



**NORFOLK STATE  
UNIVERSITY**

We see the future in you.

**OFFICE OF THE PRESIDENT**

700 Park Ave., HBW Suite 520, Norfolk, Virginia 23504  
P: 757-823-8670 | F: 757-823-2342 | nsu.edu

November 30, 2018

The Honorable Ralph Northam  
Governor of Virginia  
P.O. Box 1475  
Richmond, VA 23218

**Re: Certification of Compliance with Code of Virginia § 23.1-401.1**

Dear Governor Northam,

Pursuant to Code of Virginia § 23.1-401.1(D)(2), this letter and the attached documents are being transmitted as evidence of Norfolk State University's ongoing efforts to ensure compliance with the requirements of Code of Virginia § 23.1-401.1.

While the University does not currently have a published policy regarding speech that is constitutionally protected by the First Amendment, Norfolk State University's *Student Handbook* does outline student's basic rights of freedom of religion, speech, press, the right to peacefully assemble and the right to petition. This document is readily accessible to students and employees via the University's website. On October 9, 2018, the University's Committee on Free Speech was established. This Committee is charged with conducting a comprehensive review of issues impacting free speech on campus, and recommending to the Administration a Free Speech policy.

During the period of December 1, 2017 to present date, no complaint has been filed against the University or its employees for an alleged violation of the First Amendment to the United States Constitution.

Sincerely,

Melvin T. Stith, Sr., Ph.D.  
Interim President

Attachments



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November 30, 2018

The Honorable R. Stephen Landes  
Chair, House Committee on Education  
Pocahontas Building, Room W1304  
900 East Main Street  
Richmond, Virginia 23219

**Re: Certification of Compliance with Code of Virginia § 23.1-401.1**

Dear Delegate Landes,

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November 30, 2018

The Honorable Stephen Newman  
Chair, Senate Committee on Education and Health  
Pocahontas Building, Room E604  
900 East Main Street  
Richmond, Virginia 23219

**Re: Certification of Compliance with Code of Virginia § 23.1-401.1**

Dear Senator Newman,

Pursuant to Code of Virginia § 23.1-401.1(D)(2), this letter and the attached documents are being transmitted as evidence of Norfolk State University's ongoing efforts to ensure compliance with the requirements of Code of Virginia § 23.1-401.1.

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700 Park Ave., HBW Suite 520, Norfolk, Virginia 23504  
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October 9, 2018

To: Julia Wingard, Associate Vice President, Student Affairs

FR: Melvin T. Stith, Sr., Ph.D., Interim President

RE: University Committee on Free Speech Leadership Appointment

I am pleased to appoint you as Chair of the University Committee on Free Speech. Your willingness to accept this responsibility is very much appreciated. The Committee membership list is attached.

The University Committee on Free Speech shall be charged with (1) satisfying the requirements of Code of Virginia § 23.1-401.1 and (2) conducting a comprehensive review of issues impacting free speech on campus and recommending to the Administration a Free Speech policy, which shall address, but not be limited to the following set of issues:

- Intersection of free speech and University harassment policies
- University space utilization by internal and external stakeholders
- Guest speakers on campus. (Student sponsored vs. community sponsored)
- Posting of flyers and other literature on campus by internal and external stakeholders
- Classroom decorum and free speech

The Committee shall conduct an organizational meeting during the week of October 22, 2018 with regular meetings being conducted thereafter at the call of the Chair. The Committee shall work to satisfy the administrative and data collection requirements of Code of Virginia § 23.1-401.1 as soon as practicable, but no later than November 30, 2018. A final report, which shall include a draft free speech policy will be due to me no later than April 1, 2019.

Norfolk State University is committed to being an open community that encourages the free exchange of ideas and dialogue on a wide range of issues. Your work on this Committee will help to further advance the University's commitment in this regard.

Thanks again for your service and leadership on behalf of the University.

Sincerely,

Melvin T. Stith, Sr., Ph.D.  
Interim President



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**University Committee on Free Speech  
Committee Membership Appointment List  
2018-2019**

**Chair:**

Julia B. Wingard, Associate Vice President for Student Affairs & Enrollment Management

**Members:**

- Stevalynn Adams, Assistant Vice President, Communications and Marketing
- Dr. Olusoji Akomolafe, Chair, Department of Political Science
- Derrick D. Boyd, Interim Chief of Police
- Ericke S. Cage, Executive Advisor to the President and Board of Visitors
- Kim Ferguson, Director, Conference Services
- Michelle Marable, Interim Dean of Students
- Patricia A. Perkins, Director Environmental, Health, Safety and Risk Management
- Tarrye Venable, Director of Student Activities & Leadership
- Crystal Square-Williams, Executive Director Of University Events
- Ms. Jamie L. Turner, Sophomore, Political Science Major
- Bonnie Newman Davis, Spartan Echo Advisor

**Ex officio**

- Pam Boston, University Counsel
- Ron Forehand, Associate University Counsel

# STUDENT HANDBOOK 2018-2019



700 Park Avenue  
Norfolk, Virginia 23504  
(757) 823-8600  
[www.nsu.edu](http://www.nsu.edu)



# QUICK GLANCE

Academic Affairs (Office of the Provost).....	823-8408	Early Childhood/Elementary and	
Academic Engagement .....	823-9081	Special Education.....	823-8841
Accountancy, Finance & Information Management .....	823-8217	E-Learning.....	823-8066
Accounts Payable .....	823-8014	Engineering .....	823-2692
Admissions – Undergraduate.....	823-2607	English and Foreign Languages .....	823-8891
Admissions – Graduate.....	823-8015	Enrollment Management .....	823-8679
Advising for First –and Second-Year Students.....	823-9081	Enterprise Information Systems .....	823-9528
Allied Health.....	823-8389	Entrepreneurial Studies .....	823-8217
Archives.....	823-2002	Facilities Management /Maintenance.....	823-2451
Alumni Relations .....	823-8135	Faculty Dining Hall.....	823-9476
Army ROTC .....	823-8541	Finance and Administration - Vice President.....	823-8011
Athletics.....	823-8152	Financial Aid Office.....	823-8381
Athletics Sports Information.....	823-2628	Fine Arts.....	823-8844
Athletics Compliance.....	823-2337	Fitness Center (Spartan Training Zone) .....	823-8948
Athletics Foundation.....	823-8152	Football .....	823-8824
Auxiliary Services.....	823-8085	Foster Care (C.R.A.F.T. Program-Social Work)..	823-2759
Band - Spartan Legion .....	823-8563	Fulbright Program .....	823-2140
Baseball.....	823-9533	Graduate School.....	823-8015
Basketball – Men .....	823-9192	Health Center .....	278-3360
Basketball – Women.....	823-8441	Health, Physical Education	
Biology .....	823-8512	and Exercise Science.....	823-8703
Blackboard.....	823-2328	History and Geography .....	823-8828
Bookstore.....	823-2037	Honors College.....	823-8208
Bowling (Spartan Lanes) .....	451-7712	Hospitality - Tourism Management.....	823-2490
Bursar.....	823-9293	Housing & Residence Life .....	823-8407
Career Services .....	823-8462	Babbette Smith North Hall .....	823-8062
Cataloging (Library) .....	823-2423	Babbette Smith South Hall .....	823-8114
Cashier - Business Office.....	823-2923	Charles Smith Hall .....	823-9116
Center for Global Education .....	823-2140	Lee Smith Hall.....	823-2254
Center for Materials Research.....	823-2381	Midrise .....	823-2256
Central Warehouse.....	823-8862	Phyllis Wheatley.....	823-8406
Chemistry.....	823-2285	Rosa Alexander .....	823-8859
Child Development Lab.....	823-8111	Scott Hall.....	823-8271
Circulation – Library.....	823-2418	Spartan Suites.....	626-3136
Client Services (Help Desk).....	823-8678	Human Resources.....	823-8160
College of Liberal Arts .....	823-8118	Information Technology.....	823-2916
College of Science, Engineering and Technology .....	823-8180	Institutional Research and Planning .....	451-7765
Communications and Marketing.....	823-8373	Intercollegiate Athletics.....	823-8152
Computer Lab – Library .....	823-8592	Interdisciplinary Studies.....	823-8198
Computer Lab – Madison .....	823-8376	Internal Audit .....	823-8367
Computer Lab - Science Building.....	823-2222	International Programs .....	823-2961
Computer Lab - Spartan Station.....	823-8378	Jobline .....	823-8184
Computer Science.....	823-9454	L. Douglas Wilder Performing Arts Center.....	823-2061
Computer Science – Graduate.....	823-8317	Journalism.....	823-8330
Controller .....	823-8275	Learning Communities .....	823-9081
Counseling Center.....	823-8173	Library .....	823-2418
Criminal Justice – Graduate.....	368-6369	Library Technical Services.....	823-2423
Dance Studio – Office.....	823-8071	Mailroom.....	823-8332
Dean of Students Office.....	823-2152	Management, Marketing & Entrepreneurship ....	823-8915
Dining Services.....	823-9472	Mass Communications & Journalism.....	823-8330
DNIMAS.....	823-2511		

# QUICK GLANCE

Mathematics.....	823-8820	Spartan Seminars .....	823-9081
Military Services/Veterans Affairs .....	823-2586	Spartan Online Advising and Retention (SOAR) .....	823-8507
Motor Pool .....	823-8615	Student Success Center.....	823-8507
Music .....	823-8544	Speech Pathology and Audiology.....	823-2369
Naval ROTC .....	823-8895	Sponsored Programs .....	823-9053
Naval Station Center – Norfolk .....	489-8516	Sports Information.....	823-2628
New Student Orientation.....	823-8673 S	STARS - Science Technology Academic to Success .....	823-2891
NSU Foundations, Inc.....	823-8323	Student Accounts.....	823-9293
Nursing .....	823-9013 Road	Student Activities & Leadership.....	823-8200
OASIS-Accessibility/International Services.....	823-8325	Student Advocacy / New Student Orientation .....	823-8673
Parking and Transportation.....	823-2211	Student Affairs and Enrollment Management – Vice President.....	823-8141
Payroll.....	823-8074	Student Concerns (Academic).....	823-9081
Physics .....	823-8909	Student Government Association- SGA.....	823-8205
Planetarium .....	823-8240	Student Center .....	823-8200
Planning and Budget.....	823-2359	Student Support Services.....	823-8677
Police - (non-emergency).....	823-8102	Student Pathways and Academic Formation .....	823-9081
Police- (emergency).....	823-9000	Student Teaching.....	823-8631
Political Science.....	823-8999	Swimming Pool Office (Gill).....	823-8477
President's Office.....	823-8670	TDD (Hearing Impaired).....	823-2876
Printing Services .....	823-8179	Teacher PREP Student Support Services .....	823-2767
Procurement Services.....	823-8053	Technology.....	823-8712
Psychology.....	823-8573	Telecommunications.....	823-2425
Radio Station - WNSB-FM 91.1.....	823-9672	Tennis.....	823-8821
Radio WNSB Request Line .....	823-9110	Theater.....	823-2154
Reclamation Project.....	368-6348	University Advancement-Vice President .....	823-8323
Registrar.....	823-8229	Ticket Center .....	823-9009
School of Business.....	823-8920	Title III .....	823-8234
School of Education.....	823-8701	Tourism and Hospitality Management .....	823-2490
School of Extended Learning.....	823-8066	Track and Field –Women .....	823-2104
School of Social Work .....	823-8668	Track and Field – Men .....	823-8801
Scientific Visualization Center (Sci-Viz Center).....	823-2153	University Advancement- Vice President .....	823-8323
Secondary Education .....	823-2926	University Counsel .....	823-2293
Secondary Education and School Leadership .....	823-8178	University Events .....	823-2987
Service-Learning Center .....	823-8568	University Operator.....	823-8600
Social Work – Graduate.....	823-8668	Volleyball .....	823-2105
Social Work – Undergraduate.....	823-8122	Work-Study .....	823-8953
Sociology .....	823-8436	Yearbook.....	823-8200
Softball.....	823-2118		
Spartan Card Office .....	823-9479		
Spartan Echo Newspaper .....	823-8220		

# **Mascot** *Spartans*

## **University Colors** *Green and Gold*

### **University Alma Mater** *(Words and Music by Dr. Carl W. Haywood, '71)*

By Virginia's golden shore  
There's a place that we adore  
Where Norfolk's sun shines bright  
Down on our campus site.  
The walls of Brown Hall  
Will always give a call  
To all striving to succeed  
Forging onward, bound to lead.

#### **CHORUS**

Oh, Norfolk State we love you,  
Oh, Norfolk State we'll always be true,  
And when we leave we'll shed a tear,  
For to us you've been so dear.  
And leaving shed a joyful tear,  
For our Alma Mater dear.

Though the years we spend are few  
You will teach us what to do  
In splendor we'll relive  
The glorious time you give  
We'll wave the green and gold  
To praise thee a thousand-fold.  
A guiding light to us you've been,  
Unwav'ring to the end.

## *Message from the Interim President*



**MELVIN T. STITH, SR. PH.D.**  
*Interim President*  
*Norfolk State University*

Dear NSU Students:

Welcome to Norfolk State University! As a member of the Spartan family, your academic success, and personal and professional development are our top priorities. We are here to ensure that through exemplary teaching, research, and service you will be prepared to become well-rounded, citizens and leaders in the 21<sup>st</sup> century global society.

We have much to be proud of at NSU, including excellent and dedicated faculty, a beautiful, contemporary campus, and a supportive staff. These points of pride will serve you well as we work together to build upon the historic values and traditions that have made Norfolk State University a leading institution.

It is important that you take advantage of the many opportunities and services that the University has to offer. There is a reason why universities are called universities. I believe that the label suggests that institutions of higher learning provide “a universe” of educational services and opportunities for those seeking to obtain a degree that meets their career needs. I encourage you to be proactive in seeking out and utilizing the many resources available at NSU.

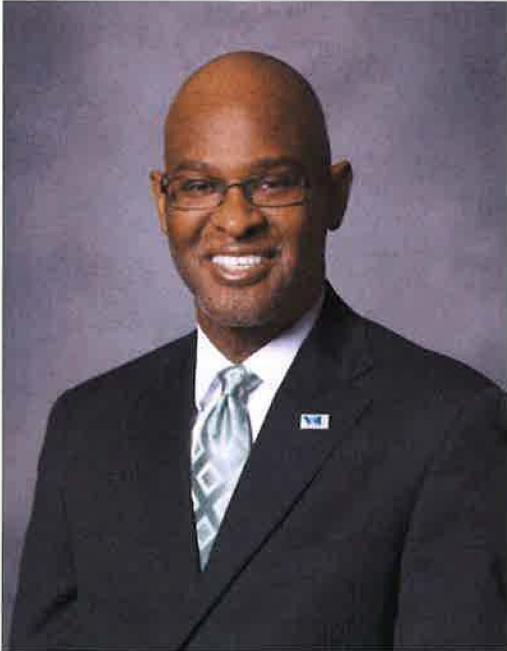
Norfolk State University is a place where dreams are created, nurtured, and brought to life. While it is up to you to invest the time and effort to complete your academic program, remember, that you have faculty, staff, and administrators dedicated to helping you achieve this goal. These will be some of the best years of your life. Eat well, exercise, be vigilant and practice personal safety—your physical and emotional well-being are critical to your success!

I see the future in you.

Sincerely,

Melvin T. Stith, Sr., Ph.D.  
Interim President

## *Message from the Vice President for Student Affairs and Enrollment Management*



**MICHAEL M. SHACKLEFORD**  
*Vice President  
Student Affairs and Enrollment  
Management  
Norfolk State University*

Dear Spartans,

On behalf of the Division of Student Affairs and Enrollment Management, welcome to the 2017-2018 academic year. We are pleased that you have selected Norfolk State University (NSU) as your home to pursue higher education. You will embark on a journey that will be marked by a challenging academic experience, enriched by a supportive network of administrators, faculty, staff and peers.

