An exemplary general education program is the foundation of all degree programs. Columbus State University also provides a strong developmental studies program to serve those students under-prepared for the rigors of university work. The university responds to the needs of under-served populations by providing new academic programs, offering off-site instruction, and utilizing distance learning technologies.

Columbus State University judiciously uses its financial resources in developing and implementing new credit and non-credit programs.

In addition to meeting the general educational needs of its students, the university continues to identify and support programs and services for which reputation for excellence have been and/or will be developed. These select mission areas include:

- the fine and performing arts;
- science, mathematics, and technology;
- regional economic and community development;
- international education and exchange;
- educator preparation.

Columbus State University offers a variety of services to stimulate the intellectual, cultural, physical and social development of its students. Services are student-oriented and are directed toward successful recruitment, advising, retention and placement. Research, consultation and other outreach efforts enhance the region as well as the institution these efforts are supported and encouraged.

The management of all Columbus State University programs and services reflects a competent, confident and caring commitment to the development of the students, the institution and the region.



**2003 - 2004  
C.O.R.E.**

## **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 Richards 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 Richards 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 using the Integrated Student Information System (ISIS) on the university's Web at [www.colstate.edu](http://www.colstate.edu). Please refer to the Columbus State University *Schedule of Courses* book or the CSU Web for specific dates and information regarding early registration, late registration and schedule change. Students assigned to Learning Support must register with an advisor in University College.

**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.

Determination of academic standing is based on a student's overall and semester grade point averages, and the number of course attempts in required learning support subject areas. GPA hours and grade points earned at other institutions are used in computer grade point averages as they affect academic standing.

**Academic probation** – occurs when a student's overall grade point average falls below the satisfactory progress levels shown below, or a required learning support subject area is not satisfied after two course attempts.

**Continued academic probation** – occurs when, at the end of a probationary semester, a student's semester grade point average is 2.0 or higher **and** the overall grade point average is lower than the satisfactory progress levels shown below.

**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, **or** a student satisfies a required learning support subject area.

**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, or a required learning support subject area is not satisfied after three course attempts. 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. The length of exclusion based on the number of learning support course attempts without satisfying a required subject area will be three years. Before being placed on exclusion, a student may appeal for one additional learning support course attempt if the student in the exit-level learning support course. 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 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.

### **Class Attendance and Withdrawal**

Attendance policy is established by individual faculty. 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 schedule change must officially withdraw from the course. A withdrawal form, with the signature of the instructor, must be submitted to the Office of the Registrar. Prior to the W grade deadline as published in the Schedule of Courses, a grade of W will be assigned by the registrar unless a grade of WF has already been assigned by the instructor for excessive absences. A grade of WF will be assigned when a withdrawal form is received in the Office of the Registrar after the deadline. A student may appeal the assignment of a WF grade by submitting to the registrar documentation of non-academic hardship. 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 grade in the learning support course must be a WF and would be considered a learning support attempt. Refer to the Schedule of Courses book for specific dates and additional information regarding course withdrawal.

### **Academic Withdrawal**

To leave the university with a clear record at times other than at the end of a semester students must complete a “withdrawal form”. This form, which includes instructions, is available in the Office of the Registrar, Richards Hall. Students should refer to the schedule of courses book for deadline dates to withdraw without penalty.

### **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**

Serving the University College and CSU, 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 it serves, while encouraging self-sufficiency and the development of critical thinking skills.

**Free seminars & workshops are available each term.**

#### **Topics include Academic Advising**

**Academic advising is provided for the following students:**

- Students Who Have Not Declared a Major
- High School Joint Enrollment, Post Secondary Options, and Early Admission Students
- Audit Students

### **Tutorial Services**

Free tutorial services are available to all CSU students enrolled in learning support and many Area A through Area E core curriculum courses. Tutoring is provided through the following:

#### **Seminars & Workshops: 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

#### **Office of 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 in a timely manner are provided with individualized plans tailored to their particular needs.

#### **Adult Re-Entry Program**

Through the Adult Re-Entry Program, CSU provides educational services to non-traditional students (those who have been absent from an academic setting at least five years). Academic advising of non-traditional learning support students is provided by the program coordinator.

