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Student Handbook

Foreword

This student handbook is an official statement of student policies and procedures for the University. It contains a listing of the conduct code, rules, regulations, policies, and procedures which provide for the orderly operation of the University. These rules provide a basic, positive government of the University community, including its academic life, its academic and social organizations, and its student life.

The Student Handbook is intended as a supplement to other university publications. Other publications detail operations in areas ranging from academic policies to financial obligations. Students are urged to consult university personnel and published resources for additional information on their interests.

Every effort has been made to assure the accuracy of the information contained in this document. Rules, regulations and other data are correct as of the date of printing. Clayton State University reserves the right, however, to change rules, regulations, and other information whenever necessary. In addition, no matter how much care is exercised, printing errors sometimes occur. Every effort will be made to communicate such changes and/or corrections. Knowledge of the information contained in this handbook will allow students to access their rights, honor their responsibilities and, in general, maximize their educational experience at Clayton State University.

Editor's Note: Some web addresses referenced in this handbook may have changed subsequent to the time of publication. If you experience difficulty in locating a listed website, consult the Clayton State University homepage or contact the appropriate department for assistance.

Clayton State University is an Affirmative Action/Equal Access/Equal Opportunity Institution.

Clayton State University is committed to providing equal educational opportunity to all qualified individuals without discrimination on the basis of race, color, national or ethnic origin, sex, age, disability or handicap as a matter of University policy and as required by applicable State and Federal laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50). Title IX Coordinator, Director of Personnel Services, (678) 466-4239. Section 504 and ADA Coordinator, Assistant Vice President of Student Affairs, (678) 466-5448. To request this publication in an alternative format, contact the [Disability Resource Center](#).

The *Student Resource Handbook* is published by the Division of Student Affairs.

CLAYTON STATE UNIVERSITY

Office of the Vice President for Student Affairs

Welcome to new and returning students at Clayton State University:

I am thoroughly pleased and excited that you have decided to pursue your higher education goals at Clayton State University. The faculty and staff at the University have worked extremely hard to provide you with an environment that supports student success. I strongly encourage you to take advantage of these opportunities and to seek involvement in the many campus activities both within and outside of the classroom. There is a direct correlation between involvement on-campus and student success.

The student handbook has been designed to serve as your guide to the departments, services and programs that the University offers. I encourage you to review the student handbook and to utilize it as a resource in assisting you to meet your academic, personal and professional goals. You may experience a situation that is not referenced in the student handbook, if this is the case please do not hesitate to contact the appropriate Student Affairs department.

Staff in the Division of Student Affairs support the mission of the University by encouraging student success. A comprehensive listing of the Student Affairs departments can be found at www.Clayton.Edu. If for some reason you cannot determine where to seek assistance, please feel free to call my office to have your question or concern addressed.

Once again, welcome to Clayton State University!

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Haynes', with a long, sweeping horizontal line extending to the right.

Brian L. Haynes, Ph.D.
Vice President for Student Affairs

Clayton State University

Division of Student Affairs

Vision

We seek to ensure student learning, engagement and success and to become leaders in promoting excellence.

Mission

We support the mission of the University by providing the highest quality programs, services and initiatives that enhance student educational experiences and foster discovery, learning and leadership in a diverse, global and technologically advanced society.

Values

Accountability

Communication

Diversity and Respect for Others

Excellence

Innovation and Creativity

Leadership and Civic Engagement

Student Code of Conduct

INTRODUCTION

Clayton State University has established standards of conduct which are compatible with the academic mission of the institution. An educational approach to discipline is employed whenever possible.

Law, statutes and regulations at the national, state and local levels grant public institutions the authority to establish standards reasonably relevant to the lawful missions, processes, and functions of the institution. Such standards are not intended to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States to a member of the academic community.

Standards may apply to student behavior on and off the campus when relevant to any lawful mission, process, or function of the institution. The institution may prohibit any action or omission, which impairs, interferes with, or obstructs the missions, processes and functions of the institution. Institutional standards may require scholastic attainments higher than the average of the population and may require superior ethical and moral behavior. In establishing standards of behavior, institutions are not limited to the standards or the forms of criminal laws [“General Order on Judicial Standards of Procedure and Substance in Review of Student Discipline in Tax-Supported Institutions of Higher Education,” 45 F.R.D. 133/145 (W.D. Mo. 1968)].

The acceptance of these rights and responsibilities is a prerequisite for enrollment at Clayton State University. It is the responsibility of each student to know and understand established rules of conduct. Lack of awareness is not recognized as a legitimate reason for failure to comply.

Violators may be accountable to both civil and criminal authorities and to the University for acts of misconduct, which constitute violations of this Code. Disciplinary action at the University may proceed during the pendency of other proceedings at the discretion of University officials. Sanctions may be imposed for acts of misconduct, which occur on University property or at any University sponsored activity. **As further prescribed in these rules, off-campus conduct may also be subject to discipline.**

“Clayton State University [provides] each student with an e-mail address through the Clayton State University electronic post office. The student will be responsible for monitoring this address on a regular basis for official communications from Clayton State University faculty and administrators.”
(Clayton State University Academic Catalog)

The University maintains the right to amend its rules and to make such amendments effective immediately upon appropriate public notification of students. The most current version of the Student Code of Conduct may be found on-line at <http://admins-services.clayton.edu/studentconduct/>.

Board of Regents' Policy on Disruptive Behavior

The Board of Regents reaffirms its policies to fully support freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty and students to engage in debate, discussion, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather it is considered necessary to combat the ultimate effect or irresponsible disruptive and obstructive actions by students and faculty intended to destroy academic freedom and the institutional structures around which it operates.

In past years a new and serious problem has appeared on many college and university campuses in the nation. Students, faculty, and others have on occasion conducted demonstrations, sit-ins and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, this action has been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activity thus has become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which is at the very heart of education.

The Board of Regents is deeply concerned by this problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and under the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

Of equal or even greater importance, such action of force as is referred to above, destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem, 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, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive or obstructive actions which interfere with academic pursuits of teaching, learning, and campus activities.

STUDENT CONDUCT REGULATIONS

Disciplinary action may be initiated by the University and sanctions imposed against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

I. Academic Conduct Regulations

Academic integrity is of paramount importance at Clayton State University. An act of academic misconduct may seriously compromise the learning process for the violator and for other students if it occurs without appropriate disciplinary consequences. Academic misconduct is defined by the following regulations.

A. Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. This includes belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class.

A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

B. Giving or Receiving Unauthorized Assistance

No student will give or receive assistance not authorized by the instructor in the preparation of any assignment, essay, laboratory report, or examination to be submitted as a requirement for an academic course.

C. Unauthorized Materials or Equipment

1. No student will take or attempt to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment and roll books.
2. No student will make use of any materials, aids, tools, or devices not specifically condoned by the instructor in preparing academic assignments or while taking an examination.

D. Furnishing Unauthorized Exam Information or Materials

No student will sell, give, lend or otherwise furnish to anyone material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the instructor.

E. Plagiarism and Misrepresentation of Work

No student will represent the work of others as his or her own. Themes, essays, term papers, tests, presentations and other similar assignments 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, they must be appropriately acknowledged.

F. Violating Testing Rules and Procedures

No student will give or receive assistance; take, steal or otherwise procure any unauthorized materials; or otherwise commit an infraction of the established rules and

procedures governing the administration of tests or exams, including for national or local testing programs.

II. General Conduct Regulations

A. Damage to Property/Vandalism

Malicious damage or destruction of property belonging to the University or to a member of, or visitors to, the University community is prohibited.

B. Deception

1. Misuse of any University records, identification cards, forms, or other documents through forgery, misrepresentation, unauthorized alteration, unauthorized reproduction, or other unauthorized means is prohibited.
2. Providing false information, either written or oral, to the University or to any administrative unit of the University, is prohibited.
3. Attempted or perpetrated fraud against the University or members of the University community is prohibited.

C. Disorderly Assembly

1. Students will not assemble on campus for the purpose of creating a riot or destruction, or disorderly diversion which interferes with the normal operation of the University. This should not be construed as denial of the right to peaceful, non-disruptive assembly.
2. Students will not obstruct the free movement of other persons about the campus, interfere with the use of University facilities, or materially interfere with the normal operation of the University.

D. Disorderly Conduct

1. All lewd, obscene, indecent behavior, or other forms of disorderly conduct on University property or at any function sponsored or supervised by the University is prohibited. This includes belligerent, abusive, profane, and/or threatening behavior, and conduct which is patently offensive to the prevailing standards of a college community, but should not be interpreted as an infringement on the First Amendment rights of individuals.
2. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.
3. No student will threaten to, or actually, push, strike, or physically assault any member of the faculty, administration, staff, or student body, or any visitor to the campus.
4. Conduct on University property, or at functions sponsored or supervised by the University which interferes with the normal operation of the University or the requirements of appropriate discipline, is prohibited.
5. No student will enter or attempt to enter any University-sponsored event without credentials for admission as established by the sponsors. At such University functions, students must present proper credentials to properly identified University officials upon request.

E. Gambling

The playing of cards or other games for money or other items of value is prohibited on campus.

F. Theft

No student will take, attempt to take, or keep in his or her possession items not legally possessed by him or her including but not exclusively, items of University property, or items belonging to students, faculty, staff, student groups or visitors to the campus, without proper authorization.

G. Unauthorized Entry or Use of University Facilities/Equipment

1. No student will make unauthorized entry into any University building, office, or other facility nor will any person remain without authorization in any building after normal closing hours.
2. No student will make unauthorized use of any University facility or equipment. Upon appropriate notice by University Officials, authorization of the use of University facilities/equipment may be withdrawn or otherwise restricted.

H. Misuse of Computer Equipment

1. No student may use the computer equipment unless authorized to do so. All users must abide by the regulations regarding authorization, priority of use, computer access and the basic rules of courtesy. (See Computer Use Policy in the Policies and Procedures section of this publication.)
2. No student may in any way abuse or misuse computer files or gain access to unauthorized computer files. Georgia Code 89-9903 on "Stealing, altering, etc. of public documents," states that "No person shall steal...alter...or void any record." The Code defines record to include "audiovisual material in any format, magnetic or other tapes, electronic data processing records." Violation of this law is considered a felony and punishable by incarceration of two to ten years.

I. Tobacco

Use of all tobacco products is prohibited inside all campus buildings including bathrooms and stairwells.

J. Misuse of Alcohol and Other Drugs

1. **Possession** of alcoholic beverages on the Clayton State University campus is prohibited.
2. **Consumption** of alcoholic beverages on the Clayton State University campus is prohibited.
3. **Furnishing** of alcoholic beverages on the Clayton State University campus is prohibited.
4. **Possession** of illegal drugs (without a valid medical prescription) controlled by federal or Georgia law is prohibited.
5. **Use** of illegal drugs (without a valid medical prescription) controlled by federal or Georgia law is prohibited.
6. The **manufacture** or attempt to manufacture, **sale** or intent to sell or **deliver** any illegal substance controlled by federal or Georgia law is prohibited.
7. **Public** intoxication is prohibited.
8. **Driving under the influence** of alcohol or illegal drugs is prohibited.

Note: Students found to be in violation of the drug policy will be subject to the Drug-Free Post Secondary Education Act of 1990. **Title 20-1 of the Official Code of Georgia Annotated states that any student of a public educational institution who is convicted, under the laws of the state, the United States, or any other state, of any felony offense**

involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug will as of the date of conviction be suspended from the public educational institution in which such person is enrolled.

Except for cases in which the institution has previously taken disciplinary action against a student for the same offense, such suspension will be effective as of the date of conviction, even though the educational institution may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanctions for the same offense, such suspension will continue through the end of the term, quarter, semester, or other similar period; and the educational institution will subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

K. Weapons, Firearms, and Explosives

1. Possession of firearms or any other lethal or potentially destructive weapon is prohibited on the University campus. This includes bows and arrows, BB guns, air guns, hunting slingshots, martial arts weapons, darts, tasers, as well as poisonous, corrosive, or volatile substances. If such items are required for academic course work, they must be stored in facilities designated for storing such substances.
2. No student will possess, sell, furnish or use any incendiary device without proper authorization on campus.

L. Fire Safety

1. No student will fail to evacuate a building or refuse to respond immediately to a fire alarm.
2. No student will make a false report or trigger any device for the purpose of creating a false fire alarm.
3. No student will operate, tamper with, discharge or remove any fire extinguishing equipment, exit sign, or smoke detector without proper authorization.
4. No student will intentionally set or cause to be set any unauthorized fire.

M. Harassment and Stalking

1. **Harassment** is prohibited and includes, but is not limited to, the following:
 - a. any act of intimidation, physical violence, or threat of physical violence directed to another person in any manner, including any terroristic threats;
 - b. intentionally and/or repeatedly following or contacting another person in a manner that intimidates, harasses, or places another in fear of their personal safety or that of their property;
 - c. any behavior that is threatening or intimidating on the basis of age, ethnicity, gender, disability, national origin, race, religion, sexual orientation, veteran status.
2. **Stalking** is prohibited and is defined as repeatedly contacting another person when:
 - a. The contacting person knows or should know that the contact is unwanted by the other person; and
 - b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this subsection, "contacting" includes but is not limited to communicating with or remaining in the physical presence of the other person.

N. Failure to Comply

1. Failure to comply with the directions of University or public officials acting in the performance of their duties on University-owned or controlled property or at University-sponsored or supervised activities when such conduct constitutes a danger to personal safety or property is prohibited.
2. No student will fail to report for a conference, meeting or appointment with any University official.
3. No student will fail to appear as a witness in a judicial case when properly notified.
4. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Student Conduct Code is prohibited.
5. Failure to comply with any established University policy is prohibited.

O. Sexual Misconduct

Sexual Misconduct is prohibited. This is defined as behavior directed toward an individual which:

1. Constitutes conduct of a sexual nature that threatens physical harm, endangers the health and safety of any person, or that which a reasonable person would know was unwanted and would cause emotional distress.
2. Interferes with an individual's ability to perform at the University academically or socially.

P. Littering

1. Disposing of any form of litter on University premises or at university-sponsored activities other than in designated receptacles is prohibited.

Note: Violators of any of these regulations may be prosecuted under Federal or State Criminal Code and statutes.

DISCIPLINARY PROCEDURES

Section 401 of the Board of Regents' policies, authorizes each institution to develop appropriate policies and procedures to discipline students / organizations for the violation of Clayton State University's rules. In accordance with this responsibility, disciplinary sanctions shall be applied only after the requirements of due process, fairness, and reasonableness have been met. The aim of any disciplinary action is the redirection of student behavior toward the achievement of their academic goals.

The President has delegated the function of student discipline to the Vice President and Dean for Student Affairs, and he in turn designates the Office of Student Conduct and its staff to handle the day-to-day disciplinary process.

The following disciplinary procedures are used to guide the fair and uniform enforcement of the Student Code of Conduct. These procedures are applicable to any student or student organization when charged with a violation of the Student Code of Conduct. Procedures allow for fact-finding and decision-making in the context of an educational community, and encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.