The Division of Student Affairs and Enrollment Management supports the mission of Norfolk State University by collaborating with the campus community as integrated partners to foster a community that engages students both inside and outside of the classroom. As a student-centered division, we strive to offer innovative services to meet our students where they are.

This handbook is prepared especially for you and is an official document of the University. It is designed to educate you on general rules, regulations and procedures governing student life within the campus community as well as providing information about services aimed to assist you in achieving academic and personal success. As a responsible citizen in the Spartan community, I encourage you to become familiar with the information contained within this handbook.

Again, welcome to Norfolk State University. If there is anything we can do to help you succeed during your tenure here, please let us know.

BEHOLD, the Green and Gold!

Michael M. Shackelford, Ed.D.  
Vice President for Student Affairs and Enrollment  
Management

# PREFACE

The Norfolk State University Student Handbook (Handbook) is an official document of the University. It includes the University's policies, general rules and procedures governing student life within the campus community.

The Student Handbook does not purport to address every aspect of a University policy, procedure and regulation. This Handbook serves as a guide for all students with the expectation that students will become familiar with additional information contained in the following publications and published on the NSU website at [www.nsu.edu](http://www.nsu.edu).

<b>Publication/Policy</b>	<b>Office Responsible</b>
<a href="#"><u>Equal Opportunity and Non-Discrimination</u></a>	President's Office
<a href="#"><u>Code of Student Conduct</u></a> <a href="#"><u>BOV Statement on Code of Student Conduct</u></a>	Dean of Students Office
<a href="#"><u>Guide to Living on Campus</u></a> <i>(students living in residence halls only)</i>	Housing & Residence Life
<a href="#"><u>Community Standards &amp; Expectations Guide for Residential Living</u></a> <i>(students living in residence halls only)</i>	Housing & Residence Life
<a href="#"><u>Parking Services</u></a>	Campus Police
<a href="#"><u>Registration Information Booklet</u></a>	Enrollment Management
<a href="#"><u>Safety and Campus Security</u></a>	Campus Police
<a href="#"><u>Student Guide to Financial Aid</u></a>	Financial Aid
<a href="#"><u>University Catalog</u></a>	Academic Affairs/Provost's Office
<a href="#"><u>Student Handbook</u></a>	Dean of Students Office
<a href="#"><u>BOV Policy # 05 (2015) Title IX: Sexual Violence, Discrimination, Harassment, and Retaliation</u></a>	President's Office

Students are held individually responsible for reading and complying with University policies, procedures and rules. For additional information related to University policies, procedures, and rules, please contact the responsible office listed.

The University reserves the right to change, modify and/or update the Student Handbook at any time and without prior notice.

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## **SECTION IV: UNIVERSITY POLICIES**

Universities policies can be found in the online Policy Library.  
([www.nsu.edu/president/policy-library/index](http://www.nsu.edu/president/policy-library/index))

# NORFOLK STATE UNIVERSITY

## Board of Visitors Members 2018-19



**Dr. Byron L. Cherry, Sr.**  
*Rector*



**Dr. Ann A. Adams**



**Dwayne B. Blake**



**Kenneth W. Crowder**



**The Honorable  
Jean W. Cunningham**



**Dr. Deborah M. DiCroce**



**The Honorable  
James W. Dyke, Jr.**



**R. Keith Fulton**



**Larry A. Griffith**



**Michael J. Helpinstill**



**Devon M. Heary**  
*Secretary*



**Dr. Tamara A. Jones**



**Joan G. Wilner**



**Astra Armstrong**  
*Students Representative*



**Dr. Lamina S. Yousef**  
*Faculty Representative*

# ADMINISTRATIVE OFFICERS

## PRESIDENT'S CABINET

Dr. Melvin Stith .....	Interim President
Dr. Leroy Hamilton.....	Interim Provost and Vice President for Academic Affairs
Dr. Carl Haywood.....	Chief of Staff
Mr. Gerald E. Hunter .....	Vice President for Finance and Administration
Dr. Michael M. Shackelford .....	Vice President for Student Affairs and Enrollment Management
Dr. Deborah C. Fontaine.....	Vice President for University Advancement
Mr. Ericke Cage.....	Executive Advisor to the President and Board of Visitors for Policy, Compliance, and University Ombudsman
Ms. Pamela F. Boston, Esq. ....	University Counsel
Mr. Marty Miller.....	Athletics Director
Mr. Harry Aristakesian.....	Chief Audit Executive

## DEANS

Dr. Cassandra Newby-Alexander .....	Dean, College of Liberal Arts
Dr. Michael Keeve .....	Dean, College of Science, Engineering, and Technology
Mr. Glenn Carrington.....	Dean, School of Business
Dr. Leon Rouson .....	Dean, School of Education
Dr. Rowena G. Wilson.....	Dean, School of Social Work
Dr. George E. Miller .....	Dean, School of Graduate Studies and Research
Dr. Page R. Laws .....	Dean, Robert C. Nusbaum Honors College

## STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT ADMINISTRATORS

Dr. Michael M. Shackelford .....	Vice President for Student Affairs and Enrollment Management
Ms. Julia B. Wingard .....	Associate Vice President for Student Affairs
Mrs. Michelle Marable.....	Interim Dean of Students Student Advocacy and New Student Orientation
Dr. Juan M. Alexander.....	Executive Director, Admissions
Ms. Alisha Bazemore.....	Director, Career Services
Dr. Vanessa C. Jenkins .....	Director, Counseling Center
Dr. Melissa Barnes .....	Director, Financial Aid
Dr. Faith M. Fitzgerald .....	Executive Director, Housing & Residence Life
Ms. Beverly B. Harris.....	Director, Accessibility Services and International Student Services
Mr. Wayne L. Ivey.....	Director, Military Services and Veterans Affairs
Ms. Vanessa Blowe, MD. ....	Medical Director, Spartan Health Center
Ms. Tarrye L. Venable .....	Director, Student Activities and Leadership
Ms. Valerie B. Holmes.....	Director, Student Support Services

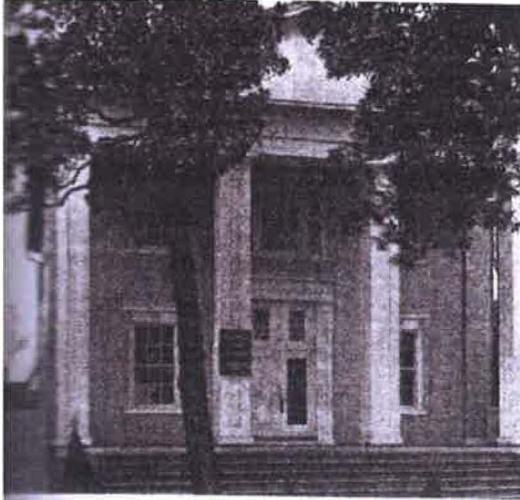
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# HISTORY OF NORFOLK STATE UNIVERSITY

Norfolk State College was founded in 1935. The College, brought to life in the midst of the Great Depression, provided a setting in which the youth of the region could give expression to their hopes and aspirations. At this founding, it was named the Norfolk Unit of Virginia Union University. In 1942, the College became the independent Norfolk Polytechnic College, and two years later an Act of the Virginia Legislature mandated that it become a part of Virginia State College.



Bank Street Campus, 1938-45—  
Administration-Classroom Building.

The College was able to pursue an expanded mission with even greater emphasis in 1956 when another Act of the Legislature enabled the institution to offer its first Bachelor's degree. The College was separated from Virginia State College and became fully independent in 1969. Subsequent legislative acts designated the institution as a university and authorized the granting of graduate degrees. In 1979, university status was attained.

and graduate levels. Founded in 1935, Norfolk State University adheres to the traditional purpose of the Historically Black University and espouses the tradition of service to its students, alumni, the academy, the Commonwealth of Virginia, the nation, and the world.

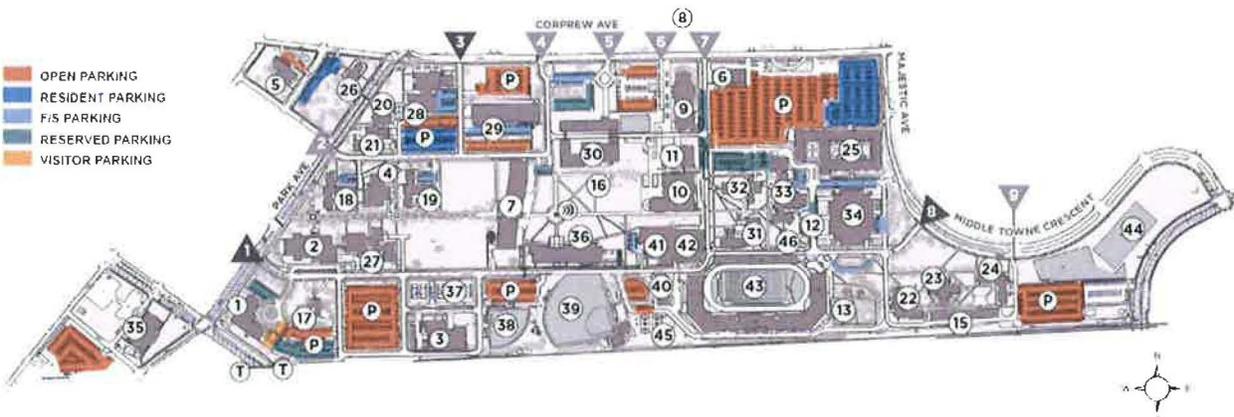
Today, Norfolk State University is a public, urban, comprehensive University offering programs at undergraduate

Norfolk State University delivered on its promise of providing high-quality education and graduated a host of distinguished leaders including:

- Dr. Julian M. Earls, NASA, retired
- Tim Reid, television actor/producer
- Nathan McCall, journalist/author
- Rear Admiral Evelyn Fields, U.S. Navy
- Derek Dingle, Executive Editor of Black Enterprise Magazine



Wood and Church Street Campus, 1945-55.



## **MISSION STATEMENT**

Norfolk State University, a comprehensive urban public institution, is committed to transforming students' lives through exemplary teaching, research and service. Offering a supportive academic and culturally diverse environment for all, the University empowers its students to turn their aspirations into reality and achieve their full potential as well rounded, resourceful citizens and leaders for the 21st century.

## **VISION STATEMENT**

Norfolk State University will be recognized nationally as a premier public institution with outstanding signature academic programs, innovative research, and community engagement opportunities.

## **CORE VALUES**

Excellence  
Student-Centered  
Diversity & Inclusiveness  
Integrity and Civility  
Engagement  
Pride  
Financial Empowerment

## **STRATEGIC PLAN**

Strategic Plan Framework: The 2019-2025 Norfolk State University Strategic Plan sets the stage for bold and focused action that will further distinguish NSU as a leader and an institution renowned for its outstanding academic programs, innovative research, scholarship, and global outreach. The strategic plan is an essential element for enabling the University to adapt and take advantage of the opportunities presented by an expanding global marketplace for education, research, training, and economic development.

## **ACCREDITATION**

Norfolk State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Norfolk State University.

## **LOCATION**

Norfolk State University is located in Norfolk, Virginia. The City of Norfolk is located in the Hampton Roads area and is surrounded by the cities of Virginia Beach, Chesapeake, Portsmouth, Hampton and Newport News—all rich in culture, recreation, and human resources. The Hampton roads area serves as a hub for the United States Army, Air Force and Navy.

## **TYPE OF UNIVERSITY**

Norfolk State University is a comprehensive four-year, co-educational, urban institution. The faculty, administrators and staff are committed to student success.

## **ADMISSIONS, ANNUAL TUITION & FEES**

NSU accepts potential new freshmen and transfer students. For a complete explanation of tuition and fees, visit the university's web site at [www.nsu.edu/finance/student-accounts](http://www.nsu.edu/finance/student-accounts). Tuition and fees are subject to annual adjustments.

## **FINANCIAL AID**

All eligible students may apply for federal and state financial aid by submitting a Free Application for Federal Student Aid. The Financial Aid Office assists students and parents in securing funds to assist with their educational expenses. For more information, visit the NSU web site at [www.nsu.edu/enrollment-management/financial-aid](http://www.nsu.edu/enrollment-management/financial-aid), download the financial aid podcast from iTunes, or call 757-823-8381.

## **ATHLETICS AND THE SPARTAN SPIRIT**

The Norfolk State University intercollegiate athletics program has experienced unprecedented success at the NCAA Division I level from 2005-2017. This period of progress has been highlighted by improvements in virtually every area critical to transforming the NSU athletics program into a highly competitive program that will consistently challenge for Mid-Eastern Athletic Conference and NCAA Division I championships.

## **STUDENT ORGANIZATIONS**

Norfolk State University has over 100 student organizations, including fraternities and sororities, Student Government Association and a graduate student organization.

## **CONTACT ADMISSIONS**

Norfolk State University, 700 Park Avenue, Norfolk, Virginia 23504  
Phone: (757) 823-8396 • email: [admissions@nsu.edu](mailto:admissions@nsu.edu)



# IDEAL SPARTAN

The Spartan is highly esteemed as a global citizen and warrior, admired by others for setting universal standards of excellence. Known for their impeccable armor, Spartans are prepared, methodical, jovial, loyal, and courageous. The *Ideal Spartan* represents NSU at all times and in all places. The five most important pieces of a Spartan's armor include the cloak, representing pride; the breastplate reflecting integrity; the sword representing engagement; the helmet symbolizing curiosity; and the shield signifying overall excellence.

## **PRIDE (cloak)**

As with any warrior, a Spartan needs a cloak for inclement weather (life's challenges). The Spartan warrior knows that before a battle begins, a fighter must have carefully cultivated the self-discipline which will prepare him or her for whatever is to come. Keeping in mind his or her ultimate goal, the warrior is fueled by love of country (the University). Through meaningful and wise choices, the Spartan takes ownership and responsibility for his or her extended family and nation, always representing NSU with valor and praising her people.

## **INTEGRITY (breastplate)**

The breastplate is one of the most important pieces of armor as it not only protects the Spartan physically but spiritually. The breastplate represents honesty and the deep sense of trust in other Spartans that protects every mature warrior's heart. The Spartan's unassailable integrity allows him or her to be given leadership tasks to carry out in fully, even when no one is checking, and even when difficult choices must be made alone.

## **ENGAGEMENT (sword)**

The Spartan's sword connects him or her with leaders and peers, all of whom are fully engaged in pursuing personal excellence as well as the greater common good. The sword symbolizes Spartan unity on and off the field of battle. A Spartan engages in constant training, ever-ready to take on local, regional, national and global challenges. He or she serves as a model of unceasing civic engagement.

## **CURIOSITY (helmet)**

The Spartan's helmet protects and guards his or her ever-expanding intellect. Always seeking to understand new ways of life, listening to the wisdom of community leaders, actively asking questions, and always being open to change, the Spartan constantly sharpens his or her critical thinking skills. This curiosity makes every Spartan a lifelong learner, building habits of mind that move beyond the superficial and always take into account the needs of the whole.

## **EXCELLENCE (shield)**

The Spartan's shield safeguards him or her while navigating through the world. The shield allows a Spartan to move ever forward, even in the face of great adversities and disappointments. A Spartan's education -- indeed a Spartan's whole life -- is an unending quest for excellence. When a Spartan is knocked off his or her feet, he or she rises again, not only to press forward but to serve as a signal and motivate others in the fray.

## **CIVILITY**

Norfolk State University students embrace civility as a passport to full citizenship in the world. Spartans live with integrity and maintain the highest moral, ethical and intellectual standards. Continuously fostering a community of inclusiveness, students lead with humility,

cultivate personal growth and respect the ideas of others. Always open to both unity and diversity, NSU students understand that respect always begins with self and then moves ever outward, creating synergy among fellow Spartans, fellow Americans and all other peoples.