#### **Adult Learning Resource Center**

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

#### **Adult Re-Entry and Freshman Orientation Courses**

**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.

**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 all students admitted to the University College.

Additional information in 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\\_center.htm](http://uc.colstate.edu/academic_support_center.htm)

#### **Computer Information and Networking Services (CINS)**

The CINS staff provides student academic support services by furnishing and maintaining computer hardware, application software (electronic mail, word processing, spreadsheet analysis, presentation graphics, database management, programming languages, statistics, etc.), computer software tutorials, and Internet access.

<p style="text-align: center;"><b>Semester Hours of Operation</b> <b>During Semesters</b> <i>Monday-Thursday, 7:30am - 11:00pm</i> <i>Friday, 7:30am - 8:00pm</i> <i>Saturday, 10:00am - 6:00pm</i> <i>Sunday, 2:00pm - 10:00pm</i> <b>Between Semesters</b> <i>M-F, 7:30am - 5:00pm</i> <i>Sat &amp; Sun, Closed</i> <b>Holiday &amp; Final Exam Hours as Posted</b></p>
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### Computer Account

Use of a campus computer requires a user account consisting of a user name and a password. Your name consists of your official name as it appears in the Registrar's office, last name followed by the underscore character (\_) followed by your first name followed by a "container" into which your name falls. For example, "smith\_john.s" or "jones\_paula.jkl". The containers are as follows:

a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Your password consists of the three letters "ssn" followed by the last four digits of your social security number (for example, "ssn1234"). The first time you use a campus computer you will be asked to change this password.

### Lab Purpose

CINS labs are intended to serve students 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.

### Lab Rules

1. Lab facilities are to be used for academic purposes only.
2. A current CSU ID card should be in the possession of students using the labs.
3. Disorderly conduct is prohibited.
4. Food, drink, and tobacco products are not allowed in the labs.
5. You must adhere to the Georgia Computer Systems Protection Act.
6. Campus electronic bulletin boards are used only for the distribution of campus-related information, information about university events off-campus, and other information that furthers the mission of the university. Use of bulletin boards for personal messages, for commercial advertising, or for other profit-making activities is strictly prohibited.
7. You must not use lab printers as copy machines to make multiple copies of documents.
8. You may work collaboratively in the lab as long as you talk quietly and avoid disturbing their neighbors.

9. Cellular phones and the use of computers as internet phones are strictly prohibited. Pagers must have the sound turned off in the labs.

### **Printing in the Lab**

- Laser printing is available in all computer labs.
- Printers are to be used for academic purposes only.
- You are allocated three hundred (300) 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 150 sheets of paper. Instructions for printing on one side are available in the Center for Commerce and Technology.

### **Available Help**

The C.H.A.T. (Computer Helpdesk and Tutorials) Team is available to help students with the most common software programs on campus. The C.H.A.T. Team can help you resolve problems associated with campus software, but will neither complete your homework assignments for you nor provide individual tutoring for you. You can reach the C.H.A.T. Team by phone at 568-5130, by email at [helpdesk@colstate.edu](mailto:helpdesk@colstate.edu) or drop by the C.H.A.T. room on the first floor of the Technology and Commerce Center. C.H.A.T. online help is available at:

<http://cins.colstate.edu/studenthelp>

The C.H.A.T. Team is available Monday – Thursday 10am – 9pm and Friday 10am – 4pm during the semester. You will also find help and information in the CINS Student Handbook, which provides detailed information about:

- campus computer facilities
- available software
- rules and policies governing use of campus computers and computing facilities
- sanctions for violating the rules and/or policies
- laser printing in the main student computer lab
- student file server space
- student web space
- how to log into and access the CSU Network
- what to do if you have trouble logging into the computer network
- how to use e-mail at CSU
- how to connect to the CSU residential network (ResNet) from the dorms

You will also find help and information via:

- CINS Information Kiosk located on the first floor of the Center for Commerce and Technology.
- CINS Web Site (<http://cins.colstate.edu>)
- The CSU Internet web site ([www.colstate.edu](http://www.colstate.edu)) contains information about most of the organizations on campus including, academic departments and student-related organizations and activities.