Overview of the Conduct Process

1. Action may begin upon notification to the Office of Student Conduct of an alleged violation.
2. If the alleged complaint is related to academic misconduct, *Procedures for Adjudicating Alleged Academic Conduct Infractions* will be followed.
3. When an investigation is completed, the student will be presented with a Specification of Charges form by the conduct officer if evidence warrants charges.
4. The student, in conference with the conduct officer, will be informed of all rights and responsibilities. The accused student will enter a plea to each charge and select a method for disposition of the case.
5. If the student denies responsibility for the alleged violation(s) and requests a hearing before a hearing officer or the University Hearing Panel, such procedures will be implemented in accordance with specified guidelines.

Initiation of Charges

1. Disciplinary charges shall be initiated by submitting a written referral using the appropriate form to the Office of Student Conduct.
2. Referrals must be submitted within fifteen (15) business days after detection of an alleged violation unless special conditions for delay can be documented.
3. The referral must state sufficient facts, including specific name(s), date(s), locations and descriptions of the alleged act(s) of misconduct to enable the conduct officer to make a determination as to whether further fact-finding is necessary. The complainant must sign the referral. Any member of the University community may file a complaint.
4. Where the alleged misconduct is related to discrimination or harassment, the conduct officer will consult with the Affirmative Action Officer to determine whether an affirmative action investigation is warranted.
5. The conduct officer will make an initial determination as to whether there is a sufficient basis to believe that a violation of the Code of Conduct may have occurred. The conduct officer may decide to interview the complainant and/or witnesses or to request additional information from the complainant.
6. If it is determined that sufficient evidence exists to warrant charges, the student will be notified in writing of the alleged violation. Such notification will be presented in person to the student by the conduct officer whenever possible.
7. At this meeting, the student will be provided with the following:
 - (a) An explanation of the charges which have been made;
 - (b) A review of all evidence on which charges are based and names of all witnesses;
 - (c) A review of all due process rights and disciplinary procedures;
 - (d) A reasonable opportunity to review charges and evidence, to respond to the charges, and to select from adjudication options.

Procedures for Adjudicating Alleged Academic Conduct Infractions

Academic misconduct strikes at the heart of the educational process. Faculty members have the right and responsibility to demand honesty in all academic pursuits and should file all alleged cases of academic misconduct with the Office of Student Conduct. This protects the academic integrity of the institution and guarantees that the due process rights of all students are protected. Students accused of academic misconduct have the right to have their case handled in a fair and impartial manner with all the safeguards available within the normal disciplinary processes. The following procedures are designed to adjudicate situations involving alleged academic misconduct, recognizing the interest of each of the parties involved:

1. When an instructor has decided that a case for academic misconduct can be made, he or she should consult with the conduct officer to determine if available evidence is sufficient to support a hearing.

2. If the instructor and the conduct officer agree that the evidence is sufficient to warrant a charge, one of the following steps will occur:
 - (a) When presented with the evidence and a completed Specification of Charges form by the instructor, the student will accept responsibility for the charge(s) and allow the instructor to levy a sanction or the student will deny the charge and request a formal hearing, or;
 - (b) The instructor will forward all materials to the Office of Student Conduct for adjudication of the case. Subsequently, the student will be contacted to enter a plea to the charge and regular disciplinary proceedings will be implemented.
3. In cases adjudicated by an instructor when the student admits the violation, all materials will be forwarded to the Office of Student Conduct for inclusion in the student's disciplinary file.
4. Upon a finding or admission of responsibility, the following sanction will be imposed:
 - (a) If the instructor has published a minimum academic sanction for academic misconduct in the course or in a written syllabus or other document distributed to members of the class, this minimum sanction will be followed. In the absence of a published minimum sanction, the student will receive a zero for the work involved. A sanction of F for the course may be entered at the discretion of the hearing body.
 - (b) For a first offense, an additional sanction of "Disciplinary Probation" will be imposed through the Office of Student Conduct. At the discretion of the hearing body, a higher sanction, including suspension or expulsion may be imposed.
 - (c) If a student is found responsible of academic misconduct as a repeat offense, the recommended minimum sanction will be:
 - i. A minimum of F in the course, and
 - ii. Suspension from the University for a minimum of two (2) full (fall and spring) academic semesters.
 - (d) If a student is found to be not in violation of academic misconduct, the hearing body will refer the paper, assignment, or test to the appropriate department head who will facilitate a resolution concerning a fair grade for the work in question.

Due Process and Student Rights

When a student is charged with violating the rules and regulations of the University, disposition of the case will be according to the Constitutional requirements of due process. These rights include entitlement to:

1. A written copy of the charge(s).
2. A fair and impartial hearing.
3. Know the nature of the evidence against them and names of witnesses scheduled to appear.
4. Present evidence and witnesses in his/her behalf.
5. Be accompanied at a hearing by an advisor of their choice. The role of the advisor is passive and limited. The advisor cannot actively participate in the hearing or ask questions of the witnesses or the hearing body. The advisor's role is to advise the student and observe the proceedings.
6. Be present at the hearing during the presentation of any evidence or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student's absence.
7. Remain silent and refrain from answering questions without inference of guilt.
8. Ask questions of witnesses.
9. Make a record of the hearing.
10. A decision based solely on the evidence presented.
11. A written notice of the results of the hearing and an explanation of the decision and any penalty assessment, if applicable.
12. Appeal any decision made by a hearing body or conduct official.

Victims Rights

CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS ACT OF 1991

Institutions of higher education and which are under the Higher Education Amendment Act will provide a policy regarding the rights of victims of sexual assault.

The policy shall include a Bill of Rights for sexual assault victims that accord:

- all sexual assault allegations be treated seriously, and the, victims to be treated with dignity.
- the allegations investigated and adjudicated by the appropriate criminal and civil authorities, and to have assistance from campus personnel of notifying proper authorities.
- the right to be free from any pressure to not report the crime to officials or to report a lesser crime than the victim perceives.
 - with freedom from suggestion that the victim is responsible for the crime, negligent or assumed risk of being assaulted; and freedom from unwanted publicity.
- the right to legal assistance, ability to have others present in disciplinary hearings, and to be notified of outcomes.
- the right to cooperation from campus personnel for gathering and securing evidence.
- the right to be informed of and assisted in exercising options of mandatory disease testing of the suspects.
- the right to counseling (including victim service agencies).
- the right to changes in living or academic situations to prevent contact with assailants.
- for victims or non-victims the right to live in an environment free from sexual or physical intimidation.

Interim Action

1. At any time following the submission of a written referral, the Vice President of Student Affairs or his/her designee may suspend a student for an interim period prior to resolution of the disciplinary proceeding if the Vice President believes that the information that supports the allegations of misconduct is reliable, and determines that the continued presence of the student on the University campus poses a threat to self and/or to any individual, property or University function.
2. The decision to suspend a student for an interim period shall be communicated in writing to the student, and shall become effective immediately upon sending the notice.
3. The interim suspension shall remain in effect until a final decision has been made on the pending charges or until the Vice President determines that the reasons for imposing the interim suspension no longer exist.
4. A student who is suspended for an interim period will be provided an opportunity to respond to the allegations of misconduct no later than three (3) business days following the effective date of the interim suspension.
5. The student will be granted a hearing opportunity, if requested, as soon as possible following such response but no later than five (5) business days.

Adjudication and Hearing Options

The charged student will be presented with all charges in writing on the "Specification of Charges" form by the conduct officer. The student will respond in one of the following ways to each charge:

1. Deny responsibility for the charge(s) and request a hearing before a Hearing Officer or the University Hearing Panel.

(a) Hearing Officer – A faculty or administrative staff member designated by the Director of the Office of Student Conduct.

(b) University Hearing Panel – A faculty/staff/student committee designated by the Director of Office of Student Conduct and the President of the Student Government Association.

One faculty member, one staff member, and two students must be present to hear cases of student misconduct.

Two faculty members must be present in addition to one staff member and two students to hear cases of academic misconduct.

It is the responsibility of the Office of Student Conduct to provide orientation and support for the University Hearing Panel and hearing officers, and be the custodian of all records pertaining to the committee actions.

2. Admit responsibility for the charge(s) and waive his/her right to a hearing. Sanction may be determined by the conduct officer or one of the above tribunals.

Absence of Accused or Lack of Cooperation

If the student is absent from the University community while a disciplinary case is pending, or if a student declines to participate in the disciplinary process, then the student is not absolved of responsibility.

1. Students who leave campus during, or fail to cooperate with the investigative phase of the disciplinary process, or who decline to choose an option provided, or who absent themselves before notice of a scheduled hearing can be given, will have their case adjudicated in absentia. A reasonable effort will be made to locate the student through ordinary channels such as telephone, email, or regular mail. If the student does not respond to the request to return for a conduct meeting within three (3) business days, a hearing may be scheduled in absentia and action will be taken as warranted by the facts of the case.
2. Students who choose an option for disposition of their case, have a hearing scheduled, and who fail to appear at such a hearing after proper notice has been given, will have their cases adjudicated in absentia at the scheduled hearing time.

Multiple Defendants

Two or more accused students may be required to participate jointly in a hearing if they are alleged to have participated in the same incident, act, events, or series of related acts. The charge(s) or factual circumstances need not be identical for the accused students in hearing held jointly.

An accused student may make a written request to the conduct officer for a separate hearing, citing specific reasons why a joint hearing would unfairly prejudice his/her defense. This request must be received in the Office of Student Conduct within two (2) business days of the accused student's receipt of the hearing notice. A decision will be communicated within two (2) business days of receipt of the request.

Notice of Witnesses

Each party shall arrange for the attendance of his/her own witnesses, if appropriate. The conduct officer will assist in securing the attendance of witnesses, if a written request for assistance is made to the Office in a reasonable amount of time in advance of the hearing date.

Role of the Witness

The role of a witness is not that of an advocate or helper for one side; a witness is required to tell the truth by sharing information at the proceeding about matters directly or indirectly related to the incident.

Character witnesses may only be called to attest to the character of the accused, not to assail the character of the complainant, victim, or witnesses brought by the conduct officer.

Role of the Advisor

Students accused of violating the Student Code of Conduct are permitted to have an advisor with them during a conduct hearing. Assistance in finding an advisor who is knowledgeable concerning the operation of the conduct process may be obtained from the Office of Student Conduct.

The role of the advisor is passive and limited. The advisor should assist the accused with the following:

1. Review and understand the charge(s) and Clayton State University's Disciplinary Procedures.
2. Help accused student prepare their presentation of the information and develop a fair and logical defense.
3. Think of questions to ask the conduct officer and witness(es) called to provide information at the proceeding.
4. Suggest additional questions to ask Witnesses on the information they provided.
5. Provide moral, ethical, and emotional support to the accused during the proceeding.

The advisor may not actively participate in the hearing, conduct the defense or ask questions of any witnesses or the conduct officer. However, the advisor can offer comments of clarification to the accused. Space will be made available for the advisor to sit with the accused at the Hearing.

Hearing Procedures

1. If an accused student denies responsibility for alleged charge(s), the hearing will be scheduled within ten (10) business days after it is requested by the accused student. The accused may request a continuance from the conduct officer if circumstances are such that a delay is warranted. The accused student will be notified, in writing, of the date, time, and location of the hearing.
2. All hearings are closed unless the accused student requests an open hearing in writing. However, the Director of the Office of Student Conduct has the authority to make the final decision regarding access of spectators to the hearing to the extent permitted by law.
3. The party charging a violation of the *Student Code of Conduct* has the right to be informed of hearing procedures and the right to be present throughout the presentation of witnesses and evidence. The conduct officer will inform the charging party of these rights prior to the hearing.
4. The accused student will enter a plea to all charges before the hearing officer or the Hearing Panel.
5. The hearing officer or the Chair of the Hearing Panel will remind the accused student and each witness presented of the importance of providing truthful and accurate information during the hearing process. If a witness fails to tell the truth during conduct proceedings, disciplinary action may result.
6. At the hearing, the conduct officer and/or complainant will present the evidence and facts of the case to the hearing officer or to the Hearing Panel. If appropriate, witnesses will be presented in support of the case against the accused student.
7. The hearing officer or members of the Hearing Panel may question all witnesses or ask for clarification from the conduct officer or any witness.
8. The accused student may question all witnesses, at the discretion of and through the hearing body. Upon approval by the hearing body, witnesses will be asked to answer questions posed by the accused student.
9. When the case against the accused student has been presented, opportunity will be given for the accused to make a statement regarding the charges. The hearing officer, members of the Hearing Panel, or the conduct officer may question the accused student if he or she chooses to make a statement. The accused student has the option of remaining silent and is not required to respond to questions from the hearing body or the conduct officer. No inference of responsibility will be drawn from such silence.

10. The accused student will present any evidence or witnesses in his or her behalf. Such witnesses are subject to questioning by the complainant, at the discretion of the hearing body.
11. The hearing officer or any member of the Hearing Panel may recall any witness after testimony if clarification is needed.
12. After hearing both sides of the case, the hearing officer or Hearing Panel will, in a closed session, deliberate and reach a decision. A decision will indicate findings regarding responsibility for the charge(s) and appropriate sanctions.
13. A student's prior record is not admissible to prove responsibility for a violation, but may be used for determining appropriate disciplinary measures.

Findings of the Hearing Officer or Hearing Panel

1. If the hearing is before the Hearing Panel, and the members of the panel are divided after deliberation, a majority vote is necessary to reach a decision.
2. Written findings must be submitted to the conduct officer and to the accused student within five (5) business days after the conclusion of the hearing. The conduct officer may elect to meet with the accused student and provide information on the findings both verbally and in writing. The student also will be informed of the appeals procedures as outlined in this *Student Code of Conduct/Disciplinary Procedures* and assisted in this process if such assistance is requested.
3. These findings are considered final unless appealed by the accused or overridden by the President of the University.
4. In cases where no decision can be reached, the case will revert to the Vice President for Student Affairs. The Vice President may appoint another hearing tribunal, drop the charges, or otherwise determine a fair and equitable method for disposition of the case.

Disciplinary Sanctions

Disciplinary sanctions are administered through the Office of Student Conduct by the Hearing Panel and/or administrators involved in the adjudication process. Upon imposition of a penalty, the student is notified by mail as well as by individual conference with the Conduct Officer, if at all possible. In cases of suspension or expulsion, the parents of a minor will be notified by mail.

The following are disciplinary sanctions which may be imposed upon the student. These sanctions are not inclusive and may be modified depending on the nature of the violation(s).

1. **Disciplinary Warning**
A Disciplinary Warning is an official written and/or verbal reprimand.
2. **Disciplinary Probation**
Disciplinary Probation is a period of time during which further violations of the rules and regulations of the University may result in suspension or expulsion. Probation may be imposed for a period of time ranging from the remainder of the semester in which the violation occurred to the remainder of the student's enrollment at the University. Restrictions may be imposed in conjunction with probation and may include:
 - (a) Community Service Hours—Students may be required to complete work at a designated location for a specified number of hours.
 - (b) Educational Programs—Students may be required to attend programs offered on special topics related to the offense. This does not include academic courses for credit.
 - (c) Restricted presence on campus—Students may be restricted on campus except to attend classes or use the Library.