Once a Spartan is fully fitted with his or her armor, he or she is prepared to take on any challenge. A true Spartan always gives back to the Spartan community, contributing unstintingly of his/her time, talent, treasure and service. He or she thus ensures that future generations can sustain the noble legacy of Spartan pride, integrity, engagement, curiosity, and excellence.

## **UNIVERSITY GUIDELINES GOVERNING STUDENT LIFE**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

As a member of the Norfolk State University community, students are entitled to all of the rights and privileges guaranteed to every citizen of the United States and the Commonwealth of Virginia.

*Basic Rights:* Among these rights include freedom of religion, speech, press, the right to peacefully assemble and the right to petition.

*Free Speech and Peaceful Assemblies:* NSU students are encouraged to exercise freedom of speech and peaceful assemblies in an effort to preserve, celebrate and broaden freedom of expression. Students and student organizations are free to discuss questions of interest and to express opinions publicly and privately without penalty. Subsequently, the University serves as an academic community that must maintain a safe and orderly educational environment. Students and student organizations may assemble anywhere on the campus, except inside University buildings, as long as they do not disrupt normal University operations or infringe on the rights of others. Acts of expression may not block entry into University buildings and/or interfere with vehicular or pedestrian traffic. The University does not permit unprotected speech to include defamation, obscenity, and speech that is directed to producing imminent lawless action.

This section will not be interpreted as providing limitations to the right of free speech on campus.

### **CLASSROOM FREEDOM AND RESPONSIBILITY**

1. Students have protection through orderly procedures against prejudicial or capricious academic evaluation. Class performance should be judged solely on academic performance. Faculty members shall not consider it their prerogative to go beyond established academic policy.
2. Students are free to take reasonable exception to data or views offered in any course of study and to reserve judgment about matters of opinion. Students are, however, responsible for learning the course content required for successfully completing the course.
3. Cases of dishonesty in academic work are considered to be serious violations of the University's regulations; therefore, dishonest students risk incurring the penalty of failure in the course and/or dismissal from the University.
4. The academic program of the University is the basis for all college activities; therefore, each student is expected to attend all classes. Class attendance is a requirement for the

successful completion of courses. Adherence to this requirement is the responsibility of the student.

5. Information concerning student views, beliefs and political associations which professors may acquire in the course of their work shall be considered confidential.

### **ACADEMIC HONOR CODE**

Students will conduct themselves ethically and responsibly, safeguarding their own integrity and that of the community. In fairness to themselves and in justice to others, students will not lie, cheat or steal others' ideas, nor will they tolerate egregious behavior in others. Students will avoid deception and collusion whenever they engage in academic activities offered under the auspices of NSU. As scholars, students will scrupulously avoid plagiarism, learning to select high-quality research sources and to cite them correctly.

Any infraction against the Honor Code will set into motion the academic dishonesty procedures. For more information, visit the [Dean of Students' website](#).

### **COMPLAINTS**

The Dean of Students Office holds primary responsibility for the ongoing development and improvement of the quality of student life including student advocacy. Customer Care/Student Advocacy assists students and parents who may not understand what offices to contact or experience a concern that needs resolution. The Office is available to address comments, questions, and concerns related to students experience with Norfolk State University. Concerns should be addressed with someone in the office where the concern originated prior to submitting a complaint to Customer Care/Student Advocacy. Individuals are counseled regarding University policies and procedures, and concerns are investigated by working with campus officials.

Complaints can be submitted online through Customer Care/Student Advocacy. The form is available at <https://surveys.nsu.edu/index.php/844158/lang-en>.

### **NORFOLK STATE UNIVERSITY EQUAL OPPORTUNITY POLICY**

Norfolk State University is committed to providing an environment that emphasizes the dignity and worth of every member of its community, is free from harassment, and does not discriminate on the basis of sex in education programs and activities as required by Title IX. Specifically, discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity or expression, pregnancy, genetic information, persons with disabilities, or any other status protected by law is prohibited.

Norfolk State University's Human Resources Office, through careful monitoring of employment practices, as well as through educational programming and assisting with the resolution of Equal Opportunity-related complaints, assists the University in its commitment to eliminate discrimination and establish equal opportunity for all of its constituencies. [See BOV Policy # 04 \(2014\) Equal Opportunity and Non-Discrimination](#) and [BOV Policy # 05 \(2015\) Title IX: Sexual Violence, Discrimination, Harassment, and Retaliation](#).

### **STUDENT RIGHT-TO-KNOW ACT**

Disclosure information pertaining to this act is available at [www.nsu.edu/enrollment-management/student-right-to-know](http://www.nsu.edu/enrollment-management/student-right-to-know).

# GENERAL PROCEDURES

## GENERAL EXPECTATIONS

All students, by accepting admission to Norfolk State University, agree to abide by all regulations and policies published in the Student Handbook, the University Catalog, University bulletins and other University publications, as well as federal, state and local laws. In addition, students are expected to exercise appropriate behavior and applied reason during their tenure at the University.

Students are expected to respect the rights and welfare of all members of the University community, visitors and guests. The University recognizes that a thoughtful and reasonable search for truth can be conducted only in an atmosphere that is free of intimidation and coercion. As such, violence, disruption of the learning process and intimidation are unacceptable to the University community. Students are expected to examine critically, analyze and otherwise evaluate the University, its programs, policies and procedures using processes that appeal to reason and do not compromise the academic mission, climate or integrity of the University. Students are expected to assume full responsibility for and will be held liable for their individual actions.

## GENERAL DECORUM

Students are encouraged and expected to conduct themselves in an acceptable and professional manner that reflects personal pride, dignity and respect. Care should be taken to demonstrate appropriate grooming habits and behavior that will reflect positively on the individual and the institution.

Services and guidance in areas of student adjustment are afforded to assist students in developing priorities and sound basis for decision-making. Certain latitudes of operation are provided to help students assume and demonstrate adult responsibility.

## UNIVERSITY ASSEMBLY

Programs addressing issues that are University-wide in scope or have campus-wide appeal are convened in University assemblies. Because these programs are administered to communicate information of interest to the University community, students are urged to attend and participate. Some programs may be compulsory in attendance.

## STUDENT CONDUCT

The Dean of Students Office is responsible for the overall administration of student conduct. Students must follow all published policies and procedures. Students are responsible for respecting and complying with all laws and rights of good citizenship. For more information about the *Code of Student Conduct*, visit the following link <https://www.nsu.edu/dean-of-students/student-conduct>.

## CLASS ATTENDANCE

The University expects students to attend all classes. The student assumes full responsibility for work missed due to an absence. Make-up work may be permitted at the discretion of the instructor.

While absences are discouraged, the University recognizes that, on occasion, students may have legitimate reasons for being absent. Thus, a student will be permitted one unexcused absence per semester hour credit or the number of times a given class meets per week. Once a student exceeds the number of allowed unexcused absences, an instructor may require an official University excuse. Not more than twenty percent (20%) of class meetings (excused and/or unexcused) may be missed by a student during a given semester. At the discretion of the instructor, a student whose absences exceed 20% of scheduled class meetings for the semester may receive a grade of "F" for the course.

Students have the responsibility to confer with instructors regarding all absences or intended absences. If sudden departure from the campus (for an emergency or extraordinary reason) prevents a student from communicating with each of his or her instructors, the student is expected to notify the Dean of Students Office within 48 hours.

Class excuses are issued for legitimate reasons as deemed appropriate by the Dean of Students Office. Such incidents may include but are not limited to medical reasons, funerals for immediate family members, or official University business/activity. Official written documentation is required. Notes from relatives, friends, guardians, etc. are not accepted as "official" documentation for absences. The Dean of Students Office will determine if an absence is legitimate and if an excuse will be issued. Unless there are extenuating circumstances, documentation must be provided to the Dean of Students Office upon return and by the last day of classes. All missed coursework must be completed within the timeframe given by the instructor and/or by the last day of classes.

Students who become ill are encouraged to report to the Spartan Health Center, located in Spartan Station, for "minor" medical treatment. A current NSU ID Card must be presented prior to treatment. Written verification of illness issued by the Spartan Health Center should be delivered to the Dean of Students Office and an official University excuse should be obtained.

Students residing in on-campus housing facilities are governed by the same policies and procedures as nonresident students in regards to class attendance and class excuses are concerned.

### **SUMMER SCHOOL CLASS ATTENDANCE**

Students attending summer school classes are expected to attend all scheduled class sessions. Those students who find it necessary to be absent should notify their instructors as soon as possible to make arrangements for making up any class work/tests missed during the absence. The instructor reserves the right to require written documentation via the Dean of Students Office for any classes missed.

### **ABSENCE FROM FINAL EXAMINATIONS**

If a student misses a final examination because of an emergency, he/she should notify the instructor within 48 hours after the examination was scheduled. Excuses for missing a final exam are issued by the Dean of Students Office only with the consent of the instructor. Such excuses are given only in extreme emergencies and official, written documentation must be presented before an excuse is issued.

Failure to follow the procedure outlined for absence from final examinations will result in a grade of "F" for the examination, and a final grade will be computed and given for the course.

## **WITHDRAWAL**

Any student who wishes to withdraw from the University must submit an application for withdrawal, which may be obtained from the academic department, advisor, or the Office of the Registrar. Non-attendance or notification sent to instructors does *not* constitute an official withdrawal.

It is the student's responsibility to follow and complete all procedures to drop classes and/or withdraw from the University. If the student is ill or otherwise incapacitated and cannot complete the withdrawal (or drop) process, the student must contact, or have someone contact the Dean of Students Office immediately.

### ***Withdrawal Refund Policy***

Tuition and fee charges are adjusted on a pro-rata basis for students who withdraw. Withdrawal from the University may result in a reduction or cancellation of financial aid awards. Students receiving financial aid should contact the Office of Financial Aid for complete information about their individual situation. Military students should refer to BOV Policy #07 (2014) Military Deployment and Administrative Policy #31-501 (2014) Military Tuition Relief Refund and Reinstatement.

A student who fails to adhere to the published deadlines for withdrawing from (dropping) classes or withdrawing from the University will be charged the appropriate tuition and will receive a failing grade (F).

## **OFF-CAMPUS TRIPS**

When a class is taken off campus, signatures of approval should be obtained from the department head and school dean prior to the trip. Written requests must include the destination, date and time of departure/return, mode of transportation, itinerary, a list of student travelers' names, and the names of chaperones. A copy of approved requests should be forwarded to the Office of the Provost and the Dean of Students Office. Students should visit the Dean of Students Office to obtain official class excuses.

## **BULLETIN BOARDS**

Bulletin boards are placed in areas of greatest student concentration. Students should read them daily to keep abreast of University events/information. Prior to posting signs, notices, posters, etc. on any open bulletin board, they must be approved by the Office of Student Activities and Leadership. Unapproved posted items are subject to immediate removal.

## **PETS AND SERVICE ANIMALS**

Pets of any kind are not permitted on campus or in campus facilities. Students requiring service animals must make arrangements through OASIS by calling 757-823-8325.

## **EMAIL ACCOUNTS**

Norfolk State University considers email to be one of the primary mechanisms for official communication with NSU students unless otherwise prohibited by law. The University reserves the right to send official communications to students by email to their University-supplied email addresses.

Official University email accounts are provided to all registered students, faculty, and staff. All passwords for accessing University information systems must be kept confidential and used according to acceptable use policies for technology.

### ***Students***

Students are expected to check their official email accounts on a frequent and consistent basis in order to stay current with University-related communications. The University recommends checking email several times per week, preferably once per day. It is the student's responsibility to promptly report any problems with email accounts or access to email to the Office of Information Technology Help Desk at 757-823-8678.

### ***Faculty***

Faculty members are encouraged to use the official NSU email address for all University business. Faculty members will determine how email will be used in their classes and specify email requirements and expectations in course syllabi. The use of non-NSU email addresses for communication with students regarding University business or educational matters is not acceptable. Using such accounts, faculty may unintentionally be in violation of the Family Educational Rights and Privacy Act (FERPA).

### ***Administrative Offices***

Offices such as Admissions, Financial Aid and Registrar will send selected official communications to students via email. Such email might include individualized or group messages such as financial aid award letters, room assignments, advising appointments or University-wide surveys.

## **PLANNED STUDENT SECURITY MESSAGE**

Students should be aware that personal information posted on public newsgroups, public chat groups, community websites and even private or commercial on-line sites may be accessible by anyone on the Internet. Such personal information may be indexed and cached by search engines such as Google or Yahoo and may remain available on search engines even after the original website has removed the information. Please keep this in mind whenever posting personal information on public websites.

## **EMERGENCY ALERT SYSTEM**

Get alerted about emergencies and other important community news by signing up for our Emergency Alert Program. This system enables us to provide you with critical information quickly in a variety of situations, such as severe weather, unexpected road closures, and evacuations of buildings or neighborhoods. You will receive time-sensitive messages wherever you specify, such as your home, mobile or business phones, email address, text messages and more. You pick where, you pick how. - [Login](#)

Students are also encouraged to download the *LiveSafe* app. *LiveSafe* is designed to improve communication between members of the University community and campus public safety. It also allows for faster emergency response during distressed situations. By providing access to the latest safety information, our goal is to help build a safe campus together. *LiveSafe* allows you to do the following:

- Send your location to campus police in an emergency. You control this; campus public safety does not and will not actively track your location
- Report suspicious activity anonymously to campus public safety
- Invite friends or family to monitor your location as you walk home. You never have to

- walk alone
- Receive real-time safety alerts from campus public safety to your phone

To download *LiveSafe*, follow the directions below:

1. Open [Google Play](#) or the [Apple App Store](#) on your phone. Search for "LiveSafe" and download the option with the blue shield.
2. Tap "sign up". Fill in your profile information and create a password.
3. Norfolk State University may pop-up if you are close to the campus. If so, tap "yes". Otherwise tap "change" to select Norfolk State University.

### **NSU MAIL SERVICES**

The University Mail Room is located on the first floor of the Student Services Center, Suite 103. Hours of Operation: 8:00 a.m.-5:00 p.m., Monday through Friday (U.S. Postal Mail). Mail will be sorted and ready to pick- up at 1:00 p.m. daily.

The University Mail Room provides abbreviated mail services. Full postal services are provided at the U.S. Post Office located at the corner of Church Street & Brambleton Avenue (downtown Norfolk). The following describes the mail units and procedures for mail service on campus:

- At the beginning of each fall semester, students will be issued a new mail unit.
- Mail units are assigned individually to on-campus residents with a valid student identification card (only one student per mail unit).
- Students must have picture identification in order to pick up accountable mail and packages in the mailroom.
- NSU Mail Services will not be responsible for cash in the mail.
- Please use the name on the NSU ID for incoming mail. Please use your first, middle and last names on mail; do not use nicknames.
- Students should not allow others to pick up their mail.
- Students should check their mail unit daily. Students will be notified by email if a package has been delivered for them.
- Mail not picked up after 10 days will be forwarded or returned to the sender.
- All mail must be properly addressed with First, Middle and Last Name.
- Packages delivered through Fed-Ex, UPS, Airborne, etc. must be picked up at the Central Warehouse located behind the University tennis courts. A list of these packages is located in the University Mail Services Department.

### **Addressing Mail Examples:**

#### **First Middle Last Name**

Norfolk State University     Unit  
700 Park Avenue  
NORFOLK VIRGINIA 23504-8080

### **TELEPHONE MESSAGES**

Telephone messages will not be accepted by the University to be transmitted to students except in cases of extreme emergencies (i.e. accidents, deaths or sudden illness of immediate family members only). Emergency calls should be directed to Campus Police Department by calling 757-823-9000. Campus Police will determine the emergency status of a call based upon the nature of the message.