The CSU Intranet ([csu.colstate.edu](http://csu.colstate.edu)) contains information specific to CSU students, faculty and staff. The CINS web site and the CICS Information Kiosk contains a variety of information about campus computing facilities, including campus maps to help locate the various computer lab facilities.

## Library

The Simon Schwob Memorial Library, located in the center of the CSU campus, contains:

- Over 3000,000 bound volumes
- Current subscriptions to approximately 1000 print periodicals
- More than 250,000 U.S. Government Documents
- Close to 1700 films and videos
- Just under a million microforms
- An Information Commons for one-stop information shopping
- A computer lab with laser printers (for b/w, color and transparency printing)
- Photocopiers for print and microfilm
- Group study rooms
- The News Stand, a cozy, quiet, comfortable reading area
- The ETC, which houses audiovisual equipment for viewing slides, watching videos and listening to CDs.

Other special library collections include:

- The 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
- The library's first departmental library—the Music Library—which is located in downtown Columbus at the RiverCenter. This facility houses the library's music collection, including books, periodicals, sound recordings, CDs and videos related to music.

The Schwob Library offers a variety of services to assist students in their research activities, including:

- GALILEO, Georgia's web-based collection of over 150 electronic databases, available on public workstations in the library's Reference Area
- One-on-one assistance at the Information Services Desk (Reference Area)
- Appointments with subject specialists for more in-depth assistance
- LIBR1105, a one-hour credit course that examines a wide variety of information formats and libraries, both physical and virtual
- Interlibrary Loan, a service which borrows books and obtains copies of journal articles from other libraries for students and faculty

The Schwob Library maintains a web site located at

**<http://lib.colstate.edu/>**

A button on the library's homepage provides direct access to GALILEO from any computer on campus with a web connection. Currently enrolled CSU students may also access GALILEO remotely from their home computers with a valid password. Instructions for obtaining the password are available at the library's web site under the section entitled "How to Get the GALILEO Password." The password may also be obtained by showing a valid CSU ID at the library Circulation Desk.

Also accessible through the library web site is GIL, the Schwob Library's online catalog (<http://gil.colstate.edu>). Through GIL, a student may

- Check to see if the library owns a particular book or subscribes to a particular journal
- Check to see if a professor has a particular item on reserve
- Check his/her account information to see what items he/she has checked out
- Renew items currently checked out (unless requested by another patron or overdue)
- Check the catalogs of other institutions in the University System of Georgia

To check out library materials a student must present a valid CSU ID. Circulating materials may be checked out for a period of three weeks and may be renewed in person, via telephone or via computer, unless requested by another patron or overdue. Overdue fines are charged to encourage prompt return of borrowed items. The Schwob Library is open almost 89 hours a week during the semester. Hours are:

During Semesters	
M-Th	7:30a – 11:00p
Friday	7:30a – 5:00p
Saturday	10:00a – 6:00p
Sunday	2:00p – 10:00p

Between Semesters	
M-F	8:00a – 5:15p
Sat & Sun	Closed

Holiday and Final Exam Hours are as Posted at the Front Entrance

### **Minority Advising Program**

The Minority Advising Program provides services and support to enhance the academic welfare of CSU's minority students. Its goals include the promotion of academic success, development of human potential, and the creation of an environment that fosters success and retention of minority students. For information on the Minority Advising Program, call 565-4009 or stop by Room 126 Arnold Hall.

### **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 some of 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. Students can receive credit for the first two years of the program by attending the 35-day Camp Challenge at Ft. Knox between their sophomore and junior years or have prior military experience.

The ROTC program offers two, three, and four-year scholarships for students enrolled or contemplating enrolling in ROTC. These scholarships pay for all tuition and educational fees up to \$16,000 per year plus \$225 per semester for books and supplies. Scholarship students and all cadets enrolled in the last two years of the program also receive up to \$1500 per year subsistence allowance.

For additional information contact the ROTC department, Stanley Hall 115, or call 568-2449 or 568-2058.