- (d) Special Projects—Students may be required to write papers and/or present programs on topics related to the offense.
- (e) Substance Abuse Assessment - Students may be required to submit to an assessment for substance abuse. Periodic drug testing, not to exceed two random tests per semester for a minimum of three semester, may be required.
- (f) Counseling Screening - Students may be required to undergo a counseling screening, based on the reported behaviors and/or recommendations of the adjudicating body or official.

3. **Suspension**

University Suspension: A decision of University Suspension terminates the student’s status as an enrolled student for a specific period of time and prohibits the student from attending classes. A suspended student may not enter any part of the campus without specific authorization from the Vice President of Student Affairs or Director of the Office of Student Conduct. A violation of the terms of suspension may result in an extension of the period of suspension which may be imposed summarily by the Vice President of Student Affairs or Director of the Office of Student Conduct.

Housing Suspension: A decision of Housing Suspension terminates the student’s status as a residential- student for a specific period of time and prohibits the student from entering any university housing facility without specific authorization from the Vice President of Student Affairs or Director of the Office of Student Conduct. A violation of the terms of suspension may result in an extension of the period of suspension which may be imposed summarily by the Vice President of Student Affairs or Director of the Office of Student Conduct. Students suspended from housing will not receive a refund of their housing cost.

4. **Expulsion**

A decision of expulsion is a permanent forced withdrawal from the University. An expelled student may not enter any part of the campus without specific authorization from the Vice President for Student Affairs or his/her designee.

Minimum Disciplinary Sanctions for Alcohol and Drug Violations

Level classifications will be determined by mitigating or aggravating circumstances surrounding each case.

Information pertaining to quantity, behavior, cooperation, damage, etc. will be considered by the Conduct Officer and hearing body when issuing charges and adjudicating each case.

Level 1: Complete online alcohol or drug education program (students will be required to pay for online course); Disciplinary Warning.

Level 2: Attend Counseling and Psychological Services alcohol education course and/or attend one alcohol/drug dependency assessment; Disciplinary Probation for duration of current semester and one additional semester of enrollment.

Level 3: Suspension or Expulsion from the University.

These are minimum sanctions only. Additional sanctions may be imposed at the discretion of the Conduct Officer or hearing body.

Appeal Procedures

The purpose of an appeal is to review the procedures and findings of the body of original jurisdiction and to determine if there is a basis for appeal in a conduct hearing or decision. Students charged with violations of the *Student Code of Conduct* and parties charging such

violations have the right to appeal decisions of the Hearing Panel, the conduct officer, or a hearing officer, provided specific relevant grounds for appeal can be cited.

Grounds

A student may appeal a conduct decision on the following grounds:

1. A violation of due process.
2. Information does not support a finding of responsibility.
3. Evidence of prejudicial treatment by the original hearing body.
4. Penalty imposed was too harsh for the nature of the violation.
5. Information becomes available during the review process that was not previously available during the original hearing.

Procedure

The appeal tribunal:

1. Will review all material related to the case including;
 - (a) the record made before the original hearing body;
 - (b) all pertinent documents, including hearing transcripts, witness statements, and incident reports;
 - (c) prior violations and sanctions against the student.
2. May, at its discretion, hear oral argument from either party or their representatives.

Findings

The appeal tribunal may:

1. Affirm the original decision and deny the appeal.
2. Affirm the findings of guilt and modify the sanction. The appeal tribunal may, at its discretion, change, increase or reduce the sanction imposed. If the sanction is modified, the appeal tribunal must state in writing the justification for such modification.
3. Find evidence of prejudice on the part of the original hearing body and refer the case for rehearing before another hearing body.
4. Refer the case to the original hearing body for reconsideration of specific points deemed important by the appeal tribunal.
5. Reverse the finding of guilt and affirm the appeal. Such finding will not preclude the case from being reheard.

Steps for Filing an Appeal:

1. Appeals must be submitted in writing to the Vice President for Student Affairs. Written notification of the decision to appeal must be made to the Vice President within two (2) business days after the written findings and decision is communicated to the student. The Vice President will constitute the final point of Appeal in all disciplinary decisions not involving University suspension or expulsion.

Note: The Vice President for Student Affairs may decline to act in the appeal process if, because of personal involvement or knowledge of the case, he/she feels unable to render an impartial decision. In such cases, the Vice President for Academic Affairs or his or her designee will hear the appeal.

2. Students who are appealing suspension or expulsion and feel that further action is warranted following a decision by the Vice President may appeal to the President of the University. The appeal must be submitted in writing within two (2) business days

after the Vice President for Student Affairs's decision is communicated to the student. At the discretion of the Vice President, an extension of no more than 24 hours may be granted after notification of suspension or expulsion has been communicated to the student by the Vice President. Students appealing decisions involving suspension or expulsion may have their movements on campus restricted to academic endeavors or other restrictions deemed appropriate during the period of appeal. Otherwise, no sanction will be enforced until a final decision is reached.

The President may, at his or her discretion, review any student discipline case and take such action as he or she deems appropriate with respect thereto.

3. The President may appoint an Appeals Committee to review the case. The Committee will be composed of three members selected from the faculty and administrative staff. No committee member will be from the charged student's academic major. A different committee may be appointed for each case. After reviewing the case, the committee will make recommendations to the President. The President will review the recommendations submitted by the Committee and render a decision. The President will communicate his or her decision to the student within ten (10) business days after an appeal is filed. This is the final appeal at the institutional level. Therefore, the penalty imposed will be in effect immediately.

The President will communicate to the student the process for appealing the decision to the Board of Regents.

Regents' Appeal

In cases involving University suspension or expulsion, and when all institutional appellate procedures have been exhausted, the student may appeal to the Board of Regents. An appeal to the Board of Regents must be submitted in writing to the Executive Secretary of the Board of Regents within twenty (20) days after the President's decision and will cite all reasons for dissatisfaction with the previous decisions. The Board will investigate the matter and will make a decision which will be binding and final, for all purposes, upon the student and the institution. The disciplinary measure imposed will be in effect during a Regents' appeal unless special dispensation is granted by the President of the University or the Chancellor of the University System of Georgia.

THE UNIVERSITY HEARING AUTHORITIES

The **University Hearing Panel** is a faculty/staff/student committee designated by the Director of the Office of Student Conduct and The President of the Student Government Association.

The **University Hearing Officer** is a faculty or administrative staff member designated by the Director of the Office of Student Conduct.

A University Hearing Authority shall sit in order to determine whether a student has acted pursuant to the regulations of Clayton State University and, if the student has not, to determine the nature and length of the disciplinary measure(s) which shall be imposed. All such disciplinary measures shall be subject to appeal by the student defendant.

Procedure

The University Hearing Authority shall follow the rules of procedure outlined in the Disciplinary Procedures. All rules and regulations must guarantee the student those basic rights of due process as defined in the section "Due Process and Student Rights."

Panel Membership

1. At least five (5) students will be appointed by the President of the Student Government Association with approval of a majority of the members. These students must have completed a minimum of 24 semester credit hours with a minimum grade point average of 2.5. Student members will serve for one year.
2. At least five (5) faculty members will serve at the request of the Director of the Office of Student Conduct, with approval of the Vice President for Academic Affairs. Faculty members will serve one year appointments and may be re-appointed for additional terms.
3. At least three (3) administrative staff members who will serve at the request of the Director of the Office of Student Conduct. Administrative staff members will serve one year appointments and may be re-appointed for additional terms.
4. When the Hearing Panel is convened to review a conduct matter, the Director of the Office of Student Conduct will appoint a presiding Chairperson who will be non-voting unless the Board is equally divided on a vote. In such cases, the vote of the Chairperson will determine findings.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Note: In compliance with federal regulations relating to the issuance and dissemination of the Drug and Alcohol Abuse Prevention Policy, this policy is distributed annually to all employees and students.

GENERAL POLICY STATEMENT

The following policy statement is issued to supplement statements found in the Student Code of Conduct, the Faculty Handbook, the Employee Handbook and the USG Board of Regents Policy Manual.

It is the policy of the University that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any university activities. Sanctions imposed for violation of this policy are indicated below.

This supplement is designed to emphasize, in fairness to all members of the University community, the serious and/or dangerous consequences resulting from the illegal use, possession or distribution of marijuana, LSD or other mind-altering drugs, and the unauthorized use of drugs, such as amphetamines, barbiturates and tranquilizers, which are sometimes prescribed for medical purposes.

While there is admittedly much controversy as to whether or not marijuana should be classified as a narcotic or dangerous drug, the fact remains that the possession or transfer (including gifts) of marijuana, LSD and other mind-altering drugs is illegal under both federal and state laws. And, although the laws may have been modified on charges of possession of minute amounts, most first offenses are felonies and punishable by incarceration of from two to 10 years, fines up to \$2,000 and the loss of certain civil rights. The penalty for subsequent offenses is a felony punishable by imprisonment for a period of not less than 10 years, with possible life sentence at the discretion of the judge.

Furthermore, it should be noted that agents of the federal and state government are engaged in intensive and thorough investigations on a continuing basis throughout the state. The law requires that when a felony is committed the civil authorities shall handle the situation rather than the University authorities. The University must and will fully cooperate and work with the civil authorities; technically the law would say that failure to do so would involve compounding a felony.

Under the circumstances, it is clear that the policy of the University must be that which is described in the Student Conduct Code. Recent state and federal legal action makes it clear that the University has an important role to play in creating a drug-free campus.

It is hoped that this statement will help our students and the entire University community recognize the implications of full accountability and responsibility for their actions. Not only are the legal risks grave, but there are extremely dangerous health risks associated with the use of illicit drugs and the abuse of alcohol.

The University is prepared to offer information and assistance to students needing assistance with any drug or alcohol related problems. We must have a drug-free environment.

THE DANGERS OF DRUG OR ALCOHOL ABUSE IN THE WORKPLACE AND ON THE CAMPUS

There are millions of employed individuals whose job performance and productivity are adversely affected by their progressive dependence on drugs or alcohol. As many as 20% of all college students use chemical substances and drugs at a level of concern to themselves and others. Some estimate that 70% of the working population and 90% of college students consume mood-altering chemicals of some type and the cost to the United States economy is estimated to be more than 26 billion dollars per year.

1. Definitions. The following terms are defined for the purposes of this policy and are important for purposes of expressing the university's policy on a drug free workplace:

- A. *Controlled Substance* means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-35 to 16-13-39.
- B. *Contract* means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.
- C. *Conviction* means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;
- D. *Criminal drug statute* means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance;
- E. *Employee* means an individual receiving a salary, wages, other compensation and/or stipend support from the university.
- F. *Federal agency* or *agency* means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.
- G. *Grant* means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government-wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veteran's benefits to individuals, i.e., any benefit to veterans, their families, or survivors by virtue of the Service of a veteran in the Armed Forces of the United States.
- H. *Grantee* means a legal entity which applies for or receives a grant or contract directly from a federal agency.

- I. *Illicit drug use* means the use of illegal drugs and the abuse of other drugs and alcohol.
- J. *Student* means an individual registered or enrolled for credit or non-credit in a course or program offered by the university or any of its units.
- K. *University activities* means an activity officially sponsored by Clayton State University.
- L. *Workplace* means the physical boundaries of the university and facilities owned or controlled by the university.

2. Philosophy. The unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the university community. The university is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention system in operation, accessible to all members of the university community. The university is committed to the further expansion of that program and the dissemination of drug awareness information to the members of the university community. In addition, the university is committed to enforcing the provisions of the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Postsecondary Act of 1990.

3. Health Risks

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can lead to dependence. Sudden cessation of regular alcohol use is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are a greater risk than other youngsters of becoming alcoholics.

Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16-24 year old age group.

Designer Drugs

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, "underground" chemists modify the molecular structure of certain illegal drugs to produce analogs known as "designer drugs." These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines.

Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine (PCP) cause illusions, hallucinations, and impaired perception.

Cocaine

Cocaine stimulates the central nervous system. Cocaine use can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart

rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Sharing contaminated needles and syringes for injecting cocaine can spread the AIDS virus, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. "Crack," or "freebase rock," is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

Marijuana (Cannabis)

All forms of cannabis can result in negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system: marijuana smoke contains more cancer-causing agents than tobacco smoke. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

Hallucinogens

Lysergic acid (LSD), mescaline, and psilocybin cause delusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feeling may change rapidly. It is common to have bad psychological reactions to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or "flashbacks," can occur even after use has ceased.

Users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders --depression, anxiety and violent behavior --also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure.

Depressants

The effects of depressants are in many ways similar to the effects of alcohol (which is itself a depressant). Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

PENALTIES FOR VIOLATION OF UNIVERSITY POLICY

The university policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at university-sponsored events held off campus is intended to protect and support the employees and students of Clayton State University. Therefore, any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus or at university sponsored events held off campus will be subject to disciplinary action (up to and including suspension, suspension without pay, and/or termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee and the Department of Human Resources. **Further information concerning employees is available from the Department of Human Resources, phone (678) 466-4230.**

Any student admitting to or found to have violated Clayton State University’s Student Disciplinary Policies and Procedures regarding the unlawful possession, use or distribution of illicit drugs and/or alcohol on campus or at university sponsored events (see Clayton State University Student Code of Conduct) will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program. **Further information concerning students is available from the Office of Student Conduct, phone (678) 466-5444.**

In addition, penalties under Georgia and federal law appear below:

PENALTIES UNDER GEORGIA LAW

<u>OFFENSE</u>	<u>MINIMUM PUNISHMENT</u>	<u>MAXIMUM PUNISHMENTS</u>
“First Offender”: A person never before convicted of possession of a small amount of controlled substance. (O.C.G.A. 16-13-2(a))	At the discretion of the judge, a First Offender may be afforded first offender treatment, resulting in no record of any conviction, if the defendant successfully completes a court-monitored comprehensive rehabilitative program.	-----
Possession of one ounce or less of marijuana (O.C.G.A. 16-13-2 (b))	-----	Imprisonment not to exceed 12 months and/or a fine not to exceed \$1,000, or “public works” not to exceed 12 months.
Possession of more than one ounce of marijuana (O.C.G.A. 16-13-30j(2))	Confinement of not less than one year	Confinement of not more than 10 years
<i>Trafficking in marijuana</i> (O.C.G.A. 16-13-31 (h))	Depending on amount, minimum of five years confinement and fine of \$25,000.	Depending on amount, maximum of 30 years confinement and fine of \$1 million.
Penalty for violation of the “controlled substances” provision. (Schedule II)	Depending on amount, minimum of five years confinement.	Depending on amount, maximum of 30 years confinement; confinement for life for a second conviction of trafficking narcotics.
Possession of an alcoholic beverage by any person under age 21	-----	Confinement not to exceed 30 days, or a fine of not more than \$300, or both.