## **SMOKING**

Norfolk State University prohibits smoking in all campus facilities, property, and vehicles, owned or leased, regardless of location. Smoking is also prohibited outdoors on all NSU campus property, including, but not limited to, parking lots, loading docks, paths, fields, sports/recreational areas, and stadiums. By promoting a smoke-free environment on campus, the University seeks to (1) protect the public health and welfare by prohibiting smoking, including the use of electronic cigarettes; (2) guarantee the right of nonsmokers to breathe smoke free air, while recognizing that the need to breathe smoke free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living and learning environment for all members of the University community.

Smoking is permitted outdoors on University grounds, plazas, sidewalks, malls, and other similar open pedestrian-ways, provided smokers are at least 25 feet from an air intake, entrance or exit of any facility. Any such smoking outdoors is permitted in areas where ash containers or urns are located to deposit ashes and other smoking remnants. A list of designated areas where ash containers or urns are located is posted on the website of the Department of Facilities Management and within the Department of Facilities Management in a conspicuous location. For more information, refer to Presidential Policy #02: Campus Smoking Policy.

## **ALCOHOL & ILLEGAL DRUGS**

Alcoholic beverages or containers are prohibited within NSU facilities or on NSU grounds. Violations of the University's alcohol guidelines include but are not limited to the following examples whether they occur on or off-campus: under age 21 possession and/or consumption of alcohol; carrying an open container in public; hosting a party involving the illegal use of alcohol; dispensing and/or facilitating the dispensing of alcohol to minors; intoxication; and possession and/or consumption of alcohol on University property. For more information about sanctions for alcohol violations, please see the Code of Student Conduct or visit the Dean of Students website.

Use and/or possession of marijuana, narcotics, illicit drugs or drug paraphernalia (except as expressly permitted by law or University regulations) on property owned or controlled by the University is also strictly prohibited. First offense sanctions may include disciplinary probation for one year, fine, an educational project, parental notification if under the age of 21, and removal from University housing and/or disciplinary suspension. The sale or distribution of marijuana, narcotics or dangerous drugs (except as expressly permitted by law) on property owned or controlled by the University or at functions sponsored or supervised by the University is strictly prohibited. Persons found to be involved in the sale of illegal drugs will be subject to expulsion from the University.

## **HAZING**

Norfolk State University has a zero-tolerance for hazing on- or off-campus. Hazing in any form is illegal and prohibited by law in the Commonwealth of Virginia and has no place at the University. Any individual or organization participating in any hazing-related activities will be subject to the disciplinary actions listed in the Norfolk State University Code of Student Conduct. Individuals found responsible for hazing may also be subject to criminal prosecution.

*For additional information regarding hazing, visit the following: Virginia Hazing Law—§18.2-56.1*

## **SEXUAL VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

Norfolk State University is committed to providing a learning, living and working environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Sexual misconduct violates an individual's fundamental rights and personal dignity. The University considers all forms of sexual misconduct to be serious offenses in violation of Federal and State statutes, the University's Teaching Faculty Handbook, Administrative and Professional Faculty Handbook, Student Handbook, and Codes of Conduct for employees and students. All members of the University community, including Board of Visitors members, faculty, administrators, staff, students and friends of the University, share in the responsibility for addressing the problem of campus sexual misconduct, sexual assault and harassment at Norfolk State University. There is zero-tolerance towards sexual misconduct. For more information, see [BOV Policy # 05 \(2017\) Title IX: Sexual and Gender-Based Harassment, and Other Forms of Interpersonal Violence.](#)

## **WEAPONS**

Norfolk State University prohibits the unauthorized possession, carrying, maintaining, storage, control, brandishing, or use of firearms and weapons as defined in the Violence Prevention Policy, by students, faculty, staff, transient personnel, invitees or any other third parties while on University property, on University controlled sites, and at University-sponsored activities, services or programs, even if the owner has a valid permit for that weapon. This prohibition includes the unauthorized storage of firearms and weapons in vehicles on campus and in residence halls. This policy prohibits concealed weapons. The possession, carrying, use and brandishing of a potentially harmful object(s) in a situation where there is no reasonable use for it and/or when such object(s) is used to intimidate, cause death or serious bodily injury, or to threaten another with death or serious bodily injury will be considered a violation of this policy.

Examples of weapons include, but are not limited to the following: knives with fixed blades, pocket knives, dirks, switch-blades, butterfly knives, firearms, ammunition, explosives or other incendiary devices, box cutters, razors, broken bottles, metal knuckles, blackjacks, bows and arrows, billy clubs, night sticks, bludgeons, sling shots, machetes, hatchets, nun chukkas, foils, chains, swords, ice picks, stun weapons, acid and other corrosive chemicals. Firearms include, but are not limited to, any gun, rifle, air-gun, pistol, cannon, or handgun designed to fire bullets, BBs, pellets, balls, air, spears, flares, tranquilizers, darts, shots (including paintballs), or any other projectile, whether loaded or unloaded, and the ammunition for any such device.

Violations may result in immediate expulsion from the University. For more information regarding weapons, please see the [Weapons Policy.](#)

## **REPORTING CRIMINAL ACTIVITY AND OTHER EMERGENCIES**

It is Norfolk State University Campus Police's mission to protect the rights, the safety and the welfare of the students, faculty, staff and members of the community. Every person on campus has the right to be free from threats or acts of violence. Everyone is expected, as well as required, to comply with all local, state and federal laws.

Any person living, studying, working and/or visiting the University campus who is victimized or has knowledge of a criminal action/offense or other emergency should immediately contact Campus Police or any "Campus Security Authority" (defined as a University official who has significant responsibility for student and campus activities). Students, faculty, staff and visitors

are also encouraged to report all suspicious persons or activities witnessed on campus and in the surrounding communities.

The anonymous phone line for reporting incidents is (757) 823-2148. Police officers and police sergeants are in constant communication with the University’s telecommunications center, and are on duty 24 hours a day, 365 days a year. Officers are dispatched immediately after a call is received. “Blue light” emergency call boxes are located throughout the campus. This security measure is provided to ensure safety. Simply pushing the large black button activates the call box and connects the individual to the campus police dispatcher. The dispatcher will then identify the activated call box by number and ask for the nature of the emergency (e.g., “call box number 3, what is your emergency?”). Persons should try to remain calm and speak loudly and clearly while giving the location and nature of the emergency.

All calls, complaints and serious incidents will be investigated by Campus Police. Violations of the law can result in referrals to the Dean of Students Office and/or charges by Norfolk State University’s Campus Police and/or local police.



# SECTION II: ACADEMIC INFORMATION

Academic Programs .....28



## **THE GREEN AND GOLD STANDARD V1.0**

The Green and Gold Standard v1.0 highlights academics as the center of Norfolk State University by characterizing the Ideal Spartan graduate as an academic—acutely aware, distinctively prepared and perpetually affiliated with the institution. The Green and Gold Standard v1.0 encourages innovation with impact so our students might flourish with distinction.

To that end, all initiatives, tools and collaborative efforts at Norfolk State University are designed to accomplish two objectives. First, they will increase the three Ps: student “Performance, Persistence and Preparation” through intentional engagement. Second, they will support student identity formation in four phases: exploration, development, clarification, and actualization. Students will experience clear pathway alignment, so they reach their self-defined personal, academic and career goals.

In sum, at Norfolk State University we believe that access provides the opportunity; success seizes it. The Green and Gold Standard v1.0 poises us to lead the way.

## **ACADEMIC PROGRAMS**

NSU’s academic programs are coordinated through the colleges and schools outlined below:

### *College of Liberal Arts*

The College of Liberal Arts embraces eight (8) academic departments including English and Foreign Languages, Visual and Performing Arts, History and Interdisciplinary Studies, Mass Communications and Journalism, Music, Political Science, Psychology and Sociology.

### *College of Science, Engineering and Technology*

The College of Science, Engineering and Technology is represented by a wide array of course selections in eight (8) major areas: Computer Science, Engineering, Nursing and Allied Health, Mathematics, Chemistry, Biology, Physics, and Technology. The ROTC program, including Naval Science and Army ROTC, is located in the College of Science, Engineering and Technology as well.

### *Ethelyn R. Strong School of Social Work*

The School of Social Work provides social work education through its Baccalaureate Social Work (B.S.W.) program, Master of Social Work (M.S.W.) program, Doctoral (Ph.D.) program, and continuing education programs. The School’s mission is to provide social work education programs which prepare students with competence to develop and deliver services that strengthen and/or empower individuals, families, groups, organizations, and communities.

### *School of Graduate Studies and Research*

The School of Graduate Studies and Research administers the University’s graduate programs in the School of Education, College of Liberal Arts, School of Social Work, and College of Science, Engineering and Technology. It is responsible to the Provost for the development and maintenance of high quality graduate programs.

### *Robert C. Nusbaum Honors College*

The Robert C. Nusbaum Honors College is designed to provide an enriched and challenging program of study for students who manifest exceptional academic potential, to improve the

University's ability to attract such scholars, and to enrich the academic community

### School of Business

Accredited by AACSB-International, the School of Business offers degree programs accountancy, business, and tourism and hospitality. The mission of the School of Business is to prepare students for careers in all types of organizations and for continued academic study. This is accomplished in a learner-centered community that promotes academic achievement, professional growth, and recognition of the importance of diversity, technology, globalization, and ethics in the workplace and society.

### School of Education

Accredited by NCATE, the School of Education is responsible for providing leadership, coordination, and evaluation of all teacher education programs at the University. Its central purpose is to provide pre-service and in-service educational programs to prospective teachers, in-service teachers, administrators and others engaged in educational activities in schools and other agencies.

## **OFFICE OF ACADEMIC ENGAGEMENT**

Reporting to the Office of the Provost and Vice President for Academic Affairs, the Office of Academic Engagement is responsible for student success initiatives to increase student "Performance, Persistence and Preparation" at Norfolk State University. The Dr. Patricia Lynch Stith Student Success Center and Student Pathways and Academic Formation respectively operate under the Office of Academic Engagement. Additionally, the Office of Academic Engagement facilitates resolution for academic-related student concerns when they have reached the Office of the Provost after following appropriate protocol at the departmental and college/school level.

**Nursing and General Education Building, Suite 307**

**(757) 823-9081**

**Dr. Andrew Arroyo, Director for Student Pathways and Academic Formation**

## **DR. PATRICIA LYNCH STITH STUDENT SUCCESS CENTER**

A unit of the Office of Academic Engagement, the Dr. Patricia Lynch Stith Student Success Center offers services designed to improve student achievement, increase retention, and reduce time to degree completion. As part of the Spartan Advising Model, all first and second-year students are advised in the Center. Students are also encouraged to take advantage of tutoring (including SMARTHINKING online free tutoring service), mentoring, Sophomore Year Experience, and other academic assistance.

**Nursing and General Education Building, Suite 100**

**(757) 823-8507**

**Dr. Felicia Mebane, Director**

## **STUDENT PATHWAYS AND ACADEMIC FORMATION**

A unit of the Office of Academic Engagement, Student Pathways and Academic Formation is responsible for Spartan Seminars, Meta-Major Learning Communities, and Spartan Pathways (Career Pathways Initiative). The unit works with faculty and staff University-wide to support student "Performance, Persistence and Preparation" in the following ways:

- Foster an academic environment wherein students become acutely-aware and distinctively prepared as emerging scholars and professionals;
- Offer curricular and co-curricular initiatives for students in all four years of their college experience, emphasizing academic/intellectual and career identity formation;
- Play a key role in preparing NSU graduates to enter rewarding careers in their chosen field(s) and/or to pursue graduate school with a clear purpose after degree completion;
- Track and assess the placement and performance of graduates after degree completion.

### **SPARTAN SEMINARS/ META-MAJOR LEARNING COMMUNITIES**

To support its academic mission, Norfolk State University has created a series of three (3), one (1) credit courses called Spartan Seminars (SEM 101, 102, and 201). Meta-major learning communities are integrated into the Spartan Seminar series. Students often ask the question, “How do I get there from here?” Sometimes students ask this question because they need to locate a campus resource or office. Other times, the question is more profound. For example: “How will I reach my future educational or career destination?” The Spartan Seminar Series supports students in navigating the academic journey in alignment with self-defined goals. Students in SEM 101 and 102 study and apply foundational academic skills, engage in structured identity (self-concept) exploration, and purposefully learn about key University resources, programs of study, and potential career options. Students in SEM 201 engage in structured activities to support their transition from the expectations of lower-division to upper-division academics, while developing a more defined personal, academic and career identity (self-concept).

**The six meta-major learning communities are:**

- 1. Business & Entrepreneurship**
- 2. Arts, Humanities, & Media**
- 3. Education, Public & Human Services, and Behavioral Sciences**
- 4. Health Sciences**
- 5. STEM**
- 6. Interdisciplinary & Undecided Majors**

### **SPARTAN PATHWAYS (CAREER PATHWAYS INITIATIVE)**

Spartan Pathways is Norfolk State University’s career pathways initiative. The distinctive aspect of Spartan Pathways is its location within the Division of Academic Affairs and its intentional focus on the academic enterprise. Faculty lead the Spartan Pathways initiative with a commitment to fundamentally and routinely examine, enhance, and even change the curriculum to reflect workforce requirements. They do this with lower division students by engaging in the work of meta-major learning communities to assist students in exploring and developing a career identity. Faculty members continue working with upper division students to clarify and actualize their career identity through intentional curricular and co-curricular engagement via major courses, internships, research partnerships, and other experiences. Moreover, faculty collaborate with students, industry partners, and other University stakeholders on original projects designed to improve how the curriculum and general classroom experience prepare students for reaching their post-graduation self-defined goals. Spartan Pathways aims to deliver a solid return on tuition dollar investment by connecting students to career success.

## **ACADEMIC STUDENT CONCERNS**

Norfolk State University (NSU) is committed to fostering intellectual inquiry in a climate of academic freedom and integrity. NSU's faculty, staff, and students alike are expected to uphold these principles and exhibit tolerance and respect for others.

The awarding of grades and other academic evaluation rests with the faculty. However, when a student believes that a faculty member has failed to meet his or her obligations in an instructional setting, the student has the right to have his or her concern addressed expeditiously and thoroughly. This could include an appeal of a grade, accusation of academic dishonesty, etc. In the event of an academic issue/concern, students should express their concern in the following order: (1<sup>st</sup>) instructor, (2<sup>nd</sup>) department chairperson, (3<sup>rd</sup>) college or school dean, and (4<sup>th</sup>) the Office of the Provost

1. The student should express the concerns respectfully to the professor. If that does not bring resolution;
2. The student and instructor (preferably together) should confer with the chairperson of the department offering the course. If that does not yield resolution;
3. The student should confer with the dean of the college or school in which the department of the referenced class is housed. If that does not yield resolution;
4. The student may initiate a formal written appeal through the Office of the Provost for review and investigation.

In cases involving academic dishonesty, if the student either accepts responsibility or is found responsible, the faculty member should inform the Office of the Provost of the incident. The Office of the Provost will notify the Dean of Students' office, which will place the student on disciplinary probation.

Cases elevating to the Office of the Provost may be heard by the Academic Grievance Committee. The Academic Grievance Committee will make a recommendation to the Provost for final decision.

## **CONCERNS ABOUT GRADES OR OTHER ASSESSMENTS**

If a student has a concern relating to a particular grade or other assessment of his or her academic work, the student first should speak with the instructor of the class to understand how the grade or other evaluation was derived and to address the student's specific concern. If the student does not feel comfortable speaking with the class instructor about the matter, he or she should bring the issue to the attention of the department chair in order to seek advice on how best to address the issue.