### **Testing Center**

The Testing Center is located in the Elizabeth Bradley Turner Center, Room 205. The Center conducts all institutional testing, such as COMPASS placement and exit exams, the Institutional SAT, Math Proficiency, History Proficiency, Computer Literacy, College Level Examination Program (CLEP) exams, Regents' Test and Outcomes Assessment (CAAP) for undergraduate students. It also operates an Educational Testing Services Computer Based Testing (ETS-CBT) site for the GMAT, GRE, TOEFL, and PRAXIS I. The Testing Center also administers the MAT (paper and pencil) for graduate students, furnishes test bulletins for the LSAT and MCAT and provides proctoring services for students in eCore and independent study courses.

## **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, is the one location on campus where students can seek assistance with their employment needs. Students are encouraged to visit the Career Center for all types of employment needs, including student assistant, part-time, and full-time positions. In addition, the Cooperative Education program is available for career-related work experience. The Career Center also houses Cougar P.A.W.S. (Partners at Work and Service), a campus-wide clearinghouse to assist individual students and student groups in locating volunteer opportunities.

Various career-related events are held throughout the year, including Holiday Hires (fall semester), Volunteer Fair (fall semester), and Careers Expo (spring semester). Students are encouraged to use these events to network with potential future employers.

With the addition of the computer lab, students can create typeset-quality, professional resumes. Job resume writing and interviewing skills seminars are held each semester to assist students in the employment process. All students should visit the Career Center as soon as possible in the freshman year in order to take full advantage of the services offered.

### **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 assertion 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.

### **Financial Aid**

The Financial Aid Office is located in 125 Richards 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 should complete the 2003-2004 Free Application for Federal Student Aid (FAFSA). All students are encouraged to apply for federal financial aid via the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students seeking HOPE only do not need to complete the FAFSA but instead should complete the eHOPE application on the web at [www.gsfc.org/ehope](http://www.gsfc.org/ehope) or a 2003-2004 HOPE Application (available in the CSU Financial Aid Office).

The priority-processing deadline for fall semester 2003 is May 1, 2003, spring semester 2004 is November 1, 2004 and summer semester 2004 is March 15, 2004. All documents should be submitted to the CSU Financial Aid Office prior to this deadline to be processed by the fee payment deadline for the semester.

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

### **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.

### **Diversity and Minority Services**

#### **International Student Services**

International students seeking assistance, advocacy and advisement other than academic advising should contact the Office of Diversity and Minority Services located in the Davidson Student Center, Room 271. Matters related to adjustment to life, both on campus and in the community, assistance with immigration papers, legal problems or other difficulties should contact this office.

### **Minority and Multicultural Issues and Services**

The Office of Diversity and Minority Services, located in the Davidson Student Center, Room 271, provides assistance and advocacy to minority and multicultural students.

### **Residence Life**

Columbus State University offers two housing complexes that are apartment-style living for approximately 600 students. Courtyard I offers 4-bedroom apartments with a kitchen, living room, 2 full baths, dining area and all furnishings. All bedrooms in Courtyard I are private. All Freshmen live in Courtyard I.

Courtyard II consists of 1, 2, 3, and 4 bedroom apartments. Both private and shared bedrooms are available in Courtyard II. 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, swimming pool, 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 the Howard Hall Deli, Davidson Patio Grille and Davidson Cafeteria.

### **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 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 (V.A.) is located in 258 Richards Hall. This office is responsible for monitoring veteran and V.A. dependent enrollments to include academic progress, course reductions and withdrawals. It is recommended that students maintain close contact with their respective faculty advisors and the Office of Veterans Affairs to insure proper enrollment for their degree objective and V.A. approved program.

#### **Veterans Educational Benefits**

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

V.A. 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.
- Interested persons may contact the VA website at: [www.va.gov/education](http://www.va.gov/education) or the Columbus State University Veterans Affairs Office, 258 Richards 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, and the bookstore 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, a vending area and an auditorium. Administrative offices located on the second floor are the Vice President for Student Affairs, Assistant Vice President for Student Affairs, Dean of Students, and Assistant 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**

1. 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.
2. 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.
3. 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.

4. 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 will be available at the bookstore approximately one and one-half months prior to graduation. Graduation fees must be paid at the registrar's office prior to picking up the regalia. Graduation announcements will also be available for ordering at that time.