(O.C.G.A. 3-3-23.1)		
	Georgia law specifies property which is subject to seizure by the state under public condemnation action, if such property was used in a criminal violation.	

<u>OFFENSE</u>	<u>MINIMUM PUNISHMENT</u>	<u>MAXIMUM PUNISHMENT</u>
Manufacture, distribution, or dispensing drugs (includes marijuana)	A term of imprisonment not less than 5 years or more than 20 years, (with 4.5 years mandatory supervisory parole) and a minimum fine of \$250,000	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$4,000,000 for an individual and \$10,000,000 if other than an individual.
Possession of drugs (including marijuana)	A term of imprisonment not less than 1 year and a fine of not less than \$1,000 or both.	Imprisonment for not less than 90 days or more than 3 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.

EMPLOYEE AND STUDENT ASSISTANCE PROGRAMS

Clayton State University Counseling Services offers the following drug and alcohol abuse information, counseling, rehabilitation, and assistance programs and services:

- 1. Information and Referral:** All members of the university community are eligible to consult with the professional staff of the Counseling Services regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are routinely made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. It also maintains a collection of resource materials pertinent to issues of drug abuse. In addition, the Office of Counseling Services provides education on alcohol/drug abuse and related concerns for the campus community.
- 2. Individual Counseling:** Individuals are seen on a short-term basis for assistance with drug-related problems. However, it is likely that Counseling Services will make a referral for alcohol and drug addiction. This service is available to students at no charge. Faculty and staff are able to receive short-term EAP evaluation and referral for such services.
- 3. Employee Assistance Program (EAP):** Clayton State University provides access to counseling and psychological services to faculty and staff through referral to its Employee Assistance Program. The Office of Counseling Services also provides information, referral, evaluation, consultation, and short-term problem solving.
- 4. Clayton Center Mental Health/Addictive Diseases/Developmental Disabilities:** Offers counseling for anyone affected by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a 12-step program (AA, Alanon, NA, CA, etc.) and/or appropriate treatment. Their address is 853 Battlecreek Road, Jonesboro. Phone (770) 478-1099.

Further information regarding these programs and services may be secured from Clayton State University Counseling and Psychological Services located Room 245 of the Student Center; Phone (678) 466-5406.

APPLICATION OF POLICY

The Drug and Alcohol Abuse Prevention Policy is supported by a drug-free awareness and alcohol education program available to the faculty, staff and students of the university. The Clayton State University Student Code of Conduct provides for disciplinary action against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of the misuse of alcohol or other drugs (See Student Code of Conduct, Section II, Paragraph J, Subparagraphs 1, 2 & 3). Specific compliance and reporting items enumerated below (items B, C, D, E) are applicable to all persons employed on federal contracts and grants.

In support of this policy, the university:

- A. Has established a drug free and alcohol abuse awareness program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse in the workplace, the university's policy of maintaining a drug free workplace and a workplace which prohibits the illicit use of alcohol, available drug and alcohol counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug and alcohol abuse violations.
- B. Will provide each student and employee a copy of this policy. In addition, all faculty, staff, and students will be notified of this policy through appropriate publications.
- C. Will notify each university employee and each student that, as a condition of employment on a federal grant or contract, the person, once so employed, must abide by the terms of the policy, and must notify his/her supervisor and the Department of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than 5 days after such conviction.
- D. Will notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction of any university employee engaged in performance of the grant or contract.
- E. Will impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension, suspension without pay, and termination.
- F. Will make a good faith effort to continue to maintain an environment that complies with the Drug Free Workplace Act 1988 and the Drug-free Schools and Communities Act Amendments of 1989.
- G. Will conduct a biennial review of its programs to assess their effectiveness, what changes need to be made, and to ensure the uniform application of sanctions to employees and students.

IMPLEMENTATION

Implementation of this policy is a joint responsibility of the Department of Human Resources, the Office of Counseling Services, the Office of Public Safety, the Office of the Provost, and the Division of Student Affairs. Notification of the program, including information about health risks and sanctions for violation of the policy, will be provided annually to students and employees. In addition, the university is committed to monitoring and assessing the effectiveness of this program. A biennial review of the program will be undertaken to i) determine its effectiveness and implement changes to the program if they are needed and ii) ensure that its disciplinary standards are consistently enforced.

UNIVERSITY RESOURCES AND CONTACT INFORMATION

The following offices may be contacted regarding questions about this policy or for assistance with drug and alcohol matters:

Counseling and Psychological Services

Student Center 245
(678) 466-5406
<http://admins-services.clayton.edu/counseling/>

Human Resources

Student Center 218
(678) 466-4230
<http://admins-services.clayton.edu/ohr/>

University Health Services

Student Center 211
(678) 466-4230
<http://healthsci.clayton.edu/nmc/>

Public Safety/Campus Police

Student Center 207
(678) 466-4050
<http://admins-services.clayton.edu/ps/>

Student Conduct

University Center 250
(678) 466-5444
<http://admins-services.clayton.edu/studentconduct/>

COMPUTER AND NETWORK ACCEPTABLE USAGE POLICY

- Purpose**

This document defines the campus policy for the acceptable use of Clayton State University's (CSU) computing resources used by faculty, students and staff. Modifications, corrections, exceptions, or changes to this policy may only be made by the Vice President for Information Technology and Services, with approval from the President of the University. The following guidelines are intended to supplement existing laws, agreements, and regulations.
- Privacy**

Users will preserve the privacy of information belonging to other individuals that is stored using CSU computing resources. Users agree not to acquire, modify, or distribute any information belonging to another individual without explicit permission. Users recognize that CSU is subject to FERPA (Buckley Amendment) regulations regarding student records and that CSU is funded and regulated by the State of Georgia and is therefore subject to the Georgia Open Records Act.
- Private gain**

Users agree not to utilize computing resources owned, leased, or maintained by CSU for personal private gain.
- Damage**

Users will not cause intentional damage to computer systems and will assume full responsibility for any loss, damage, or destruction of such devices that is caused by negligence, misuse, abuse, or carelessness.

5. **Inappropriate Behavior**

Users agree not to take any actions that constitute inappropriate behavior including, but not limited to the following:

 - a. Intentionally infecting network servers or other computers with a virus
 - b. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Information Technology and Services
 - c. Sending harassing messages to other computer users either at CSU or through external networks
 - d. Using inappropriate, offensive, or abusive language to other users within the CSU network, or through external networks
 - e. Tampering with or modifying accessed equipment
 - f. Causing intentional damage to computer systems
 - g. Obtaining additional resources not authorized to the individual user
 - h. Depriving other users of authorized resources
 - i. Acquiring access to unauthorized systems
 - j. Utilizing another user's account and password
 - k. Broadcasting non-business related email to CSU faculty, staff and students (including but not limited to "For Rent/Sale" and personal notes to the campus)
 - l. Broadcasting unsolicited email
6. **Licenses and Restrictions**

Users must abide by patent and/or copyright restrictions that relate to the use of computer facilities, products, files, programs, or documentation. Users may not copy or modify licensed software, files, and/or accompanying materials without expressed consent. Users may not use any computing resources belonging to Clayton State University for the purpose of violating terms of any software license agreement or any applicable local, state, or federal laws.
7. **Appropriate Use of Information Technology**

It is against state policy to create, access, or transmit material considered sexually explicit, pornographic, discriminatory, offensive, threatening, harassing or intimidating.
8. **Violation of Policy**

Users understand that any violation of this policy may call for corrective action as deemed necessary by the employee's supervisor, department head, or vice president. Policy violation by students will be addressed by Student Judicial Affairs. Violators may be subject to local, state and/or federal prosecution.
9. **Definitions**

Computing Resources
For the purpose of this document, the phrase "computing resources" includes but is not limited to, computers, files, networks, electronic mail, and Internet access, that is owned, leased, and/or maintained by CSU.

User
User shall apply to any person who utilizes CSU owned or leased computing resources, including, but not limited to faculty, staff, students, temporary employees, and contract labor. The user is responsible for the conduct of any person that the user allows to use CSU computing resources.

Acceptable Use
Acceptable use refers to the use of computing resources, as outlined in this document, in a manner consistent with Clayton State's mission for education, research and service.

The following URLs contain additional policy, copyright and security information:

Computer, Network, and Information Security Policy and Plan:

<http://adminsivices.clayton.edu/cts/policies/securitypolicy.htm>

Computer, Network, and Information Security Policy FAQ:

<http://admins-services.clayton.edu/cts/policies/faq.htm>

CSU Surplus Computer Policy:

<http://admins-services.clayton.edu/operationservices/Surplus.htm>

Regents Guide to Understanding Copyright and Fair Use: <http://www.usg.edu/copyright>

Sexual Harassment Policy

1.0 Policy Overview

2.0 Policy

2.1 Definitions

2.2 Responsibility

2.3 Confidentiality

2.4 Malicious Allegations/Complaints

3.0 Bringing a Complaint

4.0 Resolution of a Complaint

5.0 Right to Appeal

1.0 Policy Overview

This document is intended to provide a mechanism to protect the rights of claimants and respondents at Clayton State University and to affirm and support an environment in which the university is free of sexual harassment through the protection of these rights and the standardization of practices.

2.0 Policy

Clayton State University is committed to a work environment in which all individuals are treated with respect and dignity. No member of its community, including faculty, staff or students, should be subjected to sexual harassment. Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including sexual harassment. Clayton State University will not condone the sexual exploitation of individuals in the work place, and expects that all relationships within the community be business- like and free of sexual harassment. Sexual harassment is a violation of law, and is a basis for disciplinary action up to and including termination of employment.

Retaliation against any employee who has filed a sexual harassment complaint or has cooperated in the investigation of a sexual harassment complaint is also prohibited. Any employee engaging in retaliatory conduct is subject to disciplinary action, up to and including termination of employment.

2.1 Definitions

Definition and Statutory Reference - Harassment on the basis of sex is discrimination in violation of Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e, and Title IX of the Educational Amendments of 1972, 20 U.S.C. §1681. Sexual harassment most often exploits a relationship between individuals of unequal power and authority (as, for example, between an employee and supervisor or between a student and teacher) but may also occur between student peers or employees of equal rank. Sexual harassment is not limited by gender of either party, nor by superior/subordinate relationships. At a university, sexual harassment also constitutes unprofessional conduct which compromises the university's commitment to the pursuit of learning. Unwelcome sexual advances, requests for sexual favors, verbal and written comments, or physical conduct of a sexual nature may constitute sexual harassment when such conduct:

- is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in a university activity; or
- is used to be a basis for evaluation in making academic or personnel decisions affecting an individual; or
- creates an intimidating, hostile, or offensive university environment

In relation to the foregoing statements, sexually harassing behavior may include, but is not limited to, the following:

- unwelcome sexual flirtations, advances, or propositions; verbal remarks of a sexual nature (whether directed to an individual or a group), including sexually explicit or offensive jokes; graphic or degrading verbal or written comments of a sexual nature about an individual or the individual's appearance;
- any suggestive or unwelcome physical contact; conduct of a sexual nature that interferes with a student's academic or extracurricular activities or with an employee's job performance; or assault.

2.2 Responsibility

The ultimate responsibility for the effective implementation of this policy is with the President of the university. The Senior Academic Officer, the Director of Human Resources, the Dean of Students, and the Affirmative Action Officer (AAO) (or the persons in equivalent positions) will see that the Sexual Harassment Policy is communicated on a routine basis through the faculty, staff and student handbooks.

Failure of supervisors to respond to allegations of sexual harassment in a timely manner is a violation of policy and a violation of the law. The university is prepared to take preventive and corrective action in cases of sexual harassment; individuals who engage in such misconduct are subject to appropriate disciplinary action.

2.3 Confidentiality

All efforts will be made to respect the right to confidentiality of all parties involved in a sexual harassment charge. Confidentiality, however, cannot be guaranteed

2.4 Malicious Allegations/Complaints

Malicious charges may result in sanctions imposed against the complainant by the university, or charges filed against the complainant by the respondent. Repeated filing of frivolous complaints will be considered a malicious action. The failure to substantiate a sexual harassment charge does not automatically constitute a malicious action charge.

3.0 Bringing a Complaint

Any member of the university community who believes he or she has been the victim of sexual harassment as defined above (the Complainant) should promptly report the matter to Steve Stephens in the Office of President (678) 466-4305 for incidents involving faculty and staff; and to Dr. Brian Haynes, Vice President and Dean of Students (678) 466-5444 for incidents involving students or student claims.

The initial discussion between the Complainant and the appropriate university official will be handled with sensitivity and discretion. The appropriate university official will inquire into all reports of alleged sexual harassment brought to his or her attention.

During the initial meeting with the appropriate university official, a written summary of the complaint will be made and should be signed by the Complainant.

The appropriate university official will inform the alleged offender (the Respondent) of the allegation and of the identity of the Complainant, will provide him or her with a written summary of the Complaint and will proceed as set forth in the following section.

4.0 Resolution of a Complaint

When a Complaint is submitted, the appropriate university official will discuss the matter with the parties promptly, will notify the appropriate Dean or Vice President of the charge, and may initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties within 15 calendar days of a reported incident. If an informal resolution is

reached, it will be documented in writing, approved by the Affirmative Action Officer or the Dean of Students, as appropriate, and signed by the Complainant and the Respondent.

If an informal resolution satisfactory to the Parties is not reached within 15 calendar days after an incident is reported; or if in the sole discretion of the appropriate university official, an informal resolution is not possible; the appropriate university official will proceed with a full investigation. A report of the investigation results along with a recommendation for resolution of the Complaint and/or disciplinary action will be made to the President of the university within 60 days of the date the investigation was initiated. Upon approval of the President, the Affirmative Action Officer or the Dean of Students will initiate prompt remedial or corrective action where warranted.

This policy does not preclude anyone from pursuing a complaint, at any stage of the process, with any external agency.

5.0 Right to Appeal

The respondent shall have the right to appeal the decision to the President or his/her designee. In exercising the right of appeal to the President as provided by this procedure, a written appeal must be made within ten (10) working days after written notification of the decision which is being appealed. The President or his/her designee may receive additional information if he/she believes such information would aid in the decision. A decision will be made within a reasonable time and the appropriate university official, the complainant, and the respondent will be notified of the decision. During the time of appeal and review, disciplinary action taken as a result of the original complaint, may be implemented and enforced.

UNIVERSITY POSTING AND ANNOUNCEMENT POLICY

The following posting regulations are intended to protect campus facilities and improve University aesthetics. Postings not in accordance with the regulations will be removed and discarded. Failure to adhere to the regulations may result in a conduct code violation for students and student organizations. Academic and administrative unit violations will be reported to the appropriate administrator. Non-University violators will be reported to the Department of Public Safety. The Department of Campus Life will enforce the University Posting and Announcement Policy and notify the appropriate administrative unit of any infraction.

Posting privileges for approved events and meetings on campus are limited to recognized student organizations, Athletics, academic and administrative units. Non-University persons, businesses, vendors or non-profit organizations are strictly prohibited from posting advertisements, event announcements and services on campus without permission from the Department of Campus Life.