If the student believes that the issue has not been adequately addressed, he/she should bring the issue to the attention of the dean of the college or school. The dean will work with the student and the faculty to bring the matter to resolution. If the student does not feel that the dean's findings

were accurate, he/she has the right to appeal the decision to the Office of the Provost. Once a formal appeal has been filed in the Office of the Provost, it may be heard by the Academic Grievance Committee, which makes a recommendation to the Provost. The decision from the Office of the Provost is final.

## CONCERNS INVOLVING A FACULTY MEMBER

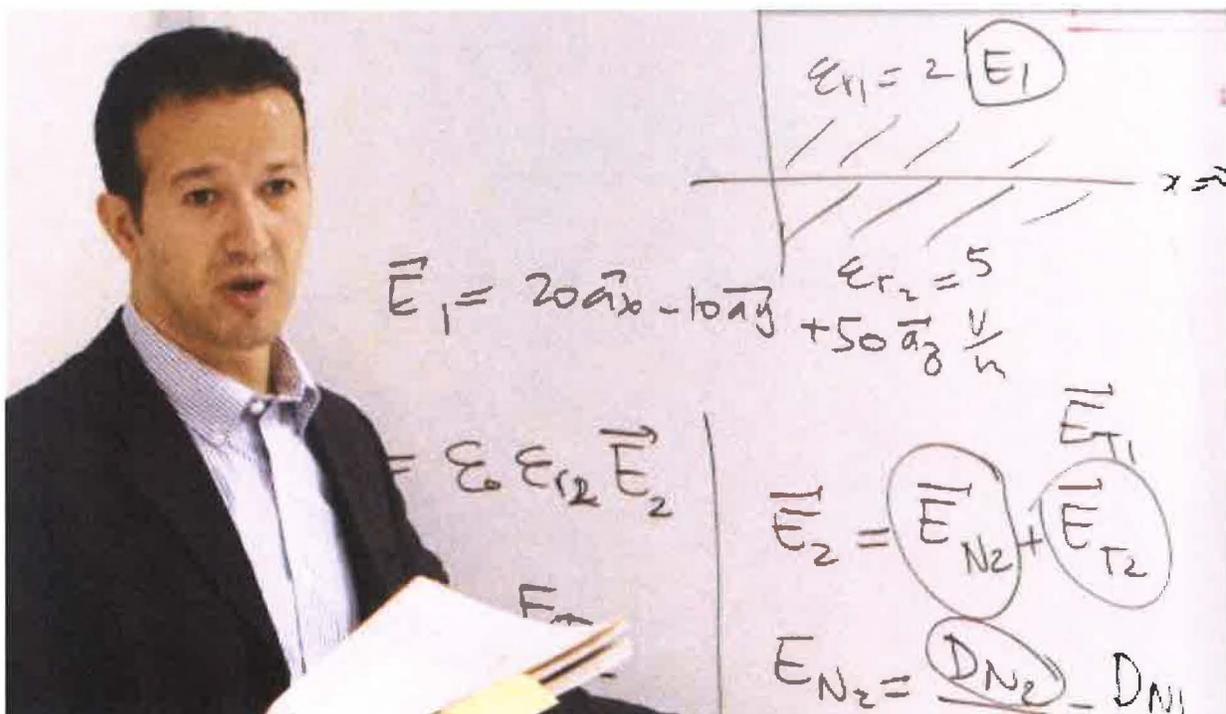
Listed below are some of the areas which might be included as areas of concern:

1. Failure to show appropriate respect in an instructional setting for the rights of others to hold opinions differing from their own;
2. Misuse of faculty authority to promote a political, social, or personal cause within an instructional setting;
3. Conduct in the classroom or another instructional setting that adversely affects the learning environment.

If a student believes that a faculty member has acted in an unprofessional manner, he or she should first speak with the chairperson from the faculty member's department to review the claim, establish the substance of the concern, and come to a decision about how best to address the concerns raised by the student. If appropriate, the department chairperson, working with relevant faculty, will investigate the matter fully and attempt to resolve the matter. If the matter remains unresolved to the student's satisfaction, the student may contact the college or school dean in which the department is housed.

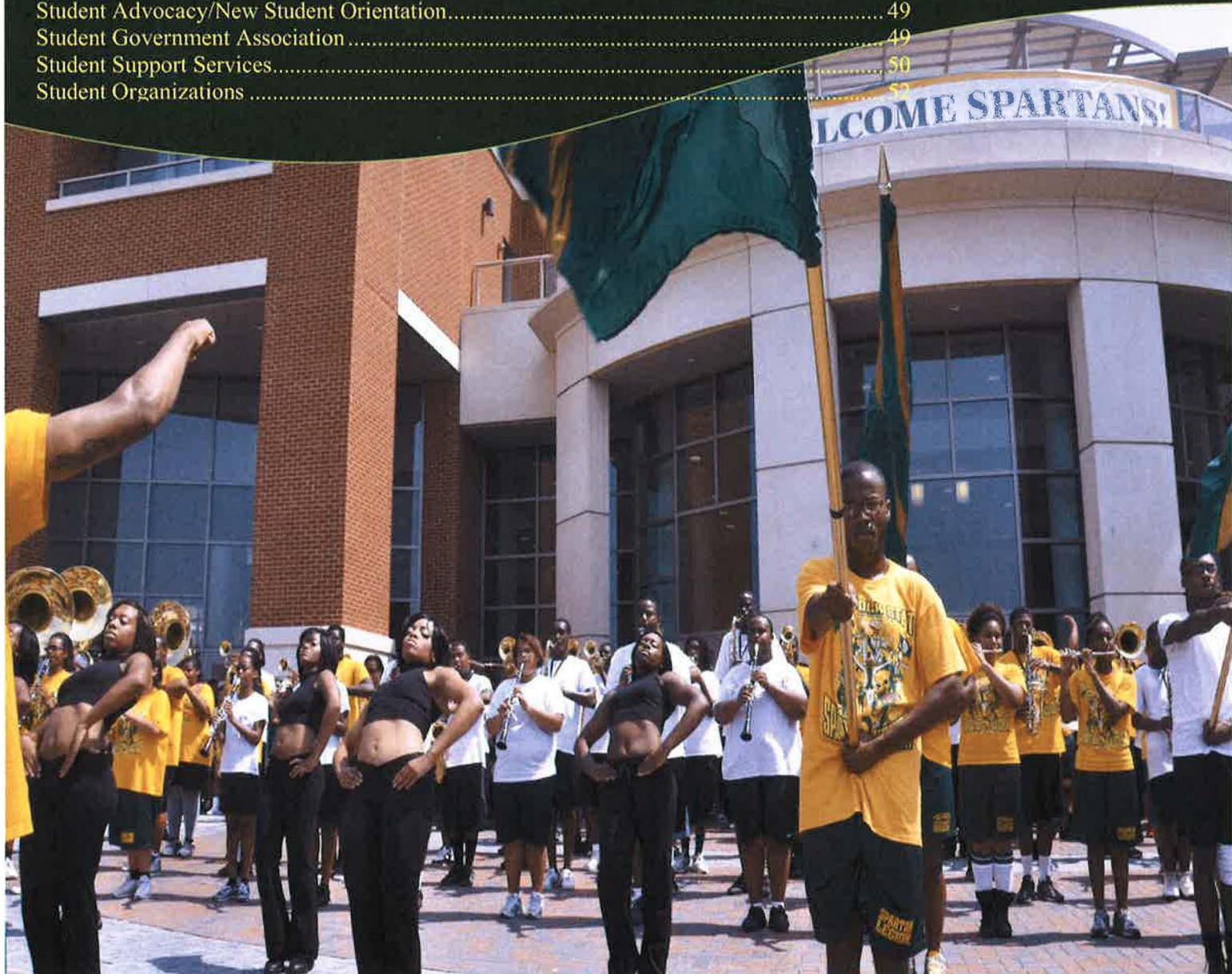
If at any time a student believes the process is not working in a constructive or timely fashion, the student should always follow the academic protocol (1) faculty, (2) department chairperson, (3) college or school dean, and (4) the Office of the Provost.

If the alleged misconduct involves discrimination or harassment by a faculty or staff member, the concern should be filed with the Title IX Coordinator. The use of the terms "discrimination" and "harassment" under these policies and procedures includes discrimination, discriminatory harassment, gender-based harassment, sexual harassment, and sexual assault.



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## **DIVISION OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT**

The Division of Student Affairs and Enrollment Management is the central administrative unit responsible for the coordination and direction of student programs, services and activities outside the classroom. The departments within the division are dedicated to recognizing the needs of each student and advancing the understanding and development of students to their highest potential. Other goals are aimed at preserving the rights of each individual student; fostering respect and communication among different cultures; maintaining a continued process of institutional self-assessment; and adaptation of objectives to meet the needs of the student body while supporting the educational mission of the University.

The Division of Student Affairs and Enrollment Management, because of its commitment to students and the University's mission, crosses all administrative and perfunctory areas of the University, the University community, Hampton Roads, the state and the nation.

The Vice President for Student Affairs and Enrollment Management is responsible for the leadership and management of student services and oversees the following offices: Accessibility Services-OASIS, Undergraduate Admissions, Career Services, Counseling Center, Dean of Students, Financial Aid, Housing & Residence Life, International Student Services-OASIS, Military Services and Veterans Affairs, Spartan Health Center, Spartan Training Zone, Student Activities and Leadership, Student Center, and Student Support Services.

### **MISSION STATEMENT**

The mission of the Division of Student Affairs and Enrollment Management is to effectively develop students, while providing exceptional services needed for an empowering and transformational experience.

### **VISION STATEMENT**

The Division of Student Affairs and Enrollment Management will preserve the University's rich traditions and history while offering innovative services to meet our students where they are. We will empower students to become globally recognized for their accomplishments in civic engagement, scholarship, advocacy and ethical standards by creating a culture of civility, leadership and individual responsibility.

### **CORE VALUES**

We, the Division of Student Affairs and Enrollment Management, value our students, faculty and staff as integrated partners in the Norfolk State University Experience. We are committed to these values and believe they will strengthen and enhance campus community. We value: Integrity, Collaboration, Student-centeredness, Inclusion, and Innovation.

## **ACCESSIBILITY SERVICES-OASIS**

Accessibility Services promotes academic success of students with disabilities (SWD) through high-quality educational assistance; faculty and staff seminars; workshops and training; and assistive technology training for all students, faculty, staff and administrators.

Accessibility Services at Norfolk State University is governed by the policies and procedures as stated by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The program assists currently enrolled students with documented disabilities, including physical, psychological, traumatic head injury, learning disabilities and other health concerns. All contacts with Accessibility Services are held in strict confidence, and information is released only with the student's permission.

Norfolk State University is dedicated to assisting persons with disabilities to reach their fullest academic potential in higher education. Reasonable accommodations and services are provided to help equalize their opportunities and meet the individual needs of the disabled student. Arrangements for these accommodations and services are made through Disability Services.

### ***Accommodations:***

- note sharing
- extended time for testing
- readers for exams
- priority seating
- exceptions for unanticipated class absences
- attendance at duplicate lecture sessions
- tape recorders for classes
- disregarding spelling errors for in-class work

### ***Services:***

- shuttles
- disability-related counseling
- personal counseling
- bi-weekly support group
- appropriate vocational rehabilitation
- assistive technology lab
- accommodation letter to instructors

### ***Registering for Accommodations***

Students planning to apply for admission to the University are encouraged to contact the Accessibility Services Office as soon as possible to determine if the University can accommodate their particular disability. Once accepted, students who wish to receive assistance must contact the office at least forty-five (45) days before classes begin; otherwise, the office cannot ensure that accommodations can be made in a timely manner.

The Accessibility Services Office serves persons eligible for assistance under Section 504 of the Rehabilitation Act of 1973, as well as persons with temporary disabilities acquired as a result of

illness or injury. Written documentation from a qualified professional is required before accommodations are implemented.

Typically, the Norfolk State University campus is accessible and easy to navigate. The terrain is flat, and accumulations of snow and ice are rare in Eastern Virginia.

### ***Transportation***

Students requiring special transportation arrangements on our campus and on neighboring campuses, are accommodated daily by regularly scheduled shuttle bus service.

### ***Parking***

For students with their own vehicles, accessible parking is available near residence halls, most classroom buildings, and administrative offices. Special parking permits for students with permanent and temporary impairments can be obtained from the Virginia Department of Motor Vehicles (DMV).

### ***Admission***

Admission to Norfolk State University will be based solely on the entrance requirements as described in the college catalog.

Disclosure of a disability during the admissions process is not required; however, it is encouraged for the purpose of preparation. Neither the nature nor the severity of an individual's disability is used as criteria for admission.

### ***Assistive Technology Laboratory (AT LAB)***

At Norfolk State University, we are continuously updating materials and equipment and collaborating with experts across the country in various fields of technology. Realizing assistive technology (AT) is a process as much as a product, it is imperative that we provide high-quality technical assistance for our students during their educational experience. Assistive technology is any device or process to assist a student with a disability in his or her efforts to accomplish a task that would otherwise be difficult or impossible without the assistive technology.

Students currently enrolled with a documented disability in our program will receive access to the AT Lab. They will be able to use the specialized hardware and software that level the playing field in their endeavor to excel. Each student qualifies for an assistive technology evaluation. The assistive technology evaluation is the process of determining which device best facilitates the student's efforts to achieve.

### ***Services:***

- educational aids
- training
- lab assistance
- educational videos
- assistive technology software
- adaptive hardware

**James A. Bowser Building, Suite 121**  
**757) 823-8325**  
**Beverly B. Harris, Director**  
**[www.nsu.edu/student-affairs/disability-services](http://www.nsu.edu/student-affairs/disability-services)**

## **ADMISSIONS**

Norfolk State University's Office of Undergraduate Admissions evaluates applicants based on their individual potential for successful graduation at NSU. The following key factors are taken into consideration:

- High School Academic Performance
- SAT and/or ACT test score(s)

The Office of Admissions is authorized to review, accept, defer, or deny applicants based on this evaluation of a student's application. NSU does not discriminate based on ethnicity, race, gender, age, disability or religious beliefs.

**Student Services Center, Suite 202**  
**(757) 823-8396**  
**Dr. Juan M. Alexander, Executive Director of Admissions**  
**<https://www.nsu.edu/enrollment-management/admissions/contact-us>**

## **CAREER SERVICES**

Career Services is responsible for the overall planning, development and implementation of the University's career services program for students and alumni.

### ***Services:***

- identifying full-time employment, internship and co-op opportunities
- Spartanlink, database of employment opportunities that allow students/alumni to upload resumes and apply for jobs and internships
- career coaching and advising
- professional seminars which include resume writing, interviewing skills, internship/co-op, networking skills, job search strategies and dress for success
- on-campus interviewing program
- career fairs (fall/spring)
- Graduate Professional School Day (fall semester)

Students must register with Career Services to receive all available services. Seniors are strongly encouraged to register with Career Services as they prepare to transition into the professional workforce upon graduation.

**Student Services Center, Suite 318**  
**(757) 823-8462**  
**Alisha Bazemore, Director**  
**[www.nsu.edu/student-affairs/career-services](http://www.nsu.edu/student-affairs/career-services)**



## **COUNSELING CENTER**

The Counseling Center provides a wide range of free services for students attending Norfolk State University.

### ***Services:***

- individual/ group and crisis counseling
- educational classes
- outreach programming
- referrals

Counselors are available to consult with students, parents and staff about issues affecting student life. Common reasons students may visit the center include but are not limited to adjustment difficulties, depression, troubled relationships and the inability to manage stress. During a campus and or personal crisis, counselors are dispatched to provide emergency intervention and support for affected community members. Crisis counseling is available to students 24 hours per day, seven days per week. All counselors are trained and experienced in addressing issues common among college students. Appointments can be made by phone or in person.