### **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 Deli, 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 Deli & Patio Grille**

Located in Howard Hall, the Deli offers oven-baked sandwiches, deli sandwiches, French bread pizzas, baked potatoes, biscuit sandwiches, cookies and bagels that will tempt the most discerning taste buds. Salads, frozen yogurt, donuts, juice, coffee, cappuccino and soft drinks are also available. Patio Grille, located adjacent to the cafeteria, offers Pizza-Hut pizza, burgers, Philly Steak sandwiches, snacks, smoothies, and a “Grab & Go” cooler filled with salads, yogurt, pudding 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.

### **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, \$28.00; 6 or more semester hours, \$48.00.

Athletic: 1-5 semester hours, \$84.00; 6 or more semester hours, \$112.00.

Student Health: \$23.00 per semester.

Campus Access: \$11.00

Technology: 1-5 semester hours, \$22.00, 6 or more semester hours \$38.00

### **Student Social Events**

Student organizations planning to have a social function or fund-raiser should schedule the event with the Dean of Students’ 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, an intramural field and pavilion. 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 & 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 and Campus Recreation 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 eleven Greek organizations. For information about Greek life on our campus, contact Kim Padgett in 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, contact Kim Padgett at 568-2273 in the Office of Student Life, Davidson 271.

### **The Saber**

Columbus State University students publish their own newspaper, The Saber, during fall and spring semesters, and once during the summer term. 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 extra-curricular activities for CSU's student body. SAC is made up of several committees, each responsible for a particular type of program. The programs include comedians, music activities, lectures, and special issue awareness activities such as Alcohol Awareness Week and Black History Month.

SAC is always looking for new members. There are no membership fees. Just show up for the meetings, help plan and promote the events. SAC is a great way to be involved on campus, gain life experiences and make new friends!

### **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 and Regional Education Services**

The Division of Continuing and Regional Education Services of Columbus State University is housed primarily in the Elizabeth Bradley Turner Center for Continuing Education at the intersection of College Drive and East Lindsey Drive. The Division also operates the Rankin Community Arts Center on Broad Street in Uptown Columbus. The Centers offer non-credit courses in personal and professional development, leisure and quality of life activities, and lifelong learning programs.

For more information, please call (706) 568-2023 or visit our website at <http://dces.colstate.edu>

### **Emergencies**

In the event of an emergency on campus, contact the University Police Office immediately at ext. 2022 or 2097. 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 of an emergency (such as a serious accident, serious illness, or death) which occurs off campus and in which a student must be located and notified, call the University Police Office. ONLY EMERGENCY notifications will be made.

### **I. D. Cards**

Identification cards are made during the semester in the game room of the Davidson Center (2nd floor). The card allows a student to attend campus events, use the recreational complex (tennis, basketball, fitness center), check-out library books, and use student life facilities. Students should carry this I.D. card when participating in campus events. Students may be required to show their I.D. if requested by a university official for identification purposes.

This I.D. card is good for your entire university career at Columbus State University. The first one is free, but there will be a charge for any replacement cards. I.D. cards are made in the Davidson Student Center.

### **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, baseball, men's and women's tennis, golf, men's and women's cross country, and softball. 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, Davidson Center patio (handicap accessible), between Arnold and Howard Halls (handicap accessible), between Howard and Woodall Halls (handicap accessible), in the Schwob Library vestibule, at the north exit of Jordan Hall (handicap accessible), between Science and Stanley Halls (handicap accessible), first floor of Science Hall in the snack area, outside the second floor level of Richards Hall (handicap accessible), Fine Arts Hall Lobby (handicap accessible), Illges Hall-2nd floor (handicap accessible), University Courtyard (handicap accessible), first floor of the Elizabeth Bradley Turner Center (handicap accessible), first floor of the Lumpkin-vending machine area (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 Richards 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.

### **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. Contact Ms. Reynolds, 279 Davidson Center, ext. 2033.

## **POLICIES**

### **Columbus State University Policy and Programs to Prevent Drug and 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.

## **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."

## **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. 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 required 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 superceded 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.