1. Posters, signs or flyers sponsored by student organizations, Athletics, academic and administrative units must be posted on campus bulletin boards designated for general use. Posting on doors, windows, walls, benches, light poles, vehicles, etc. is prohibited. Exception: Room changes may be posted adjacent to or on the classroom door. Bulletin boards designated for department information should not be used for non-departmental postings.
2. Posters, signs or flyers promoting events/meetings require an accessibility statement notifying individuals with disabilities how to request accommodations or obtain alternative formats.
Postings without the accessibility statement will be removed. The required accessibility statement is:
Individuals requiring disability related accommodations for participation in any Clayton State University sponsored event or to obtain print materials in an alternate format for such events can contact the Disability Resource Center at (678) 466-5445 or disabilityresourcecenter@clayton.edu
3. Student Organizations are required to have all posters, signs and flyers approved and stamped by the Department of Campus Life before posting. Groups are only permitted to post 25

posters, flyers and signs per event/meeting. This does not include the distribution of handbills (postcard size 4 x 6 versions of larger posters, signs or flyers). The Department of Campus Life requires a minimum of two (2) business days to process, approve and stamp all submitted posters, signs and flyers.

4. Posters, signs or flyers may not overlap or conceal any portion of another posted poster, sign or flyer.
5. Posters, signs, flyers or banners may not be posted for more than two consecutive (2) weeks.
6. No person is to deface any posters, signs, flyers or banners. Anyone caught defacing a posted item will be reported to the Department of Public Safety and the Office of Student Conduct.
7. Posters, signs or flyers designed in poor taste or with obscene language will be removed.
8. Posters, signs or flyers posted on a bulletin board may not be larger than 11 x 17. Posters posted in Kiosks located on the James M. Baker University Center Main Street may not be larger than 22 x 28.
9. Sandwich boards may not be placed in the James M. Baker University Center.
10. Easels may not be placed on the James M. Baker University Center Main Street.
11. All directional signs in the James M. Baker University Center must be submitted to and placed by the Department of Campus Life.
12. There may be no more than one (1) of the same poster, sign or flyer on any one (1) bulletin board.
13. The name of the sponsoring unit must be clearly stated on all posters, signs, flyers or banners as well as the date, location and time of the event/meeting.
14. Sponsoring units are responsible for removing all posters, signs or flyers within two (2) business days following an event/meeting. Posters, signs or flyers for weekend events/meetings must be removed by the next business day (no later than Tuesday of the following week).
15. The Department of Facilities Management staff must hang all banners outside of the James M. Baker University Center and the Student Activities Center. Banners cannot be attached to light poles, trees, etc. unless authorized by the Department of Facilities Management. Banners must be professional in appearance and removed immediately following an event/meeting. It is the responsibility of the sponsoring unit to make arrangements with the Department of Facilities Management for hanging and removal.
James M. Baker University Center and Student Activities Center banners must be hung by the Department of Campus Life. The banners cannot be any longer than 8 feet; all banners must be a minimum of 4 feet in width. There may be no more than one (1) of the same banner hung in the James M. Baker University Center and Student Activities Center at one time; this includes students wanting to hang several banners of themselves during elections (i.e. Homecoming, Student Government elections, etc.).
16. **All Yard signs** for approved events/meetings must be placed by the Department of Campus Life. Yard signs may only be placed in the following designated areas: (1) In grassy areas along Clayton State Blvd. (from Wellner Drive to Caldwell Drive), (2) along Caldwell Drive, (3) along Simpson Drive, and (4) along the main sidewalk spanning the rear of the James M. Baker University Center (including the Quad – courtyard).
In order to maintain the University image and similarity with the indoor policies, all yard signs must be placed by the Department of Campus Life.
17. The use of chalk on pavement is permitted only along the main sidewalk of the campus courtyard (spanning the rear of the University Center – Quad) and the sidewalk in between Business and Health Sciences and the Student Center.
18. The placing of any flyers, signs, handbills, or other publicity items or materials on vehicles is strictly prohibited.
19. Job opportunity information should be directed to the Office of Career Services.
20. Table tents may be placed on tables in the James M. Baker University Center Commons (food court) with permission from the Campus Dining General Manager. Table tents placed

throughout the James M. Baker University Center will be removed at the conclusion of the day. Table Tents are permitted inside the Café, Game room and Student Organization suite of the Student Activities Center. Table tents are not permitted inside of the fitness center or lobby. Table tent displays should be monitored regularly to ensure neatness and order; tables tents should be removed immediately following the advertised activity, event or program.

21. James M. Baker University Center Main Street Kiosks: Sponsoring units may reserve days to place their posters in an assigned kiosk. In order to place a poster in a kiosk, permission must be obtained from the Department of Campus Life. All posters must meet all poster, sign and flyer regulations except the poster must be no smaller than 22 x 28 (or slightly smaller). Posters may not be posted in the kiosk for more than two consecutive (2) weeks. Posters placed in the Kiosks without permission will be removed and discarded. The Department of Campus Life will maintain a schedule of when the Kiosks are available. The Department of Campus Life requires a minimum of one (1) business day to post.
22. Display cases, encased bulletin boards, and outdoor kiosks: Such display areas are maintained by the Department of Campus Life and are reserved for organization(s)/University unit(s). Materials for display must be delivered to the Department of Campus Life. Posters, signs or flyers must be done in accordance with University standards. Due to space limitations, posters will be hung on a first-come, first-serve basis and may not be posted for more than two (2) weeks prior to the event/meeting date. The Department of Campus Life requires a minimum of one (1) business day to post.
23. Email Announcements: Departmental announcements for general distribution to campus employees and/or students should be sent to the Office of University Relations for inclusion in the bi-weekly Laker Lines email bulletin.
Recognized student organizations or administrative units may send campus announcements through the Department of Campus Life in accordance with the email announcement guidelines <http://adminservices.clayton.edu/campuslife/email.htm>. Only announcements for approved campus events/meetings will be sent campus-wide.

The Department of Campus Life will monitor all campus postings and remove unauthorized, out-of-date, or non-professional signs. Any administrative member of the campus community may remove posters, signs or flyers placed in unauthorized locations. Non-University postings may also be removed. Notify the Department of Campus Life when a poster, sign or flyer is removed in order to ensure the appropriate organization(s)/University unit(s) are informed.

ADMINISTRATIVE PERSONNEL

Executive Cabinet

PRESIDENT (Interim) Dr. Thomas J. Hynes, Jr.	University Center Suite 112
Interim Vice President of Business Operations Corlis Cummings	Student Center Suite 235
Vice President for Student Affairs Dr. Brian L. Haynes	University Center Suite 250
Vice President for External Relations and Executive Assistant to the President (BG) Robert Stephens	University Center Suite 116
Vice President for Information Technology Services Dr. John Bryan	Library Lower Level Suite 156
Executive Director of Athletics Mr. Mason Barfield	Athletics and Fitness Building Suite 32
Executive Director of Spivey Hall Mr. Sam Dixon	Spivey Hall
Vice President for Academic Affairs and Provost Dr. Sharon E. Hoffman	University Center Suite 215
Associate Provost Dr. Thomas Eaves	University Center Suite 215

ACADEMIC DEANS

College/School Name:	College of Arts and Sciences
Dean:	Dr. Nasser Momayezi
Associate Dean:	Dr. John Campbell
Phone:	(678) 466-4700
URL address:	<u>http://a-s.clayton.edu/</u>
College/School Name:	School of Business
Dean:	Dr. Jacob Chacko
Associate Dean:	Dr. Diane Prince
Phone:	678-466-4500
URL address:	business.clayton.edu

College/School Name:	College of Information and Mathematical Sciences
Dean:	Dr. Lila Roberts
Associate Dean:	None
Phone:	678-466-4400/4402 Main Office
URL address:	<u>http://cims.clayton.edu/</u>
Office:	James M. Baker University Center, Suite 315
College/School Name:	School of Nursing
Dean:	Dr. Lisa Wright Eichelberger
Associate Dean:	Dr. Sue Odom
Phone:	678.466.4900
URL address:	<u>http://nursing.clayton.edu/default.htm</u>

Academic Policies and Procedures

Academic Advisement

Clayton State University has both faculty members and professional staff who advise students. Most new freshmen are assigned staff advisors who work in an advising center located in each college or school. Upperclassmen and transfer students may be assigned to a faculty member depending upon the students' major. For information about advising, student should visit the advisement center website in the college or school of their major. Students who do not know who their advisor is can check the DUCK or contact the appropriate advising center listed below:

**College of Arts & Sciences <http://a-s.clayton.edu/advising/>
Clayton Hall, Room T211D**

Departments: Communicative Arts and Integrative Studies, English, Humanities, , Natural Sciences, Psychology, Social Sciences, and Teacher Education, Visual and Performing Arts

**School of Business <http://business.clayton.edu/advisement/>
Business, Room T150**

Programs: Accounting, General Business, Health Care Management, Management, and Marketing

**College of Health Sciences <http://healthsci.clayton.edu/advisement/>
Continuing Education Building Suite 220**

School: Nursing and Dental Hygiene

**College of Info & Math Science <http://cims.clayton.edu/advisement/> University Center
Building, Room UC 332**

Programs: Computer Sciences, Information Technology and Mathematics

**Center for Academic Success <http://adminservices.clayton.edu/caa/> University Center
Building, Library B (Lower Level)**

All students enrolled in one or more Learning Support classes, as a result of taking the COMPASS test, must be advised in the CAS. Provisionally admitted students are advised in the CAS as well.

Students should contact their advisors any time they have questions about academic policies or class scheduling. Contacting advisors well before the beginning of the registration period helps ensure that students get the best possible schedule. Although advisors are knowledgeable and helpful, the ultimate responsibility for adhering to academic policies, selecting appropriate classes, changing majors, following procedures, and completing graduation requirements rests with the students. Students should familiarize themselves with all policies that affect their progress toward a degree including program requirements, registration procedures, graduation procedures, academic deadlines, tuition/fee payment deadlines, and financial aid policies. This information can be found

on the Clayton State University website. Most advisors contact students via e-mail, so students should check their CSU e-mail accounts regularly.

Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

No Show Policy

Students must attend at least one regularly scheduled class meeting in each course during the first week of the term in order to remain registered in those classes. Students who do not attend any of their classes during the first week are withdrawn from the university. If extraordinary circumstances arise that prevent students from being physically present during the first week of the term, students wishing to be reinstated must:

1. be able to provide satisfactory documentation of extenuating circumstances such as a death in the immediate family, a serious illness or an unavoidable calamity beyond their control;
2. at the earliest opportunity, obtain permission from their instructor(s) to start late, and
3. request that the Dean of their school or college reinstates them in courses approved by the instructor(s).

Students should be aware that starting some or all classes late has serious academic and financial implications. Attendance is especially important for students receiving financial aid because failure to attend class in all registered courses affects the amount, distribution, and possibility of receiving financial aid awards.

Withdrawal Policies

All registrations are final and students are obligated to pay tuition and fees as of the end of the late registration period. A grade symbol will be placed on the transcript for all courses in which the student is registered as of the end of the late registration period.

Students who wish to receive a grade of W (withdrawal) or, in certain circumstances, WF (withdrew failing) must act in accordance with university policy. The academic calendar, which lists withdrawal deadlines, is available from the Registrar's homepage.

Official Withdrawal Form Required

A student desiring to withdraw from a specific class, multiple classes, or all classes must submit an official withdrawal form to the Office of the Registrar. The form can be submitted on paper (Registrar's Office, (678) 466-4169) or online (www.clayton.edu). Students are strongly advised to print the confirmation of an online withdrawal. Students withdrawing from a learning support course must have the withdrawal form signed in person by their learning support advisor.

A withdrawal is not official and will not appear on the transcript unless the official form is properly submitted. Although it is good practice to discuss withdrawal intentions with instructors and other University Officials, the student must be aware that such discussion (whether oral or written) does not constitute official withdrawal. If a student attends class and then stops attending but does not submit an official withdrawal form, the student will be assigned a grade of F.

Withdrawal before Midterm

A student who completes the official withdrawal process prior to the published midterm date for the term of enrollment will be assigned a grade of W (withdrew) regardless of the reason for withdrawal or how the student is performing in the class. A grade of W is not included in the calculation of the

Grade Point Average (GPA), but it may have implications for continued financial aid eligibility. (Consult the Financial Aid Office.)

Withdrawal after Midterm

As noted above, prior to midterm a student may withdraw for any reason whatsoever and receive a grade of *W*. However, withdrawal after midterm is subject to academic penalty (accountability) as follows: A student who completes the withdrawal process after the published midterm date for the term of enrollment will be automatically assigned a grade of *WF* (withdrew failing) unless a hardship exception is granted. A *WF* counts in GPA just like a grade of *F*.

Hardship Withdrawal Policies

A student desiring to be considered for a hardship withdrawal must complete the official withdrawal process and submit a Hardship Withdrawal Request Form to the dean of the school of the student's major. The Hardship Request form may be obtained from the Registrar online (www.clayton.edu) or in person (STC-216). Call (678) 466-4169 to obtain a form if in person or online is not feasible.

To be eligible for hardship withdrawal, a student must have met ALL of the following conditions:

1. experienced an emergency or other unanticipated hardship that makes continuation in the course or courses ill-advised,
2. been passing the course at the time that the emergency or other hardship arose,
3. acted responsibly by notifying his or her instructors or other University officials about the hardship situation as soon as possible after it arose, and
4. filed the hardship request with the appropriate dean as soon as it is feasible to do so. Hardship requests that are not filed in a timely manner are subject to denial even if the student was passing and the hardship was legitimate.

Hardship withdrawal does not involve special consideration for refunds. Any refund due will be granted in accordance with the refund regulations and schedule printed in the semester Schedule of Classes booklet.

For purposes of this policy, “passing” is defined to include not only recorded grades but also satisfactory progress toward course assignments (papers, reports, projects, etc.) that have not yet actually been graded at the time the hardship arises. The dean's office will contact the appropriate faculty member(s) to determine the student's status.

“Hardship” refers to an unexpected event or circumstance beyond the student's control that directly interferes with the student's ability to continue to make satisfactory progress in class(es). This generally includes, but is not necessarily limited to, serious illness or accident of the student or a close relative that requires the student's extended attention, unavoidable and unexpected job change or change of job assignment that conflicts with class, or significant disruption of family life that prevents regular class progress. The following sorts of cases do not constitute “hardship”: getting behind in class due to taking on more than one can handle; doing poorly in class due to inadequate background, difficult material, or poor time management; taking extensive time away from class for a personal situation that could have been expeditiously handled with a minimum of class interference. The dean may request documentation of the hardship.

Withdrawal from Learning Support Courses

All of the regulations listed above for withdrawing from any course also apply to Learning Support courses. In addition, regulations provide that students *required* to take Learning Support courses may not withdraw from a Learning Support course and remain in any course numbered 1000 or higher. Provisionally admitted students (those students who are required to take one or more

learning support courses through Georgia Perimeter College) may not withdraw from any learning support courses and remain enrolled at Clayton State University in subsequent semesters.