All counseling services are confidential. The Counseling Center does not release information without a student's written consent, except in cases of imminent danger to self or others, child/dependent abuse, court order or otherwise required by law. Counseling records are not part of academic records and access to them is limited to authorized staff in the Counseling Center. As required by Virginia law, student counseling records are maintained for at least seven (7) years.

**Student Services Center, Suite 312**

**(757) 823-8173**

**Dr. Vanessa C. Jenkins, Director**

**[www.nsu.edu/student-affairs/counseling-center](http://www.nsu.edu/student-affairs/counseling-center)**

## **DEAN OF STUDENTS OFFICE**

The Dean of Students Office assists all students, graduate and undergraduate, from their initial orientation to the University through successful completion of their academic and personal goals. The Dean of Students staff acts as a liaison between students and university departments. The Dean of Students Office provides support to students and sponsors programs designed to enhance personal growth, accountability, and responsibility.

### ***Services:***

- addressing student complaints (advocacy)
- missed class excuses

The Dean of Students Office fosters an environment of student success by promoting accountability, awareness, and learning to assist students in actualizing the Ideal Spartan. Recognizing that each community includes rules, standards and expectations, the Dean of Students Office helps educate students on their responsibilities as a member of the NSU community through the fair and impartial administration of the Code of Student Conduct.

In an effort to ensure the safety of students, staff and faculty, the Dean of Students Office:

- makes available the Code of Student Conduct to all students, parents, faculty and staff online at [www.nsu.edu/student-affairs/student-judicial](http://www.nsu.edu/student-affairs/student-judicial)
- ensures the right to due process for all students  
<https://www.nsu.edu/Assets/websites/student-judicial/pdf/Rights-and-Responsibilities-during-the-student-conduct-process.pdf>
- conducts and coordinates the scheduling of conduct conferences and formal hearings
- imposes and monitors sanctions designed to facilitate learning experiences and deter inappropriate behaviors
- responds to background inquiries for employment; and
- provides disciplinary clearance for students and student organizations

**Student Services Center, Suite 307**

**(757) 823-2152**

**Tracci K. Johnson, Dean of Students**

### **FINANCIAL AID**

The Office of Financial Aid Office works diligently to assist students as they pursue their educational endeavors. Norfolk State University offers a wide variety of financial aid programs (i.e., scholarships, grants, student employment opportunities and loans). With expert and proficient Financial Aid staff, the Office of Financial Aid plays a pivotal role in assisting students with researching financial resources and financial planning strategies.

**Student Services Center, Suite 211**

**757) 823-8381**

**Dr. Melissa Barnes, Director**

**<https://www.nsu.edu/enrollment-management/financial-aid/index>**

### **HOUSING & RESIDENCE LIFE**

Living in the residence halls provides a great opportunity for students to interact with people from different backgrounds, get involved with campus life, enhance personal growth and development and create friendships that will last a lifetime. Resident students share the responsibility for abiding by all University policies and respecting the rights of other residents.

#### ***Staff***

Each residence hall is staffed with both professional and paraprofessional (student) staff. The residence hall staff has the responsibility of administering and enforcing University policies and regulations, while acting as a listener, mediator and resource person.

## ***Residence Hall Assignments***

2017-2018 Academic Year:

### ***Female Residence Halls***

Babbette Smith North

Rosa Alexander

Lee Smith

Samuel Scott

### ***Male Residence Halls***

Babbette Smith South

Charles Smith

### ***Co-educational Residence Halls***

Mid-Rise Honors Residential College

Spartan Suites\*

\*Spartan Suites is managed by Capstone. For further information regarding the suites, please visit <https://www.nsu.edu/Campus-Life/Our-Campus,-Our-Home/Housing-and-Residence-Life/Life-on-Campus/About-Student-Housing/About-Spartan-Suites>.

### ***Apply for Housing***

Norfolk State University has limited housing for students desiring to live on campus. Students desiring to live on campus must submit a housing application, pay a non-refundable housing deposit and submit a housing contract. Students are strongly encouraged to apply early for housing. The housing application process for on-campus housing is available online through [Housing & Residence Life's website](#).

### ***Roommate Request***

Requests for roommates will be honored, to the extent possible, provided the request is mutual, deadlines for fees are met and each person making the request meets all requirements for living in the desired residence hall. Students requesting to room together should submit their housing applications and payments simultaneously.

### ***Occupancy of Rooms***

Students are required to occupy their rooms on or before the first day of classes or they will forfeit their room reservation.

### ***Check-In***

Prior to checking into the residence hall, each student should have completed all financial arrangements. The University reserves the right to deny access to any student who owes an outstanding balance. Once a student has obtained his/her room key, he/she should inspect the room and report all discrepancies on the "Room Condition Card." All discrepancies in the room must be noted and reported to the residence hall staff prior to occupancy to avoid any unwarranted charges. Only registered students matriculating at the University are permitted to live on campus. Students who fail to make satisfactory payment arrangements and subsequently have their classes cancelled must vacate their assigned room within 24 hours.

### ***Housing during Breaks***

All residence halls (except Spartan Suites) will be officially closed during the Thanksgiving, winter, spring and summer breaks. Continuing residents and graduates will receive updated information with specific dates and times when they must vacate their respective residence hall.

### ***Withdrawal Procedures***

Students desiring to withdraw from on-campus housing are required to clean their room, remove all of their personal possessions, turn in their room key, submit the Contract Cancellation Form to their residence hall director and sign their Blue Card. Residents are responsible for removing all personal possessions and cleaning their rooms, which must be verified by the residence hall director. The student is responsible for completing all paperwork to complete the withdrawal process.

A \$100 charge will be applied to the student's account if, upon check-out, the room/suite is not cleaned. A \$20 charge will be applied for each key not returned. Both offenses are subject to possible sanctions that could prohibit future residency in the residence halls. In addition, students withdrawing from the residence halls will incur a \$50 charge for improper check-out if they fail to complete any part of the withdrawal process. Students should contact their respective graduate assistant or residence hall director if they have any questions.

### ***Check-Out Procedures***

Prior to student check-in and upon check-out, each residence hall will have staff assigned to check the condition of the room/suite. To properly check out, students should clean their side of the room, turn in their room key and sign their Blue Card. Damages and other discrepancies will be noted on the back of the resident's Blue Card. Normal wear is not penalized. All residents assigned to a room/suite are responsible for cleaning his/her side of the room. Rooms and/or suites must be clean and free of all trash. Students housed in the suites must ensure that the bathrooms are clean. Charges will be assessed for broken, damaged, misplaced or out-of-area furniture. Failure to follow correct check-out procedures will result in a fine and possible sanctions that may prohibit future residency in the residence halls. Housing & Residence Life reserves the right to charge all occupants of a room if damages occur or personal items remain and the violator cannot be identified.

### ***Off-Campus Housing***

The University has an off-campus housing referral listing to aid students in finding privately-owned accommodations. Information is available about rooms, houses and apartments that are available to students on the Housing & Residence Life website. Contracts or agreements are private matters solely between the student and the landlord. Students are urged to make living arrangements well in advance of the beginning of the semester. NSU is not affiliated with any rental listing, off-campus housing party or landlord, and is not a party to any landlord-student contractual agreements. For more information on off-campus housing locations, please visit Housing & Residence Life's website.

### ***Violation of Residence Hall Rules and Regulations***

It is recognized that living in groups requires a certain level of tolerance and conformity by all concerned. Rules controlling conduct within housing owned or controlled by the University are

promulgated by Housing & Residence Life to enhance the safety and comfort of everyone living in the residence halls. These rules, along with procedures for their enforcement and applicable sanctions, are published in the Community Standards & Expectations Guide for Residential Living. Norfolk State University's Code of Student Conduct and disciplinary procedures apply to all students, including those who live in the residence halls. Alleged violations of the Code of Student Conduct by residence hall students will be forwarded to the Dean of Students Office for disciplinary action.

**Student Services Center, Suite 308**

**(757) 823-8407**

**Dr. Faith M. Fitzgerald, Executive Director**

**<https://www.nsu.edu/residentiallife>**

### **INTERNATIONAL STUDENT SERVICES-OASIS**



International Student Services assists international students with matters related to immigration, promoting international education and intercultural understanding. The office circulates immigration information and acts as a referral source for students.

#### ***Services:***

- issuing visa documents for first-time and transfer students
- advising students on immigration matters
- writing letters on behalf of students for visa purposes
- providing assistance with cultural acclimation
- assistance in obtaining basic needs and services such as housing and banking
- filing immigration petitions
- filing authorizations for program extensions and reduction of course load
- assistance in filing for reinstatement or obtaining renewals for visa documents
- assisting with practical training and employment
- providing orientation sessions and workshops for students and faculty
- serving as a liaison between the international student and University/government agencies

**James A. Bowser Building, Suite 121**

**(757) 823-8325**

**Beverly B. Harris, Director**

**<https://www.nsu.edu/Campus-Life/Services-Resources/Disability-Services/International-Student-Services>**

### **INTRAMURALS PROGRAM**

The Intramurals Program at Norfolk State University provides opportunities for students to participate in individual and team sports activities on a regular basis. More specifically, the program promotes:

- better health through exercise
- social interaction and the development of friendships
- sportsmanship of the highest order
- important values developed through team spirit and cooperation

The list of competitive intramural activities includes tennis, coeducational volleyball, men and women's basketball, flag football, softball, billiards, recreational swimming, bowling, roller skating and ice skating. Students who do not ordinarily take part in sports are encouraged to participate in and enjoy some type of physical activity. The skills acquired in the Intramurals Program will encourage future sports participation and healthy habits that will last a lifetime.

**Student Center, Suite 328**

**(757) 823-8200**

**Julia Wingard, Associate Vice President for Student Affairs and Enrollment Management**

**[www.nsu.edu/student-affairs/student-activities](http://www.nsu.edu/student-affairs/student-activities)**

### **MILITARY SERVICES AND VETERANS AFFAIRS**

The Military Services and Veterans Affairs Office proudly serves the military, veterans and their families. We provide assistance to active duty military, reservists, veterans and family members seeking a high-quality education from admission through graduation. Our goal is to foster a supportive environment that will assist military and veteran related students in maximizing their potential while becoming engaged leaders and productive citizens.

It is important that our military students are aware of the educational programs, certifications, and support services at NSU. We have two offices that proudly serve our students which are located on the NSU Main Campus (Student Service Center, Suite 109) and Naval Station Norfolk (Building CEP-87, Room 202).

Norfolk State University has been consistently named Military Friendly School and is highly recognized nationally. Military Friendly Schools that have earned the elite Military Friendly® designation have demonstrated a commitment to supporting student veterans and military affiliated students on/off campus and in their careers.

You will find a highly skilled and friendly staff, teamed with an outstanding array of distinguished administrators and faculty, many of whom are former military service members who have been recognized for teaching excellence and scholarship. We strongly support students' educational goals and objectives, and believe that academic goals should begin with Norfolk State University.

**Student Services Center, 109**

**(757) 823-2586**

**Wayne Ivey, Director for Military Services and Veterans Affairs**

**[www.nsu.edu/enrollment-management/veterans-affairs](http://www.nsu.edu/enrollment-management/veterans-affairs)**

## SPARTAN HEALTH CENTER



Student health services are provided by Fort Norfolk Plaza Urgent Care. Services include:

- diagnosis and treatment of minor illnesses and injuries
- diagnosis and treatment of gynecological issues
- provision of selected over-the-counter medication and medical supplies
- supervised care in designated observation beds
- general and emergency medical services
- health education, counseling, maintenance of immunization /health history records
- provision of forms and materials on preventative health, mental health, and other health-related areas
- administration of allergy serum (provided by student's allergist), birth control injections and limited vaccines.

Should a student require consultation with a specialist, the health care provider at the Spartan Health Center (SHC) will refer the student to a local specialty practitioner. The SHC is staffed with highly skilled health care professionals including physicians, nurse practitioners and nurses.

There is no cost to students for basic health care services provided at the Center. Costs incurred for uncovered services such as vaccinations, medication injections, TB tests (ppd) and outside laboratory testing are the responsibility of the student. Students are encouraged to purchase health insurance to cover the cost of prescription medications, specialty referrals, hospitalizations, emergency room visits, radiology services and lab specimens sent out for testing.

It is recommended that any necessary dental and/or eye examination be done prior to coming to the University as the Spartan Health Center cannot provide these services.

The Spartan Health Center does not operate a pharmacy. Prescriptions can be filled at local pharmacies.

### ***Emergency Care***

When a serious or life-threatening illness or injury occurs on campus, NSU Campus Police should be contacted immediately by calling 823-9000. If it is found that emergency medical transportation is needed, Campus Police will make the necessary arrangements to ensure that the individual is taken to the nearest urgent health care facility. The expenses of this care will be the responsibility of the student.

### ***Location & Office Hours***

The Spartan Health Center is housed in the Spartan Station at the east end of the campus. It is open Monday through Friday from 8:00 a.m. to 5:00 p.m. "summer hours -open Monday through Friday 8 a.m. to 12 noon." Students who become ill after hours of operation should call (757) 278-3360 for the on-call provider.

### ***Appointments***

The Spartan Health Center walk-in hours are from 8-10:00 am for students that are acutely ill or injured. Appointments are preferred and available from 10 a.m. to 12:30 p.m. and 1:30 p.m. to 4:30 p.m.

### ***Confidentiality***

The relationship between a clinician and the patient is strictly confidential. To ensure this, the Spartan Health Center will not release files or information to anyone, including University officials, relatives, or prospective employers, without the expressed written consent of the patient. Only upon issuance of a legal subpoena will records be provided without the patient's authorization.

### ***Medical Excuses***

Written statements verifying a student's visit to the Spartan Health Center will be issued, if necessary, at the discretion of the Health Care Provider. An official University excuse may be obtained from Dean of Students Office.

### ***Health Insurance***

Due to the high cost of health care, it is strongly recommended that all students be covered by some form of health insurance. This may be as a dependent on a family plan or by purchasing health insurance coverage independent of the University.

The University does not offer an Accident Medical Expense Benefit Plan or a Sickness Medical Expense Benefit Plan for Domestic Students.

International Students are automatically enrolled into the International Students Injury and Sickness Insurance Plan at the time of registration.

### ***Health History/Record of Immunizations***

Code of Virginia (Sec. 23-7.5) and Norfolk State University require all full-time entering and returning students to provide documentation of immunizations and a completed health record form. The information on this health record is needed to both protect the health of the University community and to assist the Spartan Health Center staff in providing comprehensive medical care for students.

### **Spartan Station, Room 101**

**(757) 278-3360**

**Vanessa Blowe, MD, Medical Director**

**Amber Stanback, Nurse Practitioner**

**<https://nsuhealthcenter.com>**

### **SPARTAN LANES**

Spartan Lanes offers bowling in an exciting environment at Norfolk State University. The alley contains eight lanes with bowling balls ranging from eight to sixteen pounds in weight. Whether you are a beginner or skilled bowler, there are opportunities for you to exhibit your bowling skills in one of our leagues or tournaments.

Reservation options are available for student groups or organizations that desire to host an event.

