

# GENERAL UNIVERSITY POLICIES

## Affirmative Action/Equal Opportunity Institution

Clayton State University ("CSU") is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote and educate persons without regard to race, color, national or ethnical origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status 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). CSU is an Affirmative Action/Equal Opportunity Institution. CSU will not tolerate sexual misconduct, which is prohibited and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. For questions or more detailed information or to submit a complaint regarding this policy, including Title IX, please contact the CSU Department of Human Resources at (678) 466-4230. Individuals requiring disability related accommodations for participation in any event or to obtain print materials in an alternative format, please contact the Disability Resource Center at (678) 466-5445.

## FERPA Notice of Right of Privacy

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

- the right to inspect and review education records maintained by the institution that pertain to the student;
- the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
- the right to control disclosures from the education records with certain exceptions.

A written policy detailing how Clayton State University complies with the provisions of the Act is on file in the Office of the Registrar.

Students also have the right to file complaints with the FERPA Office of the Department of Education regarding alleged violations of the Act: FERPA Office of the Department of Education, Washington, D.C. 20201

## Title IX

Title IX: Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." For information on Clayton State University's policy please visit the Sexual Misconduct (Title IX) Policy and Procedures webpage (<https://www.clayton.edu/human-resources/current-employees/title-ix/policies-procedures-reports-etc/>). For information on the University System of Georgia's policy, please visit the Board of Regent's Policy Manual, Sexual Misconduct Policy (<https://www.usg.edu/policymanual/section6/C2655/>).

For more information on how to submit a Title IX complaint, please visit the Title IX Complaint webpage (<https://www.clayton.edu/human-resources/current-employees/title-ix/filing-a-complaint/>). If you wish to discuss situations related to Title IX please contact the following:

Nikia Yallah, Title IX Coordinator  
(678) 466-4237  
[NikiaYallah@clayton.edu](mailto:NikiaYallah@clayton.edu)

Rodney Byrd, Title IX Deputy  
(678) 466-4232  
[RodneyByrd@clayton.edu](mailto:RodneyByrd@clayton.edu)

## No Tobacco/Smoking Policy

Effective October 1, 2014, pursuant to newly adopted Board of Regents policy, Clayton State University became tobacco and smoke free.

## Law Enforcement (Campus Police)

It is the purpose of the Department of Public Safety (Campus Police) to assist the administration, faculty, students, and staff of Clayton State University to maintain a pleasant, safe, and orderly environment in which to work and to learn. To this end, it is the responsibility of this department to enforce the traffic rules and regulations of the University and to enforce local, state, and federal laws on campus in cooperation with appropriate law enforcement agencies. Violation of a local, state, or federal law by a student also may be a violation of the student conduct code set down in the Student Handbook; in such a case, the violation will be referred to the Division of Campus Life in addition to the appropriate law enforcement agency.

## Intellectual Property

In complying with the policies of the Board of Regents, Clayton State University has adopted policies concerning the ownership and subsequent rights to intellectual property created by faculty, staff, and students. Intellectual property pertains to any patentable materials, copyrightable materials, trademarks, software, and trade secrets regardless of whether formal protection is sought. It is the responsibility of the individual to ascertain whether Clayton State owns the intellectual property. To obtain a copy of the Intellectual Property Policy, contact the Office of the Provost at (678) 466-4100.