Returning University-Owned Equipment

A student who withdraws from all classes for a term is no longer considered an enrolled student. The individual must immediately return any University-owned equipment that may have been issued to the student. The withdrawal process is not complete until all equipment has been properly returned.

Grade Appeal Process

Students have the right to protection against prejudiced and unreasonable academic evaluation and assessment. At the same time, however, students are responsible for maintaining the standards of academic performance established by the University and by the faculty for each course in which they are enrolled. Faculty has a responsibility to advise students of course expectations and criteria for grades and to make themselves available for conferences with individual students who seek counsel and advice regarding their progress.

Students who believe that their personal academic rights have been violated may seek redress. Academic appeals must be initiated and pursued in a timely manner; specifically, the appeal process must be initiated during the next term of attendance or within three months from the end of the term in which the grade was assigned, whichever comes first. Appeals initiated after this "statute of limitations" will not be considered except in extraordinary instances in which there is a compelling reason, one beyond the student's control, presented for the delay.

The following procedures must be adhered to in filing a grade* appeal:

- A student should begin by consulting with the faculty member who assigned the grade to determine if the matter can be resolved through mutual understanding.
- If no understanding is reached, and the student wishes to pursue the matter further, the next step is to consult with the head of the academic department in which the alleged violation occurred. The department head will attempt to resolve the situation informally.
- If resolution is not achieved through informal consultation with the department head and the student wishes to make a formal appeal, he or she must submit an appeal **in writing**** simultaneously to the department head and to the dean of the school in which the case occurred. The department head will investigate the case and consult with the dean. The student may be asked to provide additional information. The department head and dean will provide the student with a written response to the appeal.
- If the student is dissatisfied with the ruling of the dean and department head and wishes to appeal the decision further, he/she must submit a written** appeal to the Vice President for Academic Affairs (VPAA) detailing specific objections to the department/school ruling. An investigation will be conducted. The VPAA, at his or her discretion, may rule on the case after the investigation is completed or may convene the Academic Appeal Board to weigh the evidence and make a recommendation to the VPAA. The VPAA will provide the student with a written response to the appeal.
 - If the student wishes to appeal further, the student must submit a **written**** appeal to the President of Clayton State University. Normally, the President's review will be concerned with procedural rather than substantive issues, although he/she may consider all matters. The President will provide the student with a written response to the appeal. The final administrative decision rests with the President and may not be appealed.

* In these procedures the term "grade" may apply to those actions that affect a student's academic record or academic progress.

** The written appeal should be specific and detailed concerning the substance of the appeal and why the student disputes the previous ruling; exhibits may be attached. A concerned student may discuss an issue informally with the dean, AVPAA, VPAA, or

President, but the appeal will not be considered official and no formal action will be taken until the appeal is submitted in writing within the given time frame.

Course Substitutions

Student Instructions:

1. You may either print out form from the Registrar's website, or forward the request to your advisor.
2. Your substitution must be approved by your advisor, your department head and the dean.
3. Approval of a course substitution (using transfer credit only) will not exempt you from meeting the residency requirement of your degree.
4. You, the student, are responsible for turning this form in to the Registrar's Office. For this reason, the Registrar's Office recommends you print the form, take it to your advisor, secure all signatures, copy the completed form, and personally return it to the Registrar's Office.

Student Records

A variety of records is accessible to students through the DUCK. Students should be sure to update their contact information if they move or change their phone number. The university maintains the privacy of students' records in accordance with the Family Educational Rights and Privacy Act (<http://adminsivces.clayton.edu/registrar/forms/Annual%20Notification%20to%20Students%202005-2006.doc>). Students are advised to protect their DUCK password to prevent unauthorized access to their records.

Did You Know?

1. The official, up-to-date collection of academic regulations, graduation requirements, course descriptions and other information is found in the online Academic Catalog: <http://publications.clayton.edu/catalog/>
2. The CSU e-mail account is the official means of communication between the university and students. Students are advised to check their e-mail accounts regularly.
3. Students must maintain a 2.0 Institutional GPA in order to be in good standing at the university.
4. Students seeking entry into selective majors and programs must meet additional requirements before being admitted into the program.
5. Clayton State University offers courses at several locations. When scheduling classes, students must be sure that they have selected the correct campus location.
6. Courses designated as section 90 are online courses.
7. Faculty members maintain office hours, which are times set aside to meet with students.
8. There are opportunities for students to study abroad.
9. Students who have outstanding academic achievement may be admitted to the honors program.
10. Talented high school students may be admitted early or permitted to jointly enroll via the ACCEL Program.

Ten Tips for Academic Success

1. Doing well in classes requires a considerable amount of time outside of the classroom. Balance your course load with work and other obligations.
2. Arrive at class on time and attend every class.
3. Get to know your instructors. Visit them during office hours.
4. Study your professors' syllabi. You are responsible for completing assignments on time. Come to class prepared.
5. Establish daily and weekly goals for yourself.
6. Record important dates on an appointment calendar.
7. Get to know at least three other students in each class. Exchange contact information with them.
8. Get involved in campus activities.

9. Contact your advisor whenever you have questions.
10. Establish study groups with other students and seek help from campus service providers, such as the Center for Academic Success, if you anticipate having difficulties in class.

STUDENT RESOURCES UNIVERSITY SERVICES

Department Name: **Alumni Relations**
Location: Student Center - 233 (External Relations Suite)
Hours of Operation: Monday-Friday (9 am-5 pm)
Phone: (678) 466-4477
URL address: <http://www.clayton.edu/alumni2.htm>

One measurement of a great university is the loyalty and support of its alumni. The Clayton State Office of Alumni Relations and Alumni Association aspire to develop a program recognized among the best.

Founded in 1990, the Clayton State Alumni Association has remained connected with many alumni and friends over the years, preparing a foundation for the future. The Alumni Association serves to foster a spirit of loyalty, commitment and service among Clayton State graduates, students, faculty/staff and friends of the University. Clayton State has over 15,000 alumni across the United States and around the world.

Departmental Name: **Arts and Sciences Advisement Center**
Location: Administration Bldg. 33
Hours of Operation: 8:00am – 5:00pm M-Th; 8:00am – 12:00pm Fri
Phone: (678) 466-4727
URL Address: <http://a-s.clayton.edu/advising/default.htm>

The Advisement Center serves as a center of academic support for College of Arts and Sciences students. It is facilitated by Academic Advisors, whose responsibility is to provide clarification of academic requirements, emphasizing completion of core curriculum requirements. The advisors also serve as a resource to encourage students to become knowledgeable about campus resources and academic practices.

Departmental Name: **Athletics**
Location: Athletics and Fitness Center
Hours of Operation: 8:00am – 5:00pm
Phone: (678) 466-4678
URL Address: www.athletics.clayton.edu

For nearly two decades, intercollegiate athletics has evolved into a strong tradition at Clayton State University. Officially, Clayton State competes at the NCAA Division II level in one of the premier conferences in Division II – the Peach Belt Conference. As an NCAA Division II program, athletic scholarships are offered at Clayton State.

Laker Athletics consists of 12 sports – men’s and women’s basketball, men’s and women’s soccer, men’s and women’s cross country, men’s and women’s indoor track and field, men’s and women’s outdoor track and field, women’s tennis and men’s golf.

Department Name: **Bookstore**
Location: Student Center, First Floor
Hours of Operation: (hours will vary during breaks):
Monday – Thursday 8:00am – 8:00pm
Friday 8:00am – 3:30pm
Phone: (678) 466-4220
URL address: www.auxiliaries.clayton.edu/bookstore

The University Bookstore is your one-stop for all required course materials, including new and used textbooks. We guarantee to provide exactly the course materials requested by your Professor. In addition to textbooks, we also provide computer hardware and software, a large selection of school and office supplies, backpacks, computer supplies, Clayton State logo merchandise, and supplies for your residence hall room. Financial Aid Book Money is available prior to the beginning of each semester. Book Buy Back is conducted during the days of final exams. Visit our website for dates and times of Book Money and Book Buy Back.

Department Name: **Bursar's Office**
Location: Room 278 Student Center Building
Hours of Operation: Monday and Tuesday 8:00am - 7:00pm
Wednesday and Thursday 8:00am - 5:00pm
Friday 9:00am - 2:00pm
Phone: (678) 466-4295
URL address: bursar@clayton.edu

The Bursar's Office serves the students at Clayton State University by collecting money owed to the institution for tuition and fees, assisting students with their accounts, third party payments, housing payments, billing, collections, financial aid receipting, providing information on refunds, refunding, and depositing money for various campus offices at the institution.

The Bursar's Office also provides 1098-T information yearly to qualified students.

Our objective is to provide students with accurate and valid information in a timely manner, so that they may concentrate totally on their educational goals.

Departmental Name: **Campus Life**
Location: Student Activities Center, Suite 223
Hours of Operation: 8:00am – 5:00pm
Phone: (678) 466-5433
URL Address: <http://admins-services.clayton.edu/campuslife/>

The Department of Campus Life creates opportunities for students to engage in educational, multicultural, and social experiences that promote student learning, leadership, teamwork, personal and professional growth and service.

Campus Life consists of six functional areas: Campus Programs, Fraternity and Sorority Life, Leadership Development, Multicultural Programs and Resources, Student Organizations and Volunteer Services.

Campus Life also oversees the day-to-day operations of the Student Activities Center and the James M. Baker University Center.

Departmental Name: **Career Services**
Location: Student Center Suite 250
Hours of Operation: Monday-Friday, 8:00am – 5:00pm
Phone: (678) 466-5400
URL Address: <http://admins-services.clayton.edu/career/>

The Office of Career Services helps students discover opportunities, develop professionalism, and launch careers. Students learn about resumes, interviewing, professional attire, networking, internships, graduate school applications, and job searches. Career Services connects students and employers through online job postings in Laker CareerZone, on-campus recruiting, employer interview or information sessions, and

job, career, and internship fairs. Students can enhance their career development by participating in a variety of workshops each semester or by scheduling individual appointments.

Departmental Name: Center for Academic Success

Location: Library (Lower Level)

Hours of Operation: Monday-Thursday: 7:30am-7:30pm Friday: 7:30am-4:30pm

Phone: (678) 466-4070

URL Address: <http://adminservices.clayton.edu/cas>

The Center for Academic Success (CAS) offers a variety of services and resources to assist students in their academic pursuits throughout their experience at Clayton State University. These services and resources include:

- Personalized, one-on-one tutoring in over 60 courses
- Drop-in mathematics and writing assistance
- Supplemental Instruction for difficult courses
- Academic success workshops on a variety of topics
- Audio and visual study aids and other instructional resources
- Instructional software programs
- Computer-based study behavior assessments
- Academic advising for Provisionally Admitted and Learning Support students
- Comfortable study environment conducive to learning
- Student study lounge

Departmental Name: Continuing Education

Location: Downs Hall

Hours of Operation: 8:30am - 9:00 pm Mon-Thurs and 8:30am - 5:00pm Fridays;

Weekend rentals are available

Phone: (678) 466-5050

URL Address: www.conted.clayton.edu

Continuing Education provides students the opportunity to take non-credit classes in the area of personal enrichment such as dance, languages, and digital photography. New classes begin every month. Professional development classes and certificate programs such as Culinary Arts, Voice Over, Private Investigation, Project Management and Medical Billing and Coding are also available. All classes are listed in our quarterly brochures available in the Center for Continuing Education located in Downs Hall or online at www.conted.clayton.edu. The Center for Continuing Education also rents facility space for meetings, conferences, family reunions and wedding receptions. For more information call 678 466 5050.

Departmental Name: Counseling and Psychological Services

Location: Student Center, Room 245 (building name will be changing)

Hours of Operation: 8:00 am.-5:00 pm; Emergency/crisis consultation services are available after hours via Public Safety at (678) 466-4050.

Phone: (678) 466-5406

URL Address: www.clayton.edu/counseling

Our primary mission is to support the personal, professional, and academic growth of Clayton State University students. Counseling and Psychological Services provides confidential individual and group counseling to address the personal and career related concerns of students. We also provide consultation in order to assist students, faculty, and staff in understanding student concerns. We conduct outreach programming to identify students in need of services, and provide a variety of workshops on student concerns including, managing stress, beating depression, and dealing with difficult relationship issues.

Department Name: **Dental Hygiene Clinic**
Location: Student Center 103
Hours of Operation: Varied
Phone: (678) 466-4920
URL address: dhclinic@clayton.edu

The Dental Hygiene Clinic is open to current students and to the general public. Dental hygiene students treat patients under the supervision of dental hygiene faculty members. Every effort is made to accommodate patients, however, patients are appointed on the basis of the instructional needs of the student. Our clinic is located in the lower level of the Student Center Building in room D – 103. Appointments to receive dental hygiene treatment in our clinic may be made in person or by calling (678) 466-4920. The clinic fee schedule may be found on the above listed web URL address.

Departmental Name: **Disability Resource Center**
Location: Suite 255, Student Center
Hours of Operation: 8: 00am - 5:00pm
Phone: (678) 466-5445
URL Address: <http://adminservices.clayton.edu/disability>

The Disability Resource Center (DRC) serves students with documented disabilities to assure equal access for students with disabilities in accordance with federal and state legislation. Students seeking accommodations or services due to a disability must submit documentation to verify their eligibility. Documentation guidelines and forms necessary to begin the registration process are available in our office or on our website. A disability is a condition that **substantially** limits one or more major life activities. They include, but are not limited to: cognitive disabilities (LD, ADHD, and brain injury), psychological disabilities, sensory disabilities (visual, motor, hearing), speech/language disabilities and chronic health impairments.

Department Name: **Financial Aid**
Location: Student Center Room 102
Hours of Operation: Monday-Tuesday 8:00am-7:00pm;
 Wednesday-Thursday 9:00am – 5:00pm;
 Friday 9:00am – 2:00pm
 Office hours will vary during registration, holidays, and semester breaks.
 Check our website during those times for updated office hours.
Phone: (678) 466- 4185
URL address: <http://adminservices.clayton.edu/financialaid/default.htm>

The Financial Aid Office at Clayton State University is committed to providing quality financial aid services to all eligible students accepted to the University. We will deliver federal Title IV programs, State of Georgia programs, federal Veteran Affairs benefits, and scholarship assistance to students who seek financial educational funding via these resources. We will serve our students in a timely, equitable, accurate, courteous and fiscally astute manner adhering to all federal, state, and university regulations.

Department Name: **Health Services**
Location: Student Center Room 211
Hours of Operation: Mondays 8:00am - 7:00pm; Tues.-Thurs. 8:00 – 5:00pm
URL Address: <http://nursing.clayton.edu/uhs/default.htm>

University Health Services is a part of the School of Nursing and is funded by student health fees. The clinic is staffed with Nurse Practitioners, Registered Nurses, and Certified Medical Assistants under the management of the Director and Medical Director of UHS. The objectives of University Health Services are to assist students, faculty and staff with the identification and management of their health care needs; and to provide educational and health prevention opportunities to the Clayton State University community throughout the academic year.