### ***Facility Rules***

- To gain access to Spartan Lanes you must show and swipe your NSU student ID card at the front desk, or be an active faculty or staff member
- Bowling shoes must be worn to prevent damage to the floor
- Only one (1) ball is to be thrown at a time to prevent ball or lane damage
- Keep food and drinks off the approach. Please stay in the seating area of the alley while eating. If a spill occurs, please notify someone from the desk (tell them if the spill is in the seating area or on the approach) and don't allow bowlers to walk through the spill
- Re-rack your bowling balls after playing
- Failure to follow any of the rules can result in suspension of use of the bowling lanes

### ***Bowling Rules & Etiquette***

- Be ready to take your turn
- Do not step over the foul line. It is against the rules and can also result in tracking oil over the approach, which is dangerous and ruins the enjoyment of the game for others
- Roll the ball; do not drop it
- Do not use someone else's ball unless given permission
- Yield to the bowler to your right if you're up simultaneously
- Stand off the approach and out of the line of sight of the other bowler until he/she finishes
- Do not intrude on the adjacent lanes in any way. That includes throwing your ball onto the wrong lane, standing or playing on another lane's approach, or doing anything that infringes on the adjacent bowlers' lane
- Control your emotions
- No roughhousing

**Student Services Center, 108**

**(757) 355-5979**

**[www.nsu.edu/student-affairs/student-activities/spartan-lanes](http://www.nsu.edu/student-affairs/student-activities/spartan-lanes)**

### **SPARTAN TRAINING ZONE**



The Spartan Training Zone is dedicated to providing quality health and fitness programs aimed at enhancing the physical and emotional well-being of the University Community. Programming features include: a fully functional fitness center that includes an array of free weights and cardiovascular equipment, group exercise, health related workshops, fitness challenges and fitness assessments. Each of these areas are designed to help improve cardiovascular fitness, muscular strength, endurance, improve flexibility and help the user become more educated on health and fitness concerning the Norfolk State University Community. The Spartan Training Zone offers custom exercise programs, personal wellness advisement and lifestyle consultations by appointment.

### **Facility Rules**

- To gain access to the Spartan Training Zone you must show and swipe your current NSU student ID card at the front desk, or be a paying faculty/staff member
- No guests are allowed to accompany students or faculty/staff
- No open-toed shoes are allowed at any time
- No jeans are allowed at any time due to rivets and zippers that tear the upholstery
- Re-rack weights after use.
- Wipe off machines after use.
- If you would like a towel during your workout, you will be asked to present your ID so that staff may put your information down. Please be courteous and return your towel after use
- No open air radios/speakers for music; Headphone use only
- No sauna suits are allowed at any time
- Do not drop any fitness equipment to the ground. Fees will be associated if there is equipment damage
- Individuals that want to utilize the Aerobics Room (SC, 352) must sign up using the Aerobics Room log at the front desk of the Spartan Training Zone
- All fitness equipment must be signed out and returned at the front desk of The Spartan Training Zone

Failure to follow any of the rules can result in suspension of use to the Spartan Training Zone.

**Student Center, 223**

**(757) 823-8948**

**[www.nsu.edu/wellnesscenter](http://www.nsu.edu/wellnesscenter)**

### **STUDENT ACTIVITIES & LEADERSHIP**



The Office of Student Activities & Leadership is responsible for the coordination and implementation of a creative, responsive and diverse co-curricular program at Norfolk State University.

Norfolk State University strives to cultivate individuals who have not only mastered academic coursework but have also developed active interests and skills in interpersonal relations. To assist with this mission, the University promotes a wide range of student organizations and activities. Students are encouraged to participate in the various academic, social, athletic, literary and religious activities.

### **Greek Life**

The fraternity and sorority community provides a fraternal experience that compliments and enhances the academic mission of the University. In collaboration with faculty, staff and national/international organizations, we foster an atmosphere of leadership, service and mutual

respect where students can positively contribute to their campus and their community through membership in a brotherhood or sisterhood.

***Council of Independent Organizations (CIO)***

This governing council includes nationally recognized organizations that value and promote leadership, service, social activities, brotherhood/sisterhood, and educational/cultural programming. The council serves as a liaison between the independent organizations, the Fraternity & Sorority Life staff and Norfolk State University in issues that are of common interest to the affiliate groups.

Active Member Organizations

- Alpha Nu Omega Sorority, Inc.
- Alpha Phi Omega National Service Co-Ed Fraternity
- Chi Eta Phi Sorority, Inc.
- Kappa Kappa Psi National Honorary Band Fraternity
- National Society of Pershing Angels
- National Society of Pershing Rifles
- Phi Mu Alpha Sinfonia
- Sigma Alpha Iota International Music Fraternity for Women
- Tau Beta Sigma National Honorary Band Sorority

***National Pan-Hellenic Council, Incorporated (NPHC)***

The stated purpose and mission of the council is “Unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations.” The NPHC promotes community involvement through service, forums, meetings and social events while engaging in collaborative programming and partnerships with various peer organizations and community agencies.

Active Member Organizations

- Alpha Kappa Alpha Sorority, Inc. – Delta Epsilon
- Alpha Phi Alpha Fraternity, Inc. – Epsilon Pi
- Delta Sigma Theta Sorority, Inc. - Epsilon Theta
- Iota Phi Theta Fraternity, Inc. - Delta
- Kappa Alpha Psi Fraternity, Inc. – Epsilon Zeta
- Phi Beta Sigma Fraternity, Inc. – Delta Zeta
- Omega Psi Phi Fraternity, Inc. – Pi Gamma
- Sigma Gamma Rho Sorority, Inc. – Gamma Nu
- Zeta Phi Beta Sorority, Inc. – Zeta Gamma

***Qualifications for Membership Intake***

Fraternities and sororities on suspension or probation are not eligible to conduct membership intake activities. All interested students, organization members and graduate members participating in any membership intake activities are required to sign a form acknowledging they have received and understand the University Hazing Policy and Virginia Hazing Law.

To be eligible for membership intake, all interested students must:

1. have successfully completed a minimum of 30 credit hours
2. must attend the required University Hazing and Informational Workshop
3. be a full-time student at NSU (currently enrolled in a minimum of 12 credit hours)
4. graduating seniors who need less than 12 credit hours to graduate must carry a minimum of 9 credit hours
5. have been a full-time student completing a minimum of 12 credit hours at NSU during the most recent fall semester
6. have a minimum cumulative GPA of 2.50
7. have a minimum semester GPA of 2.50 for the most recent fall semester
8. grades of “Incomplete” (I) will result in denial of approval
9. transfer students must have completed a minimum of 30 credit hours and have been enrolled at NSU for the preceding semester as a full-time student completing a minimum of 12 credit hours with the appropriate GPA as stated in #4 and #5
10. not currently be completing/under any judicial sanctions, suspensions or expulsions by the University

Compliance with the above stated qualifications and approval by Student Activities and Leadership *does not* guarantee selection for membership into a fraternity or sorority.

### ***Hazing***

Hazing is prohibited at Norfolk State University. Hazing in any form is illegal within the Commonwealth of Virginia and will not be tolerated by the University. Any individual or organization participating in any hazing-related activities will be subject to the disciplinary actions listed in the Norfolk State University Code of Student Conduct. Individuals found responsible for hazing may also be subject to criminal prosecution.

*For additional information regarding hazing, visit the following: [Virginia Hazing Law—§18.2-56.1](#)*

**Student Center, Suite 323**

**(757) 823-8948**

**Tarrye Venable, Director**

**[www.nsu.edu/student-affairs/student-activities](http://www.nsu.edu/student-affairs/student-activities)**

### **STUDENT CENTER**

The Student Center is an integral part of the University community. It exists for all members of the University family—students, faculty, staff, administrators, alumni and their guests. The Center provides for the cultural, educational, recreational and social needs of the University. We urge all persons using the facility to observe socially acceptable standards of conduct.

**Student Center, Suite 328**

**(757) 823-8200**

**Julia Wingard, Associate Vice President for Student Affairs and Enrollment Management**

**[www.nsu.edu/student-affairs/student-activities](http://www.nsu.edu/student-affairs/student-activities)**

## **STUDENT ADVOCACY/ NEW STUDENT ORIENTATION**

The Office of Student Advocacy is available to address comments, questions, and concerns related to your experience with Norfolk State University. Individuals are counseled regarding University policies and procedures, and concerns and complaints are investigated by working with campus officials. Follow-up results are given via email within three business days. Additional time may be needed for resolution, based on the complexity of the concern, and during Registration and New Student Orientation. Concerns are accepted using the following methods:

### **Student Advocacy – Online Concern Form**

<https://www.nsu.edu/campus-life/services-resources/dean-of-students/student-complaints>

**In-Person Visits** – Suite 319, Student Services Center

**Email** – [customercare@nsu.edu](mailto:customercare@nsu.edu)

**Phone** – 757-823-8673

**NOTE:** For academic matters, please follow the academic protocol located at <https://www.nsu.edu/academics/academic-programs/online-learning/services-and-support/student-complaint-process>

## **STUDENT GOVERNMENT ASSOCIATION**

Students are invited to help guide the direction of the University through membership in the Student Government Association (SGA). The purpose of the SGA is to develop a cooperative spirit among students; to promote self-development through personal expression, communication and leadership; to encourage student initiative; and to act as an intermediary between the administration and students in matters of general welfare.

Decisions rendered by the Student Government Association are subject to the approval of the Executive Council.

[Student Government Association Constitution and By-Laws](#)

**Student Center, Suite 323**

**(757) 823-8948**

**Tarrye Venable, Director**

[www.nsu.edu/student-affairs/student-activities](http://www.nsu.edu/student-affairs/student-activities)

## **STUDENT SUPPORT SERVICES**



Student Support Services is a federal program funded by the United States Department of Education. The program was established on the campus of Norfolk State University in July 1971.

The Norfolk State University Student Support Services Program is designed to provide an array of supportive services for 400 eligible participants. Program services are available to all program participants matriculating at NSU.

The overall purpose of the program is to promote retention and graduation from Norfolk State University.

*Services:*

- counseling (academic and financial aid)
- tutoring
- peer mentoring
- cultural and educational enrichment activities
- special assistance for students with disabilities
- grant aid scholarships
- skills development
- faculty recommendations
- graduate and professional school referrals
- financial literacy
- computer labs
- graduate school visitations

*Eligibility Criteria*

- freshmen and sophomores enrolled at Norfolk State University
- students who meet the income criteria
- first generation college students
- students with disabilities
- all students must meet two or more of the above criteria.

**Bowser Building, Room 112**

**(757) 823-8677**

**Valerie B. Holmes, Director**

**<https://www.nsu.edu/Campus-Life/Services-Resources/Student-Support-Services>**

# STUDENT ORGANIZATIONS

Student organizations at NSU are governed by the Office of Student Activities and Leadership (OSAL). Student organizations and groups may be established within the University for any legal purpose, provided these groups do not discriminate with regard to race, creed, color, religion or national origin. Affiliation with an extramural organization shall not, in itself, disqualify the institutional branch or chapter from institutional privileges. A list of officially recognized student organizations is located at the end of this section.

## ***Becoming an Official Organization***

A group shall become an official campus organization when formally recognized by the Student Government Association (SGA) and the Associate Vice President for Student Affairs. Groups seeking such status must proceed as follows:

1. Prepare and submit a New Student Organization Application, two (2) copies of the group's constitution stating its purpose and objectives, and the names, student I.D. numbers, and contact information of proposed officers to the OSAL for review. The New Student Organization Committee will review all submitted applications and vote to determine if they will be a recognized student organization.
2. If the New Student Organization Committee approves the organization, the application, constitution, supporting materials, and its recommendations are forwarded to the Associate Vice President for Student Affairs for approval.
3. Organizations will receive a letter from the Vice President for Student Affairs and Enrollment Management regarding their university status.
4. If the Vice President for Student Affairs and Enrollment Management approves the organization for official recognition, the organization must then register with the OSAL.
5. Include the names and ID numbers a minimum of 10 perspective members currently enrolled at the university.

Student organizations that have been approved by the Associate Vice President for Student Affairs and wish to use the University's name, facilities or property to solicit thereon, must submit a completed Student Organization Registration Form prepared by the organization's advisor within the first three weeks of the fall and spring semesters. The registration form is available on the OSAL website, [www.nsu.edu/student-affairs/student-activities](http://www.nsu.edu/student-affairs/student-activities). Registration is effective from the date of receipt and approval by the OSAL until the end of the academic semester.

Student organizations must maintain a minimum of ten (10) members to be recognized and considered active. The OSAL may make exceptions upon receipt of a written request from the organization and its advisor.

All organizations that conduct membership intake must belong to either the National Pan-Hellenic Council (NPHC) or the Council of Independent Organizations.

### ***Appeal Process***

Within thirty (30) days of receipt of notice that the OSAL has refused or canceled the registration of an organization, the officers or proponents of such organization shall be given the right of appeal, in writing, to the University Executive Council. The Student Organization Hearing Committee may either grant or reinstate the registration, or uphold the decision of the OSA.

### ***Starting a New Fraternity or Sorority***

1. All organizations that conduct membership intake must belong to either the National Pan-Hellenic Council or the Council of Independent Organizations.
2. Affiliate membership in NPHC shall include Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Omega Psi Phi Fraternity, Inc. and any other member organization of the NPHC as may, from time to time, be granted membership. No other organization shall have the right to sit on, or have a voice in, a local undergraduate or alumni council of NPHC, and may not be considered for membership on the local level. Membership shall also include local undergraduate and alumni councils chartered by the NPHC. ([www.nphchq.org](http://www.nphchq.org))
3. The Council of Independent Organizations (CIO) will vote to open for extension at the beginning of each fall semester. The vote will be contingent upon the sustainability of a new organization and the needs of the current Fraternity and Sorority Life community.
4. New organizations must be inter/nationally affiliated and hold membership in one of the following umbrella organizations:
  - North-American Interfraternity Conference (NIC)
  - National Panhellenic Conference (NPC)
  - National Association of Latino Fraternal Organizations (NALFO)
  - National APIA Panhellenic Association (NAPA)
  - National Multicultural Greek Council (NMGC)
  - National Interfraternity Music Council (NIMC)
  - United Council of Christian Fraternities & Sororities (UCCFS)
  - Professional Fraternity Association (PFA)
5. Local fraternities/sororities will not be permitted.
6. Prior to initiation into a Greek-lettered organization and before receiving recognition as a student organization, the student interest group must adhere to the following guidelines:
  - A representative from the organization must meet with the CIO Advisor(s) to discuss the extension process and the guidelines and expectations of Fraternity and Sorority Life.

- The organization must submit a completed extension packet to the CIO Advisor. Extension Packets may be obtained by visiting the Office of Student Activities and Leadership
7. The fulfillment of the aforementioned requirements does not guarantee organization recognition or membership in the CIO.
  8. Should the interest group fail to adhere to these guidelines prior to initiation, the organization will not be allowed to apply for recognition until all of the initiated members have graduated or permanently withdrawn (minimum of one (1) academic year\* or enrolled in another university) from Norfolk State University.
  9. If an organization applying for recognition fulfills all of the above requirements, the Council will select a maximum of three (3) organizations to make a presentation for consideration. A presentation of the organizations intentions shall be made to the CIO Council of Presidents. Presentations should be coordinated and presented by national representatives.
  10. The interested organization must receive a two-thirds (2/3) vote from the CIO member organizations before applying for recognition through the (OSAL)---should be done 1<sup>st</sup>
    - The interested organization becomes a member of the Council of Independent Organizations if a two-thirds (2/3) vote is received and their application for recognition is approved.
    - Organizations cannot begin a membership intake process until after receiving a two-thirds vote and recognition from OSAL.

### ***Membership***

Membership in student organizations shall be limited to currently enrolled NSU students, faculty and staff of the University, except honor, leadership or recognition societies which may include other persons as provided for in their national constitutions, and in keeping with the educational objectives of the University. Membership in student organizations shall be open to any student who is willing to subscribe to the stated aims and meet the stated objectives of the organization and the University.

### ***Supervision***

The Director of Student Activities & Leadership is responsible for the supervision of student organizations and activities.

### ***Advisors***

All student organizations are required to have at least one faculty or staff advisor who works closely with the organization and serves as its immediate liaison with the OSAL. Organizations are also requested to have co-advisors who will work with the advisor and assume responsibilities in the advisor's absence. Organizations must submit names of the advisor(s) to the OSAL, which will obtain clearance/approval from the Director of Student Activities and Leadership.