### **Alumni Association**

The Columbus State University Alumni Association, dedicated to promoting the interests and welfare of the university through alumni involvement, sponsors annual activities to fulfill this aim. In addition to awarding the William Howard, Roy Tanner, Charles Eason and Alumni Scholarships, and supporting the university instructional program and intercollegiate athletics, the Alumni Association joins with students in coordinating homecoming activities and the Festival of Holidays. The Alumni Association recognizes one outstanding graduate annually by awarding the Thomas Y. Whitley Distinguished Alumnus Award. Two completed alumni projects are the University Gateway, and the construction of the Thomas Y. Whitley Clock Tower.



### **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](http://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 568-2027.

### **Baptist Student Union (BSU)**

The Baptist Student Union 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 BSU 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 BSU Student Center is located at 6 Clearview Circle 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).

### **Cadets in Action**

The Cadets in Action is a community service organization comprised of select members of the Columbus State ROTC Corps of Cadets. The organization provides the members opportunities to plan and participate in community service projects to enhance and promote the image of Columbus State University and Corps of Cadets. Students participate in such activities a minimum of four times a year supporting local area charitable organizations. Focus is support to the community while building fellowship among members. Membership is free and open to all students enrolled in ROTC. For information, contact the ROTC Department at 568-2058.

### **CSU-ANS**

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.

### **Columbus State University Chamber Winds**

The CSU Chamber Winds are composed of selected members from the Symphonic Wind Ensemble who perform master works of the chamber music repertoire. Music scored for as few as eight performers to as many as twenty-four performers is the specialty of this flexible ensemble. Students must be enrolled in the Symphonic Wind Ensemble to participate in this group. The Chamber Winds are part of the Symphonic Wind Ensemble program. Selection for this group is through the conductor.

### **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 Symphonic Wind Ensemble**

The CSU Symphonic Wind Ensemble regularly tours as the official representative of the wind music program. Membership is by audition and course registration is required.

**Columbus State University Student Association for Information Technology Professionals (AITP)**

The Columbus State University Student Association for Information Technology Professionals (AITP) provides students with a better understanding of the vital business role of information technology management. The International and the Chattahoochee Valley Chapter sponsor the student chapter. Membership offers: career insight and guidance through interaction with local information systems specialists at monthly student and professional chapter meetings; tours of local information technology facilities; regional, international, and student conferences; subscription to a newsletter and quarterly magazine; and professional association membership. Interested students should contact Dr. O'Hara at 562-1676, Jordan Hall.

**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.

**Communication Club**

The Communication Club is a campus organization for all students, faculty, and staff. It is a great forum for people interested in the academic study of or a career in communication. The club was first organized in 1976. It holds meetings and activities of interest to the members. There are currently no dues. Contact Dr. Bill Edwards, advisor, for further information (219 Arnold Hall, 565-3676) or the Communication secretary (210 Arnold Hall, 565-3650).

**C. O. R. E.**

C. O. R. E. (Campus Organization for Recruiting Excellence) is a special interest organization that assists the Admissions Office with recruitment. Members of the C.O.R.E. provide campus tours to prospective students as well as make phone calls and write letters to applicants of Columbus State. The members also serve as tour leaders during visitation days. Applications for C.O.R.E. are available at the beginning of Fall Semester. For further information, please contact the Recruitment Office at (706) 568-5231.

**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 Dr. Joyce Hickson in the Department of Counseling and Educational Leadership, 568-2222.

### **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).

### **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.



### **Honoris Causa**

Honoris Causa, Latin for “deserving of honors,” is a student-run organization whose members are in the CSU Honors Program. Its purpose is to support and encourage academic excellence and community service. 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 Honors 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. Dr. Julie Ballenger (Biology) and Dr. Barbara Hunt (Language and Literature) are the faculty advisors.

**Krimson Kourt, Inc. (KKI)**

Krimson Kourt Incorporated is a social service organization whose purpose is to promote community service and academic achievement in a sisterly bond, while providing service contributions to the university and the community. KKI is comprised of young women who will represent different abilities, races, ethnicities, sexual orientations, religions and political affiliations. Members are strongly encourage to participate in other on-campus as well as off-campus organizations. For additional information contact the Office of Student Life Davidson 279, 568-2273.

**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](mailto: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 Dr. Kristen Hansen, School of Music, 649-7271.

**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. Robert Rumbelow, RiverCenter, 649-7252.

**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/soci-club>

### **Student Nursing Association**

This organization provides pre-nursing and nursing students 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 promotes the development of the whole person, professional role socialization and accountability for the health care of multicultural people.