Department Name: **Higher One Student Refunds (Clayton State OneCard)**
Location: LakerCard Center, University Center, First Floor
Hours of Operation: Monday -Thursday: 8:00am – 8:00pm; Friday: 8:00am - 3:30pm
Phone: (678) 466-4215
URL Address: www.adminservices.clayton.edu/higherone

All financial aid refunds and tuition refunds are processed through Higher One, using the Clayton State OneCard. Every registered student will be issued the OneCard which must be activated online at: claytonstateonecard.com. Upon activation of the OneCard, students can choose to have their refund issued to their Higher One bank account (a checking account provided by Higher One) or their personal bank account. The LakerCard Center is your one-stop for questions about Higher One, or visit adminservices.clayton.edu/higherone for more information. The OneCard does not replace the LakerCard for access to service on campus.

Departmental Name: **College of Information and Mathematical Sciences**
Location: UC-315
Hours of Operation: 7:30am - 5:00pm Monday through Friday
Phone: (678)466-4400
URL Address: <http://cims.clayton.edu>

Departmental Functions: Office of the Dean of the College of Information and Mathematical Sciences. In addition, the academic advisor for CIMS is located here. The College of Information and Mathematical Sciences houses the Computer Science, Information Technology, and Mathematics academic programs.

Department Name: **Jazzman's Café**
Location: University Center, Second Floor
Hours of Operation: Monday – Thursday: 7:00am – 9:30pm
Friday: 7:00am – 5:00pm; Saturday: Noon – 4:00pm
Sunday: Closed
Phone: (678) 466-4210
URL Address: clayton.edu/dining

Wake up and smell the fresh-brewed selection of coffees or kick back and relax to soothing jazz sounds as you enjoy a fresh salad or healthy sandwich. Maybe you need a pick-me-up in the afternoon...choose from a wide selection of icy-cold fruit smoothie drinks or fresh-baked pastries. Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

Department Name: **LakerCard Center**
Location: University Center, First Floor
Hours of Operation: Monday -Thursday: 8:00am – 8:00pm
Friday: 8:00am – 3:30pm
Phone: (678) 466-4215
URL Address: www.auxiliaries.clayton.edu/lakercard

The LakerCard is your official Clayton State student ID card. It is required as photo identification on campus and for access to various services, including the Library. Students can deposit money to their LakerBucks Account for cashless payment of goods and services at the University Bookstore, all Dining locations, Laundry, SmartPrint, vending, student copying, the Dental Clinic, University Health Services, the Game Room, and Public Safety.

The LakerCard is required to access your meal plan at the Lakeside Dining Hall. Residential students will also use their LakerCard to access Laker Hall and their suite.

Department Name: **Laker Hall Lounge**
Location: Laker Hall Lobby, First Floor
Hours of Operation: Sunday – Thursday: 7:00pm – midnight
Phone: (678) 466-7474
URL Address: www.clayton.edu/dining

The Laker Hall Lounge is open in the evenings so you can gather with your friends to hang out or study while enjoying a quick snack. To satisfy those late-night munchies, choose from hot dogs, nachos, sandwiches, mini pizzas, or other snacks and soft drinks. Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

Department Name: **Lakeside Dining Hall**
Location: University Center, First Floor
Monday – Friday
Breakfast: 7:00am – 10:30am
Lunch: 11:00am – 4:00pm
Dinner 4:30pm – 7:30pm
Saturday/Sunday
Brunch: 11:00am – 4:00pm
Dinner: 4:30pm – 7:30pm
Phone: (678) 466-4210
URL Address: clayton.edu/dining

The Lakeside Dining Hall is an all-you-care-to-eat dining hall. The Dining Hall features a variety of breakfast, lunch and dinner options where you can eat as much as you like during each visit. Dining options include a salad bar; deli sandwiches; hot-off-the-grill burgers and sandwiches; hot entrées featuring American, vegetarian and international selections; desserts and beverages. Meal plan customers will appreciate the great value their meal plan offers over the cash price. Meal Plans are accessed with your LakerCard. Cash, credit/debit cards, LakerBucks, and Dining Dollars are also accepted for payment of an individual all-you-care-to-eat meal.

Departmental Name: **Library**
Location: 2nd Floor Library Building
Hours of Operation: <https://gil.clayton.edu/calreq.php>
Phone: (678) 466-4325
URL Address: <http://admins-services.clayton.edu/library/>

The CSU Library is located on the main floor of the 56,000 square foot Library building with seating capacity of approximately 250.

Library collections include books; microforms; audio-visual items; print and electronic serials, including magazines, scholarly journals, newspapers; electronic books, online databases and other research tools; and archived materials documenting the history of Clayton State. The Library conducts sessions to help students use information resources and provides assistance at the reference desk, via email (reference@clayton.edu) and through Meebo (virtual reference). Through the library's web-based catalog and interlibrary loan services, students may request materials from other libraries.

Departmental Name: **Media & Printing Services (M&PS)**
Location: Lower Level Library - Rm. L117
Hours of Operation: M-F - 8:00 am -5:00 pm
Phone: (678) 466-4377
URL Address: <http://admins-services.clayton.edu/media/>

Media & Printing Services provides A/V instructional classroom equipment and printing and copying services for the faculty and staff of Clayton State University. M&PS student services include, free usage of digital cameras, and camcorders/tripods for classroom projects. Student organizations with authorized

accounts may also request printing of color posters and flyers. Students should contact LaShanda Hardin in the Office of Campus Life for details.

Department Name: **Orientation & New Student Programs**
Location: Student Center, Room 117
Hours of Operation: 8:00 a.m.-5:00 p.m., Monday-Friday
Phone: (678) 466-5443
URL address: <http://adminservices.clayton.edu/orientation/default.htm>

The Office of Orientation and New Student Programs facilitates and enhances the successful first year transition of all freshmen and undergraduate transfers at Clayton State University.

New Student Orientation: Orientation offers new students and their families an introduction to Clayton State University. All new students (*some exceptions apply based on student status) are required to participate in the new student orientation program. Orientation programs are offered for all new degree-seeking and certificate students (including transfer students). Additional programming includes:

- New Student Convocation
- StartSmart Summer Program
- Parent & Family Welcome
- Nontraditional Student Recognition Week
- New Student Success Series

Department Name: **Pizza Hut Express**
Location: University Center, First Floor
Hours of Operation: Monday – Thursday: 11:00am – 7:30pm
 Friday: 11:00am – 3:00pm
 Saturday & Sunday: Closed
Phone: (678) 466-4210
URL Address: clayton.edu/dining

For breakfast, enjoy fresh biscuit sandwiches with your choice of Egg & Cheese, Bacon, Egg & Cheese and Sausage, Egg & Cheese. Add a side of hash browns and a hot cup of coffee. For lunch, grab a Personal Pan Pizza ® topped with quality meats, fresh vegetables, and pure mozzarella cheese. Make it a combo with breadsticks and a drink. We also have CinnaSticks available for a sweet finish to any meal. Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

Department Name: **Public Safety**
Location: Student Center, Room 207
Hours of Operation: 24 hours a day, 365 days a year
Phone: (678) 466-4050 or (770) 961-3540
URL address: <http://adminservices.clayton.edu/ps/>

The Department of Public Safety consists of three areas:

Parking/Communications Services, Police/Investigative Services, and is staffed 24 hours a day. Communications Officers are certified to use the Georgia Crime Information Computer system and are responsible for handling all Emergency and Non-Emergency Communications including monitoring of alarm systems on campus. They also issue Parking Permits, maintain a 24-hour a day Radio and Telephone Communications, and handle Emergency Communications. They also process background checks for Human Resources, Teachers Education, and other educational institutions and maintain the Lost & Found Center.

Departmental Name: ROTC
Location: The Business Administration Building Rm A-10
Hours of Operation: 8:00 am -4:30 pm
Phone: (678) 466-4094, (678) 466-4093
URL Address: No Web site for the Department

Recruit and oversee the successful graduation and commissioning of future Officers for US Army. The ROTC program Issue unlimited scholarships to all who qualify to pay room and board or tuition; to include 1200 annually for books and a monthly allowance \$300-\$500 depending on you classification.

Department Name: Office of Recruitment and Admissions
Location: Student Center Room 154
Hours of Operation:
Monday – Tuesday 8:00am – 7:00pm
Wednesday – Friday 8:00am – 5:00pm
Phone: (678) 466-4115
URL Address: <http://adminservices.clayton.edu/admissions/default.htm>

The Office of Recruitment and Admissions reviews undergraduate student applications and credentials, seeking to enroll students who bring academic talent and diversity to Clayton State. We provide information about the University's academic programs and offer admission counseling to prospective freshmen, transfers, nontraditionals, transients, post-baccalaureates and international students interested in applying to Clayton.

Group information sessions, campus tours, and other visitation programs are available throughout the year. Additionally, the Office of Recruitment and Admissions employs students throughout the year. We also work with the Ambassador Recruitment Team to encourage current students to become campus tour guides or become involved with other admission related activities.

We are also responsible for maintaining immunization records. All students are required to have their immunization record up to date before enrolling in their first semester at Clayton State.

Departmental Name: Office of the Registrar
Location: Student Center, Room 239
Hours of Operation: [Registrar's Office Website](#)
Phone: (678) 466-4145
URL Address: E-mail: registrar@clayton.edu

The Registrar is responsible for maintaining all official records of the University. Requests for transcripts and enrollment verification should be directed to this office. The Registrar evaluates transfer credit, reviews graduation applications, participates in the registration process, and performs numerous other important functions.

Transcript requests must be submitted in writing. Transcript Request Forms may be obtained in the Registrar's Office or from the website.

Verification of enrollment may be obtained via the **DUCK**. Once you have logged into the DUCK, select Personal Information.

Departmental Name: School of Business
Location: School of Business Building, T-150
Hours of Operation: 8:00am – 5:00pm
Phone: (678) 466-4500
URL Address: www.business.clayton.edu

- BBA Program
- MBA Program
- Small Business Development Center
- Center for Economic Research

- Center for Supply Chain Management
- Student Advising Center

Departmental Name: **School of Nursing**
 Location: Harry S. Downs' Center for Continuing Education
 Hours of Operation: 9:00am-5:00pm
 Phone: (678) 466-4900
 URL Address: <http://nursing.clayton.edu>

The School of Nursing offers an undergraduate BSN degree with basic licensure and RN completion tracks as well as a graduate MSN degree with education and leadership tracks. Our Advisement Center in CE-322 is open daily to provide students with program information, academic advisement and assistance with registration issues. An important resource for pre-nursing majors and currently enrolled basic licensure track nursing students is the Student Navigator who develops one-on-one relationships with at-risk students and helps them gain access to university and community support systems, financial aid, academic support, mental and physical resources to support well-being and success.

Department Name: **Spivey Hall**
 Location: Clayton State University – Morrow Campus
 Hours of Operation: Box Office 9:00am to 5:00pm, and one hour before ticketed concerts
 Phone: (678) 466-4200
 URL address: www.spiveyhall.org

Spivey Hall is an acoustically superb, 392-seat recital hall that presents some 150 performances annually by outstanding classical, jazz and world musicians, and serves audiences throughout metro Atlanta and the Southeast. CSU students may attend any ticketed Spivey Hall concert for \$10 or less (based on ticket availability; limit 2 tickets per ID). Music Appreciation students may attend any concert for free while enrolled in the course (based on ticket availability). Department of Music concerts are free (no tickets required except for CSU Opera performances). Spivey Hall offers several educational programs for students, teachers, and adult musicians of all ages and abilities. Any CSU student may attend morning Young People's Concerts, which are 50-minute educational performances of a variety of musical styles, for free (limited to available seating capacity). For more information, visit our website at www.spiveyhall.org, or call (678) 466-4200 or visit the Box Office.

Department Name: **Student Activities Center**
 Location: Student Activities Center
 Hours of Operation: Varies (dependent on how much available room)
 Phone: (678) 466 - 5433
 URL address: <http://adminservices.clayton.edu/studentactivitiescenter/>

The Student Activities Center is the hub for student activities, student organizations, programming and events, fitness, and fun! The Student Activities Center houses a two-floor fitness center complete with two full basketball and volleyball courts, aerobic and dance studios as well as a ballroom and pre-function space, TV lounge, student study areas, student organization offices and work space and a game room.

Department Name: **Student Affairs**
 Location: James Baker University Center, Suite 250
 Hours of Operation: 8:00am – 5:00pm, Monday - Friday
 Phone: (678)-466-5444
 URL address: <http://adminservices.clayton.edu/studentaffairs/>

The Division of Student Affairs supports the mission of the University by providing the highest quality programs, services, and initiatives that enhance student educational experiences and foster discovery, learning and leadership in a diverse, global and technologically advanced society. We value accountability, communication, diversity and respect for others, excellence, innovation and creativity, and leadership and civic engagement. The Division of Student Affairs works in collaboration with the University community to promote student success.

The Departments within the Division of Student Affairs are: Campus Life, Career Services, Counseling and Psychological Services (CAPS), Department of Housing, Residence Life and Student Conduct, Department of Recreation and Wellness, Disability Resource Center (DRC), Special Projects and Grants, and Orientation and New Student Programs.

Department Name: **Student Government Association**
Location: Student Activities Center, Office # 203
Hours of Operation: Varies
Phone: (678) 466-5435
URL address: <http://adminservices.clayton.edu/sga/>

The Student Government Association (SGA) is an elected body of student representatives who work in conjunction with the Division of Student Affairs and other administrative units to address student issues. The Student Government Association also facilitates communication between students and Clayton State administration and the University System of Georgia.

Department Name: **SubConnection**
Location: University Center, First Floor
Hours of Operation: Monday – Thursday: 11:00am – 7:30pm
Friday: 11:00am – 3:00pm
Saturday & Sunday: Closed
Phone: (678) 466-4210
URL Address: clayton.edu/dining

SubConnection offers made-to-order subs loaded with high-quality meats and cheese and your favorite garden toppings and condiments. Or grab a fresh-made salad filled with fresh vegetables and tender meats. Cash, credit/debit cards, LakerBucks, and Dining Dollars are accepted for payment.

Departmental Name: **Teacher Education**
Location: Arts & Sciences Building, Room 205
Hours of Operation: 8:00am – 5:00pm Monday - Friday
Phone: (678) 466-4825
URL Address: <http://a-s.clayton.edu/teachered>

The mission of the Teacher Education Unit is to prepare collaborative, reflective professional educators who are competent, caring, and committed individuals for teaching diverse learners in today's world. The Teacher Education Unit offers a BA in Middle Level Education and a BM in Music Education. The Middle Level Education program is designed to lead to certification for teaching two concentrations from among the four areas of mathematics, science, social sciences and language arts in grades 4-8. The Music Education program is designed for music education candidates to become certified to teach choral or instrumental music in Pre-kindergarten through grade 12. A new degree program, the Master of Arts in Teaching is scheduled to begin in the summer of 2009. More information regarding this degree can be found on the CSU Graduate School website.