An advisor (co-advisor) is herein defined as “any member of the faculty or staff whose duty shall be to counsel and advise the organization and its officers in carrying out the purpose of the organization.” The advisor(s) are required to: (a) be available to meet with the members of the organization at regular and/or specially called meetings; (b) be present at all activities; and, (c) advise the organization on procedural matters, University, local and state policies, rules and regulations, and see that members adhere to the same. Advisors must approve all activities of the organization(s) they advise.

### ***Officially Recognized Organizations***

In order for a student organization to maintain its status as an officially recognized organization, the following conditions must be met:

1. Student organizations must maintain a minimum of ten (10) members to be recognized and considered active; however, the OSAL, upon receipt of a written request, may make exceptions for the organization.
2. A current copy of the organizational constitution and by-laws or statement of purpose and objectives must be on file in the OSAL. An amended or revised constitution must be submitted to the OSAL for approval.
3. A listing of new officers must be submitted to the OSAL within three (3) weeks of their election.
4. The organization must be registered in order to conduct activities. The OSAL will not recognize student organizations that have failed to meet the conditions for maintaining active status
5. The organization will be deactivated if the aforementioned conditions are not met.
6. The organization may request to be returned to active status once it has met the necessary qualifications.
7. If a recognized fraternity, sorority, or student organization is in a state of “deactivation” for any reason for a period of at least two (2) consecutive years, the OSAL will withdraw “active” recognition from the organization.

### ***Violations by Student Organizations***

Violations, as defined in the Code of Student Conduct, are punishable when committed by member(s) of student organizations. In addition to the violations addressed in the Code of Student Conduct, student organizations may not knowingly elect, appoint, or retain an elected or appointed officer or committee chairman if the student is on academic probation or under disciplinary sanctions which prohibit him/her from holding office.

### ***Sanctions for Student Organizations***

Organizations in violation of the Code of Student Conduct may be suspended or placed on probation by the Dean of Students. Individual member(s) and/or organizations in violation subject themselves to adjudication through the Dean of Students Office.

### ***Use of Campus Facilities—General Activity Request Form (GARF)***

Registered student organizations, faculty, and staff desirous of using campus facilities for meetings and/or activities are required to complete a General Activity Request Form (GARF). This form is used to verify the availability of facilities and equipment for activities.

Organizations, faculty, and staff should adhere to the following steps for processing space requests:

1. The GARF may be obtained through the University's website <https://www.nsu.edu/student-affairs/student-activities/ems/index> and must be submitted electronically. GARF(s) are time stamped electronically and are processed on a first come first serve basis. The GARF is required to be submitted **ten (10) working days** prior to the activity date to allow processing by the student organization's advisor and University department officials for approval.
2. The GARF is not to be altered in any manner after it has been processed/approved by Student Activities / Student Center.
3. Persons using facilities must have an approved copy of the GARF present throughout the activity and shall show it, upon request, to University officials.
4. The organization's advisor(s) must be present THROUGHOUT all activities (excluding bake/candy sales or raffle sales) that are required to be held in the Student Center only.
5. No contractual agreements or binding arrangements are to be made by the sponsoring organization or group until receipt of an approved GARF, nor should fliers or announcements of the event or activity be submitted to Student Activities /Student Center for approval for posting until an approved GARF with required signatures has been received. A copy of the approved GARF should accompany the flier when requesting approval.
6. The University reserves the right to deny an organization's activity when it is determined that a particular activity may present an inherent danger to the University or its constituents.
7. ALL GARF CHANGES must be submitted on a General Activity Request Form Change Request Notice. The Change Request Notice may also be obtained through the university's web site <https://www.nsu.edu/student-affairs/student-activities/ems/index> and must be submitted to Student Activities / Student Center electronically via email attachment no less than **five (5) working days** prior to the date of the event to allow for departmental processing.
8. ALL GARF CANCELLATIONS must be submitted on a General Activity Request Form Cancellation Notice. The Cancellation Notice may be obtained through the university's web-site <https://www.nsu.edu/student-affairs/student-activities/ems/index> and must be submitted to Student Activities / Student Center electronically via email attachment no less than **five (5) working days** prior to the date of the event to allow for departmental processing. Due to limited scheduling space, failure to comply with this policy may result in the organization being charged with a NO SHOW/NO CANCELLATION NOTICE booking. Disciplinary sanctions may incur if a total of three (3) violations are recorded.

9. All media equipment requests (e.g. VCR, TV, Overhead Projector, and Screen) MUST be made directly through the Office of Information Technology (OIT) at ext. 3-2898 or via email to [osmith@nsu.edu](mailto:osmith@nsu.edu) at least seven (7) days prior to the event with the exception of the Student Center.
10. Microphone Service requests after 5:00 p.m. or on weekends MUST be prepaid to Facilities Management (ext. 3-2451) prior to GARF approval.
11. All facility requests for Scott / Dozier and/or catering MUST be made directly through Catering Services (ext. 3-8304). A GARF must be submitted to Student Activities / Student Center to be entered in EMS Virtual as Information Only. The purchase of food/catering services must be made through the food services contractor currently under contract with the University.
12. Approved fundraisers, e.g., Bake/Candy and Raffle Sales, are to be held in the Student Center only.
13. Bake/Candy Sales items must be prepackaged, stores purchased items, and are not to be opened and/or served.
14. The type of fundraiser must be specified on the GARF at time of submission. Failure to do so will result in automatic disapproval.
15. Seminars/Lectures must have complete speaker and content information included on GARF at time of submission. Failure to do so will result in automatic disapproval.
16. The sponsoring organization or group is responsible for any damages that occur to the facility during the activity. The facility must be left in a clean and orderly manner. Failure to comply with these regulations may cause the organization or group to be deprived of future use of University facilities.
17. Approved fliers are to be posted on bulletin boards only. Posting of fliers is prohibited on windows, doors and lamp posts etc. Failure to follow this regulation will subject the organization to disciplinary sanctions.

Note: Submission of the GARF does not guarantee approval

Further details regarding the processing of the General Activity Request Form (GARF) may be obtained from Student Activities / Student Center.

***Sales and Solicitations (Non-University Affiliated Organizations)***

Organizations or individuals that are not officially recognized by the University desiring to distribute and/or post flyers, materials or other items, solicit materials or funds, or engage in the sale and/or promotion of services or products on property owned and operated by Norfolk State University, must receive written permission from the Director of Auxiliary Services.

**The University reserves the right to deny access to any person(s) whose presence may jeopardize the safety and well-being of the University community.**

**The University has an extensive program involving speakers and performers who are invited to the campus by various University organizations. Sponsorship of guest speakers and performers does not necessarily imply approval or endorsement of views expressed either by the sponsoring group or University.**

### **STUDENT PUBLICATIONS**

Student publications are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion on campus. Not only do they bring student interests and concerns to the attention of the campus community, they also serve as vital means of communication for the faculty and administration. Although student publications are not an official voice of the University, they have a responsibility to represent the University in an objective manner.

The University has two major student publications: the *Spartan Echo/Spartan Echo Online* and the *Spartan Reflections Yearbook*. The *Spartan Echo/Spartan Echo Online* is the student newspaper, which is operated by students under the supervision of a faculty advisor who is a member of the Journalism Department staff. Though mainly devoted to news of campus life, the *Spartan Echo/Spartan Echo Online* also features articles of national importance and interest to the campus community. The paper, under the leadership of a student editor, is published bi-weekly during the academic year.

A staff comprised primarily of students assembles the *Spartan Reflections Yearbook*. It features a pictorial review of campus events that occur throughout the academic year, as well as photos of faculty, staff and students--particularly members of the graduating senior class.

**Officially Recognized Student Organizations  
(Revised August 2017)**

**Organization**

200 Plus Men Inc.  
2xclusive Hip Hop Dance Team  
Active Minds at Norfolk State University  
African Student Association  
Alpha Delta Mu National Social Work Honor Society  
Alpha Kappa Alpha Sorority, Inc.  
Alpha Kappa Mu Honor Society  
Alpha Lambda Delta Honor Society  
Alpha Mu Gamma Foreign Language Honor Society  
Alpha Nu Omega Fraternity, Inc.  
Alpha Nu Omega Sorority, Inc.  
Alpha Phi Alpha Fraternity, Inc.  
Alpha Phi Omega Fraternity, Inc.  
American Association of University Women  
American Society for Biochemistry & Molecular  
Biology  
Arabic Language and Culture Club  
Associate Degree Nursing Honor Society  
Association for Computing Machinery  
Beta Gamma Sigma Honor Society  
Beta Kappa Chi National Scientific Honor Society  
Biology Society  
Black Data Processing Associates  
Boxing Club  
Bravo Company Club  
Business Honor Council  
Campus Lions Club  
Caribbean Students Association  
Center for Material Research GSA (CMRGSA)  
Cheerleaders  
Chemistry Club  
Chess Club  
Chi Alpha Campus Ministries  
Chi Alpha Sigma Nat'l Athlete Honor Society  
Chi Eta Phi Sorority, Inc.  
Christian Student Fellowship  
Circle K International  
Commuter Student Association  
Council of Independent Organizations  
Council for Exceptional Children

Dance Marathon Team (NSU DM)  
Dance Theater  
Delta Sigma Theta Sorority, Inc.  
DNIMAS Student Association  
Elements of Style(Printed Revolution)  
English Majors Club  
Entertainment Alliance  
Filipino Americans @ Norfolk State  
Finance and Banking Association  
Freshman Class Cabinet  
Fusion Dance Company  
Genetics Society of Norfolk State University  
GISET (Girls in Science, Engineering & Technology)  
Golden Key International Honour Society  
Gospel Choir  
Grace Campus Ministry  
Graduate Students Association  
Guild of Fine Arts  
Habitat for Humanity  
HBCU's 4 Peace + Love, NSU Chapter  
Health, Physical Ed. & Exercise Science Major's Club  
Health Services Management Association  
History Club  
Honda Campus All-Star Challenge Program  
Honors College Student Association  
Institute of Electrical and Electronic Engineers  
Interdisciplinary Studies Student Association  
International Society of Optics & Photonics, SPIE  
International Student Organization  
InterVarsity Christian Fellowship  
Iota Phi Theta, Fraternity, Inc.  
James W. Howell Book Club  
Junior Class Cabinet  
Kappa Alpha Psi Fraternity, Inc.  
Kappa Delta Epsilon  
Kappa Delta Pi  
Kappa Kappa Psi Nat. Honorary Band Fraternity, Inc.  
Ladies and Gentlemen of Technology  
Leading the Education of Gay and Straight Individuals  
(LEGASI)  
League of Extraordinary Men  
League of Extraordinary Women  
L.O.G.I.C. Club  
Mass Communications Student Association  
Master of Social Work Graduate Student Organization

Mathematics Club  
Materials Research Society  
Minority Assoc. of Pre-Medical Students  
Muslim Student Association  
National Assoc. for the Advancement of Colored  
People  
National Assoc. of Black Accountants  
Nat'l Association of Blacks in Criminal Justice  
National Broadcasting Society  
National Institute of Science  
National Pan-Hellenic Council  
National Society of Black Engineers  
National Society of Leadership  
National Society Of Minorities in Hospitality  
National Society of Pershing Angels  
National Society of Pershing Rifles  
Norfolk State Soccer Club  
NSU Campus Presence of Virginia Organizing  
NSU Concert Choir  
NSU Non-Traditional  
NSU Online Student Organization  
NSU Peer Education Program  
Nursing Honor Society (BSN)  
Nutrition Club  
Omega Psi Phi Fraternity, Inc.  
Optical Society of America NSU Student Chapter  
Order of Omega  
Phi Alpha Delta Law Fraternity, International  
Phi Beta Sigma Fraternity, Inc.  
Phi Mu Alpha Sinfonia Fraternity of America, Inc.  
Pi Sigma Alpha Honor Society Upsilon XI Chapter  
Pi Sigma Epsilon Fraternity, Inc.  
Political Science Association  
Pre-Alumni Club  
Psi Chi, Department of Psychology  
Psychology Club  
Public Relations Student Society of America (PRSSA)  
Residence Hall Association  
Senior Class Cabinet  
Sigma Alpha Iota International Music Fraternity  
Sigma Gamma Rho Sorority, Inc.  
Sigma Tau Delta International English Honor Society  
Sister Circle  
Society for Advancement of Management  
Society of Manufacturing Engineers

Society of Physics Students  
Society of Women Engineers (SWE)  
Sophomore Class Cabinet  
Spanish Club  
Spartan Artist United for Christ  
Spartan Battalion  
Spartan Beekeepers  
Spartan "Echo" Newspaper  
Spartan Epidemik  
Spartan Generals  
Spartan "Legion" Marching Band  
Spartan "Reflections" Yearbook  
Spartan Scribblers  
Student Activities Board  
Student Ambassadors  
Student Association of Music  
Student Athlete Advisory Committee  
Student Government Association  
Student Nurses Association  
Student Virginia Education Association  
Students In Free Enterprise  
Students for Christ  
Swim Club  
Taekwondo Club  
Tau Beta Sigma Sorority, Inc.  
Teacher Prep Student Support Services  
Tennis On Campus Club  
Thurgood Marshall Pre-Law Club  
University Fitness  
Urban Control Entertainment Crew  
Upsilon Phi Delta Honor Society  
Veterans Club  
Virginia 21  
W.E.B. DuBois Sociology Club  
Wesley Westminster Club  
Whitney Young Social Work Club  
Women Artistry and Motivational Memoirs  
Young Democrats  
Young Life Multicultural  
Young Republicans  
Zeta Phi Beta Sorority, Inc.

Student Publications

Spartan Echo Newspaper



# STUDENT AFFAIRS STANDING COMMITTEES

## **Homecoming Committee**

*Co-Chairs: Director of Student Activities & Leadership, Director of University Events, Director of Alumni Relations and Student Government Representative*

- organize, coordinate and execute activities and programs to honor, celebrate the NSU traditions and Spartan Spirit.
- bring together the university family and community by providing opportunities to honor and celebrate traditions established at NSU.
- reach out to the student body, alumni, and community to celebrate what it means to be a NSU Spartan.

*Committee members:*

- representatives from the student body, faculty and staff

## **New Student Organization Committee**

*Chair: Director of Student Activities & Leadership*

- reviews new student organization applications, to ensure that organizations are in line with the university mission and vision and
- interviews applicants
- make recommendations to the Vice President for Student Affairs for approval based upon the application and interview.

*Committee members:*

- (5) Student Representatives
- (2) Faculty/Staff Representatives

## **Student Publications Committee**

*Chair: Dean of Students*

- promotes excellence of student publications
- makes budget recommendations for student publications
- appoints editors
- removes editors for just cause within guidelines established and published with the consent of the Executive Council
- reviews and screens all applications for new student publications which would be forwarded to the Executive Council for final approval
- evaluates all applicants for any student publication editorships

*Committee members:*

- Media Professional
- Faculty member
- Spartan Echo Faculty Advisor
- Spartan Echo Editor
- SGA Representatives
- Chair of Mass Communications
- Student Affairs Representatives

### **Special Funding Committee**

*Chair: Director of Student Activities and Leadership*

The purpose of the special funding request application is to provide opportunities for organizations and departments to request funds in order to provide students a broad array of additional services, programs, and activities to reinforce and complement learning outside of the classroom. Funds must be used for the purpose for which they were allocated as indicated. Funds are distributed to organizations planning leadership development programs, co-curricular educational events or campus unity-building activities.

*Committee members:*

(6) Student Representatives

(3) Faculty/Staff Representatives

# SECTION IV: UNIVERSITY POLICIES

*Policies are available in the online Policy Library. For a listing of all University policies, visit the following link: <https://www.usouthal.edu/president/policies-library.aspx>.*





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