### **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, this type membership provides an opportunity for students interested in life sciences to participate in the professional and social activities of Tri-Beta. Those interested in becoming associates should contact one of the Beta Beta Beta members or faculty advisors. 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 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.

### **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 a weekly supper meeting and biweekly lunchtime forums. Times and location are posted each semester.

### **Young Republicans**

The Young 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 Dr. Raymond Gonzalez, 562-1694.

## **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.

### **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.

**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 such as: international films, lecture series, receptions for visiting scholars, awards banquets, cross-cultural communication workshops, and international coffee hours. For more information, contact the Office of Minority, Multicultural & International Students Services, Davidson Student Center, Room 271 or the Center for International Education, Howard 109.

**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 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 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 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 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 memberships must apply by contacting the faculty advisor, Dr. Dan Ross, Richards Hall 315.

### **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 Student Organizations and Events **prior** to attending any recruitment function.

### **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."

### **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 Organizations and Events.

### **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 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.

### **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.

### **Kappa Alpha Psi**

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 offers its members brotherhood, leadership training and self-discipline. For more information contact the Office of Student Life, 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.

### **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 Fraternity's motto, "Culture For Service and Service For Humanity". For more information contact any brother, or the Office of Student Life, Davidson 271.

### **Phi Mu**

Phi Mu is one of the newest sororities on campus. The 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. The purpose of the sorority is to build a strong organization based on lasting friendship and sisterhood. 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 brotherhood of Sigma Nu is a group of men bound together by diversity, sharing in the values of love, truth and honor. The local chapter was started by 8 men and has grown to over 40 active brothers. The purpose of the fraternity is to promote friendship and active involvement both in the community and on campus. Men interested in Sigma Nu may contact any brother of the fraternity or the Columbus State University Greek Advisor.

### **Tau Kappa Epsilon**

Tau Kappa Epsilon (TKE) is the world's largest international social fraternity with 365 chapters, and is ranked in the top 10 of all fraternities. TKE has regularly participated in the Jerry Lewis Telethon, Special Olympics, March of Dimes, and other community and campus events. The brothers of Tau Kappa Epsilon invite all CSU students interested in TKE or Greek life to visit the Office of Student Life, Davidson 271.

### **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, political affiliations, race, and maternal 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 non-voting members of the executive committee, but they shall 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. 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.
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 the Activities Committee.
  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 the Activities Committee.
  - f. Serve on the Curriculum Committee.
  - g. 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 the Activities Committee.

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 27 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.



**2003 Intramural State, ACIC Regional and National Collegiate Basketball Champions**

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

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

### **III. Student Rights**

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

Students 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 insure 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 Assistant 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 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.

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, counterfeited or forged 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 campus and CSU Courtyard I & II are required to have a university decal. University decals may be obtained at the Department of University Police and decals for Courtyard 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, faculty, and staff free of charge at the University Police office. 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, Richards 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 State of Georgia and may be obtained from the Georgia Driver's License Bureau. (The Driver's License Bureau requires medical documentation.)

#### **Display of Decal/ Permit**

- (a) All student permits will be affixed to the outside of the rear window of the lower left 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 campus are designated faculty, staff, student, handicapped or visitor.
- (b) Please park in the appropriate space.
- (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

<b>1. White spaces</b>	<b>Student/Visitor</b>
<b>2. Blue spaces</b>	<b>Handicapped</b>
<b>3. Yellow spaces</b>	<b>No Parking &amp; Tow Away Zone</b>
<b>4. Green spaces</b>	<b>Faculty/Staff</b>
<b>5. Orange spaces</b>	<b>Service Vehicles</b>

**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 violations

**NOTE: All University Police fines must be paid at the Cashier's Office in Richards 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. 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. Finding a faculty or staff member who will serve as the organization's advisor.

3. Approval of the petition by the Dean of Students.
4. Submission of a written constitution to and approval by the Student Government Association and Dean of Students.
- 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:

1. Experience in self-expression.
2. Training in the aspects of publishing.
3. Outlets for creative work.
4. Information about student and faculty activities.
5. A forum for the free exchange of opinion.