Department Name: **Testing Center**
Location: First Floor of the Library Building
Hours of Operation: 7:30am - 7:00pm Mon-Thurs;
7:30am - 4:30pm Fri.; 7:30am - 4:30pm during semester breaks
Phone: (678) 466 4495
URL address: <http://adminservices.clayton.edu/testingcenter/>

The Testing Center provides university-wide testing, along with some program- and community-wide testing. Standardized testing, including college entrance and placement, COMPASS exit, Regents', TOEFL, Major Field Tests and the MAPP are administered in the Testing Center. Some program-specific entrance and exit tests are also given. Students should take the Regents' Test their first semester

Departmental Name: **The HUB**
Location: University Center 101; L136
Hours of Operation: Monday – Thursday 8:30am – 7:00pm; Friday 8:30am – 1:00pm
Phone: (678) 466- HELP (4357)
URL Address: <http://thehub.clayton.edu>

The HUB is the frontline technical support center for Clayton State University. We provide support for student, faculty, and staff technical problems, as well as provide support for students needing help with school related applications. We strive to make sure technology enhances the learning process at CSU.

Department Name: **University Relations**
Location: Student Center-232
Hours of Operation: 8:00am – 5:00pm
Phone: (678) 466-4463
URL address: <http://about.clayton.edu/universityRelations.htm>

The Office of University Relations is the internal and external communications function for the University, serving as an information source, the University’s news bureau and the University’s public relations function.

University Relations, in addition to providing information about the University, its events, faculty, staff and students to the news media and the general public, also publishes the twice yearly Laker Connection magazine, the twice-monthly Campus Review newsletter, and the thrice-weekly Laker Lines e-zine.

University Relations, through these publications and our photographic services, records the history of the University as it happens

Department Name: **Writers’ Studio 224**
Location: Arts and Sciences G224
Hours of Operation: Monday - Thursday 10:00am-7:00pm, Friday 10:00am-1:00pm
Phone: (678) 466-4728

Our goal at WS224 is to give rise to better writers, not just to better writing. We don’t simply proofread your paper; we teach you how to become a more organized, resourceful, exacting, and accomplished writer. In a half-hour session, a peer tutor will talk with you at any stage in your writing process, about any aspect of your project, regarding any subject. Do you need help understanding an assignment? Organizing your thoughts? Developing a thesis statement? Documenting sources? Do you need a refresher on grammar, punctuation, or spelling? Come write away—WS224 can help!

Accommodations and Services for Students with Disabilities

The Disability Resource Center (DRC) provides accommodations and services to eligible students with documented disabilities. Documentation criteria are available on our website at <http://adminservices.clayton.edu/disability>. Additional information is available by contacting the office at 678-466-5445.

The Disability Resource Center, in conjunction with the campus community, provides accommodations and services to students with disabilities. A disability is a condition that **substantially** limits one or more major life activities. They include, but are not limited to: cognitive disabilities (LD, ADHD, brain injury), psychological disabilities, sensory disabilities (visual, motor, hearing), speech/language disabilities and chronic health impairments.

Accommodations for students are individually determined by the DRC and are based on documented functional limitations related to the disability(ies). Accommodations are designed to provide programmatic and physical access to the educational environment without compromise to academic standards. Accommodations may include, but are not limited to: extended time for exams, a distraction-reduced testing environment, use of adaptive technology, classroom note-taking

assistance, preferential classroom seating, alternative text formats, sign language interpreter services, etc.

The DRC endeavors to assist students in identifying additional campus and community resources that support the successful degree completion and subsequent employment. We advocate for students with disabilities and strive to educate the campus community concerning disability issues to create a more inclusive and informed campus.

Clayton State University supports the belief that qualified students with documented disabilities have a right to equal access to the programs, activities, and services of the university. In turn, students with disabilities have a responsibility to meet and maintain the academic standards of the university and, if requesting reasonable accommodations, to identify themselves as having a disability and to provide the DRC with appropriate documentation of the disability.

Obtaining Disability Accommodations and Services

1. REGISTER WITH THE DISABILITY RESOURCE CENTER (DRC)

Visit our web page (<http://adminservices.clayton.edu/disability/>) or office (Student Center, Room 255) to obtain the following forms: **Intake Form**, **Release of Information Form** and **CSU Documentation Guidelines**.

Complete the **Intake** and **Release** forms and obtain documentation of your disability(ies) from an appropriate licensed professional who is qualified to make the diagnosis. Documentation must meet the CSU Documentation Criteria. Submit completed forms and appropriate documentation to the Disability Resource Center.

2. DETERMINATION OF QUALIFYING DISABILITY

Review of Intake Form, Release of Information Form and disability documentation will begin once **both** the completed forms **and** disability documentation have been received by the DRC. (Review is typically completed within approximately five to seven business days.) Students will be notified of whether their documentation meets CSU criteria after a determination has been made.

If disability documentation does not meet the criteria, the student will be informed of the specific additional information that must be obtained and submitted. **It is the responsibility of the student to contact the medical professional, obtain any required additional information and assure that it is received by the DRC.** If submitted documentation meets the stated criteria, students will be notified and invited to schedule an **intake appointment** with a department professional.

3. THE INTAKE APPOINTMENT

At the **intake appointment**, generally lasting about one hour, documentation, appropriate reasonable accommodations and services will be addressed and other necessary forms will be completed. Policies and procedures will be explained and provided to the student in writing. Other appropriate university and community resources may also be presented. Students are eligible to receive services and accommodations after completing the intake process.

4. SEMESTER ACCOMMODATIONS APPOINTMENTS WITH DRC PROFESSIONALS

Once eligible for accommodations, students must schedule a brief **accommodations appointment** at the beginning of every semester enrolled. **Accommodation Letters** for professors will be provided to students during these appointments. DRC professionals will review the students' records, verify contact information, address important upcoming dates and/or relate helpful information. Students may also use this time to address problems, ask questions, or request information. Once **Accommodation Letters** have been received, students should schedule appointments with all their current professors to provide copies of **Accommodation Letters** and to discuss approved accommodations.

5. ADDITIONAL SERVICES

The following services are provided for students with disabilities, as appropriate to need and contingent upon staff availability. The DRC office should be contacted for information or appointments.

Test-Taking Strategies	Time Management Strategies	Referral for Psychological Evaluation
Self-Advocacy Skills	Learning Strategies	Assistive Technology Information
Academically-Related Coaching	Employability Skills	Identifying Strengths and Weaknesses
Community Resource Information & Referral	Graduate Admissions Testing Accommodations Assistance	Understanding Students' Psychological Evaluations

2009-2010 Guide to Campus Services

Student Need	Department/Office
<ul style="list-style-type: none"> • Get help with study habits • Get help with exam skills • Get help with writing skills • Get help with basic math skills • Get help with reading skills • Get tutoring in selected areas 	<p>Center for Academic Success (CAS) Library (Lower Level) (678) 466-4070</p> <p>http://adminsivices.clayton.edu/cas</p> <ul style="list-style-type: none"> • Peer Tutoring • Drop-in math and writing tutoring • Academic Success Workshops • Supplemental Instruction • Peer Mentoring • Study Resources • Study Behavior Assessments • Learning Support Academic Advising
<ul style="list-style-type: none"> • Discuss attitude toward school with counselor • Discuss emotional tensions with counselor • Discuss family problems with counselor • Discuss dating & social life with counselor • Get help in selecting an occupation • Get help in selecting an academic program • Discuss advantages/disadvantages of occupations 	<p>Counseling and Psychological Services Student Center 245 (678) 466-5406</p> <p>http://adminsivices.clayton.edu/counseling</p> <ul style="list-style-type: none"> • Individual and group counseling for personal and career issues • Career exploration and testing • Workshops and seminars • Online screenings • Consultation to faculty and staff • Referrals for psychiatric and community mental health services
<ul style="list-style-type: none"> • Discuss the qualifications for occupations • Discuss job market for college graduates • Get help in selecting an occupation • Discuss advantages/disadvantages of occupations • Get help in finding a part-time job • Get help in finding a summer job 	<p>Career Services Student Center 250 (678) 466-5400</p> <p>http://adminsivices.clayton.edu/career</p> <ul style="list-style-type: none"> • Internship assistance • Professional development seminars • On-line postings of employment and internship opportunities • On-campus interviewing and recruiting • Resume critique services • Job fairs: part-time and seasonal job fair; career opportunities; Career Expo; College-to-Career Fair • Career and employer information
<ul style="list-style-type: none"> • Get help in obtaining a loan • Get help in obtaining a scholarship • Questions about how financial aid may be affected if I have to withdraw from a course 	<p>Financial Aid Student Center 102 (678) 466-4185</p> <p>http://adminsivices.clayton.edu/financialaid</p> <p>Federal School Code: 008976</p> <ul style="list-style-type: none"> • Hope Scholarship • Federal grants, student loans, and work study • State grants • Service cancelable loans • Satisfactory Academic Progress (SAP) • Peer financial counseling

Student Need	Department/Office
<ul style="list-style-type: none"> • Locate books on assignment topics • Locate journal and newspaper articles on assignment topics • Locate subject guides • Locate samples of APA/MLA and other formats • Locate history of Clayton State University • Locate materials not available at CSU • Library instruction • Course reserves 	<p>Library Library (Upper Level) (678) 466-4325 http://admins-services.clayton.edu/library</p> <ul style="list-style-type: none"> • GIL@CSU • GALILEO • CSU Archives & Special Collections • Interlibrary Loan • GIL Express • Professional library staff on duty to assist students
<ul style="list-style-type: none"> • Get advice on general problems or issues • Assistance when you feel like you've been treated unfairly • Have questions about campus policies and procedures • Get advice and tour from experienced student • Want to connect with other new students • Answer questions for parents • Get help in meeting new friends • Get information about student activities and leadership development • Get information about fraternities/sororities • Learn about/participate in community service opportunities • Play sports, exercise and workouts • Outdoor adventures such as skiing, rafting, and paintball 	<p>Division of Student Affairs University Center 250 (678) 466-5444 http://admins-services.clayton.edu/studentaffairs/default.htm</p> <ul style="list-style-type: none"> • Dean of Students/Student Conduct <p>Orientation & New Student Programs Student Center 117 (678) 466-5443 http://admins-services.clayton.edu/orientation</p> <p>Campus Life Student Activities Center 223 (678) 466-5433 http://admins-services.clayton.edu/campuslife</p> <ul style="list-style-type: none"> • Clubs and Organizations • Leadership Programs • Campus Activities • Volunteer Services • Intramurals/Recreation
<ul style="list-style-type: none"> • Help arranging accommodations • Access a variety of software and hardware that enables students with disabilities to access information • Provides free screenings for students who suspect they may have ADD, LD, or a mental health disability 	<p>Disability Resource Center Student Center 255 (678) 466-5445 http://admins-services.clayton.edu/disability</p> <ul style="list-style-type: none"> • Provides services to students with documented disabilities • Assists with arranging accommodations such as note takers and tests in alternate formats or locations • Offers one-on-one learning strategy coaching • Provides resources on disability related topics for the campus community

Student Need	Department/Office
<ul style="list-style-type: none"> • General campus information • Information on academic issues (i.e., withdrawal, registration, readmission, and probation) • Information about tutoring and workshops • Information about first-year experience programs and requirements 	<p>Evening Services University Center 215 (678) 466-4100</p> <ul style="list-style-type: none"> • One stop office designed to provide administrative support and information to the evening student population and make referrals • Available to meet student needs and answer questions regarding all Clayton State activities
<ul style="list-style-type: none"> • Help with transitioning from high school to college • Information about SGA and other social activities 	<p>Minority Advisement Program Library (Lower Level) 135 (678) 466-4106</p> <ul style="list-style-type: none"> • Individual academic counseling and referrals • Seminars and workshops • Academic intervention programs
<ul style="list-style-type: none"> • Discuss curriculum requirements for your major • Discuss the qualifications for occupations • Get help in selecting an academic program • Discuss appropriate course load • Get clarification on academic policies and procedures • Discuss academic difficulties • Discuss campus services 	<p>Academic Advising http://adminservices.clayton.edu/cas/advising.htm</p> <p>College of Information and Mathematical Sciences - UC 315 Joseph Bowler, josephbowler@clayton.edu, (678) 466-4401 WebBSIT program: Larry Booth, larrybooth@clayton.edu (678) 466-4407, UC 338</p> <p>College of Arts & Science – Admin Building 33 Monique Brown, moniquebrown@clayton.edu (678) 466-4847 Keokuk Kight, keokukkight@clayton.edu, (678) 466-4708 Jerryal Pettigrew, jerryalpettigrew@clayton.edu (678) 466-4704 Integrative Studies majors: Vangela Humphries, vangelahumphries@clayton.edu, (678) 466-4707</p> <p>School of Business – TEC 151 Ethel Callen, ethelcallen@clayton.edu, (678) 466-4601 Mary Coller, marycoller@clayton.edu, (678) 466-4517 Sherwin James, sherwinjames@clayton.edu, (678) 466-4515 Michelle Terrell, michelleterrell@clayton.edu, (678) 466-4520</p> <p>School of Nursing - CE 321 Christy Hicks, christyhicks@clayton.edu, (678) 466-4901 Keesha White, keeshawhite@clayton.edu, (678) 466-4903 Quandra Wright, quandrawright@clayton.edu, (678) 466-4902</p> <p>Center for Academic Success – Library (Lower Level) Provisional Admits: Elise Rhodes, eliserhodes@clayton.edu (678) 466-4074 Learning Support: Erica Jackson, ericajackson@clayton.edu (678) 466-4076</p>

Student Need	Department/Office
<ul style="list-style-type: none"> • Hardware repairs for preferred vendors • Get help in selecting a laptop • Get your DUCK pin or password set/reset • Get assistance with course related software • Get help with email • Get help if you get a computer virus 	<p>The HUB (678) 466-4357 http://thehub.clayton.edu</p> <p>Service Counter University Center 101</p> <ul style="list-style-type: none"> • One stop shop for technical support • Hardware and software technical trouble shooting services <p>Student Software Support Services Library (Lower Level)</p> <ul style="list-style-type: none"> • Software Installations • Individual assistance with all campus supported software • Scanning, burning CD's, network connections
<ul style="list-style-type: none"> • Receive treatment for acute illnesses/injury • Receive annual physical exams • Receive routine gyn exams • Receive immunizations • Receive laboratory testing • Receive allergy injections • Receive education on variety of health issues • Participate in Breast/Testicular Awareness Fair& Annual Health Fair 	<p>University Health Services (678) 466-4940 Student Center 211 http://nursing.clayton.edu/uhs</p> <ul style="list-style-type: none"> • Unlimited office visits to student with valid Laker ID • Medications, labs for an additional fee • Appointments suggested, but "walk-in" visits are available for acute illness. • Staff/Faculty can be seen for unlimited visits after \$23.00 health fee per semester. • Contact us for physician, nurse practitioner, & R.N. availability