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.

- 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.
- Obscenity and profanity in articles or advertising. Obscenity guidelines include the following:
  - whether the average person, applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest,
  - 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.

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 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 Assistant 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**

is no charge to the student for reviewing the record. If copies of the record are requested, except records from other institutions, a charge of twenty-five cents (\$.25) per page may be made. This must be paid at the time the copies are received. Copies will not be mailed to a student who lives within commuting distance. Requests for additional copies at a later date must follow the same procedure as used in the initial interview and the costs will be at the same rate.

There is no charge for transcripts that are picked up in the registrar’s office (maximum 3 per visit), however; there is a \$5.00 charge to fax copies of transcripts.

**Institutional Educational Records**

The following educational records are maintained:

<b>Type of Record</b>	<b>Location</b>	<b>Responsible University Official</b>
1. Academic school/departmental records	Academic	Dean of School
2. Admission records	Richards Hall	Director of Admissions
3. Conduct records (in case of disciplinary action only)	Davidson Ctr	Dean of Students
4. Financial aid records (only for those who apply for aid)	Richards Hall	Director of Financial Aid
5. Student permanent records and other Academic Related Information	Richards 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. Students choosing to do so will not have their names included in the student directory and will not have directory information released to the media for recognition such as Deans' list and graduation.

### **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 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 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 Director of Judicial Affairs. If the Director of Judicial Affairs is away from campus or has a conflict of interest in the case, the complaint may be filed with either the Assistant Vice President for Academic Affairs or the Dean of Students. Henceforth for the purpose of this policy, any of these three (3) 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) see Academic Grievance Policy Brochure, 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.

**NOTE:** For additional information see the Academic Grievance Procedure Brochure, the Director of Judicial Affairs, the Assistant Vice President for Academic Affairs, the Dean of Students, or the Judicial Affairs web-site.

### **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, or the Judicial Affairs web-site.

### **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 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:

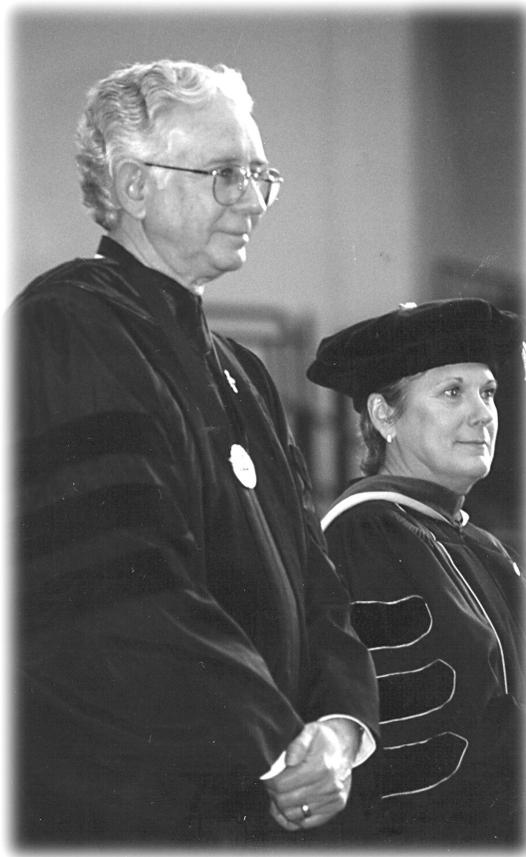
1. A person suspended is prohibited from entering the campus except for the pursuit of due process.
2. See the Columbus State University drug and alcohol policy, in this handbook, for additional sanctions and remedies.

**XVII: Reviewing and Amending**

Circumstances may arise which will warrant amendments or revisions of this document. Such changes shall be made according to the following procedures:

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 President of Columbus State University may propose amendments or revisions.

B. The University Grievance Committee shall review proposals and recommend amendments and revisions, as may be necessary. The approval of the Vice President for Student Affairs, the Vice President for Academic Affairs, and the President of Columbus State University shall be required to implement any changes.



**President Frank D. Brown and  
Vice President for Academic Affairs  
Martha D. Saunders  
Spring Graduation 2003**

# COLUMBUS STATE UNIVERSITY

