NORFOLK STATE UNIVERSITY
POLICE DEPARTMENT

Safety and Campus Security Report

Eddie N. Moore, Jr.
Interim President and Chief Executive Officer

October 2014
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Resource Information:

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<tr>
<td>State Police</td>
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<tr>
<td>Policy 60.205</td>
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<tr>
<td>Emergency Notification Alerts Everbridge</td>
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Office of the Chief

The Norfolk State University Police Department’s primary concern is the safety and well-being of all of our students, faculty, staff and visitors to our campus. The police department strives to create a safe environment, which can only be achieved through the cooperative efforts of students, faculty, staff, parents and visitors. You have entrusted us your most valuable asset . . . your student. It is our job to educate, empower and safeguard these future leaders in this global society.

We recognize that your student will inevitably encounter some challenges along the way, and we intend to provide you with resources that will help support your student while here at Norfolk State University. If your student encounters situations in which they need assistance, please encourage them to engage their faculty advisers, professors, coaches, residence assistants and guidance counselors as they work their way through these challenges.

We encourage parents and visitors to report crimes or suspicious activities immediately, offer suggestions that might improve police services and to be an advocate for efforts to ensure a safe campus. You are encouraged to participate in any of our safety related programs.

Please allow me the opportunity to provide to each of you contact information that will help you to reach me and to support your student.

*Non-emergency Police Department phone number:* (757) 823-8102 (24 hour/7 days a week) *Emergency Police Department phone number:* (757) 823-9000 (24 hour/7 days a week) *Anonymous Tip Line phone number:* (757) 823-2148 (24 hour/7 days a week)

E-mail Address: chiefofpolice@nsu.edu (24 hour/7 days a week)

Once again, safety is our top concern. If you have any questions or concerns, please do not hesitate to contact me or the University.

Sincerely yours,

*Interim Chief, Theodore Price*
NORFOLK STATE UNIVERSITY POLICE DEPARTMENT

The police department encourages all students, faculty, staff and visitors to immediately report criminal incidents and other emergencies. Incidents may be reported in person or by dialing the non-emergency number. \(757-823-8102\). In emergency situations, dial the emergency number \(757-823-9000\).

The Norfolk State University Police Headquarters is located on the east end of the campus in the 2500 block of Corprew Avenue, between Scott/Dozier Dining Hall and Lot 34a. Police officers and police sergeants are on duty 24 hours a day, 365 days a year.

The police officers are in constant communication with the University’s telecommunications center. A certified campus police dispatcher is always available to receive calls. Shortly after a call is received an officer is dispatched to the location for assistance.

Approximately 134 acres and 33 buildings provide the setting for the main campus of Norfolk State University. In addition, the University provides courses at two satellite campuses, the Virginia Beach Center for Higher Education and the Norfolk Naval Base. The University is established for the general purpose of preparing students to become life-long learners and to compete successfully in a rapidly changing society. The Police Department has the primary responsibility for security on campus.

The Norfolk State University Police Department strives . . . “to promote and maintain personal safety, physical and environmental security.” The department’s commitment is to support the academic mission which includes preventive measures through education and enforcement, which promote awareness and individual responsibility in an effort to prevent criminal and safety mishaps.

The Department’s security policies and procedures are in compliance with law enforcement regulations established by the Commonwealth of Virginia, Department of Criminal Justice Services. The policies and procedures also comply with federal requirements set forth in the Student Right-To-Know Act, and the Campus Security Act, that was signed into law in November 1990 (20 U.S.C. Section 1092). Title II of this Act is known as the Crime Awareness and Campus Security Act.

Norfolk State University Police Department prepares, publishes and distributes an annual Campus Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Institutions that participate in student financial aid programs under Title IV of the Higher Education Act of 1965 must comply with the conditions of this Act. The report includes information about campus security policies and procedures and crime statistics for the previous three years. These statistics focus on reported crimes that occurred on and off campus, as well as certain off-campus buildings owned or controlled by Norfolk State University. Public property within or immediately adjacent to and accessible from Norfolk State University is also included.

Additionally, the annual Safety and Campus Security Report outlines policies that relate to the following: the possession, use, and sale of alcoholic beverages (including the enforcement of state underage drinking laws), drug and alcohol-abuse education programs, the reporting of crimes, sexual assault/sexual harassment education and prevention programs, and procedures for reporting sex offenses.

The report is available by October 1st of each year and contains important tips to help every member of the community remain safe and avoid becoming a victim of crime. We make this report available to all students, faculty, and staff on the web at https://www.nsu.edu/finance/university-police/index. Each member of the university community receives the security report and its exact website through the Campus Announcement. Anyone, including prospective students and employees, may request a paper copy of this report by contacting the Norfolk State University Police Department at 757-823-8102.
LAW ENFORCEMENT AUTHORITY AND INTERAGENCY COOPERATION

Norfolk State University police officers derive law enforcement authority from the Commonwealth of Virginia’s training requirements for law enforcement officers as established by the Department of Criminal Justice Services. University police officers are sworn officers with full powers of arrest; empowered and mandated to enforce all federal, state and local laws. Officers and supervisors are armed, and must undergo annual firearms qualifications. In addition to firearms, they carry oleoresin capsicum spray. In all cases, each officer of the department should use the minimum amount of force that is consistent with the accomplishment of his/her mission and should exhaust reasonable means of apprehension or defense before considering the use of a firearm.

After an incident is reported, a police officer is dispatched to the site of the complainant/victim and has the authority to make an arrest if necessary. Police officers prepare and submit incident/offense reports when warranted and the investigator will complete all necessary follow-up investigations.

In 1993, an agreement between the City of Norfolk and the Norfolk State University Police Department established an “Area of Concurrent Jurisdiction.” The purpose was to enable Norfolk State University Police Department and the Norfolk Police Department to deal with public safety and the maintenance of order in the areas surrounding the University that have the largest concentration of students who live and socialize “off campus.” Therefore, the Norfolk State University Police Department is authorized to exercise broader police authority on any property contiguous to the property of Norfolk State University. This ultimately creates a safer environment.

The Norfolk State University Police Department maintains a joint partnership with the following agencies: Norfolk Police Department, Virginia State Police Department, Virginia Beach Police Department, Virginia Department of Alcoholic Beverage Control, Virginia Department of Motor Vehicles, Old Dominion University Police Department, etc. This cooperation includes the reporting of crimes to the appropriate agencies, participation in police radio communications and computer network training programs, special events coordination, and investigation of serious crimes. Information on crimes that may impact or relate to the surrounding community and state is shared directly with appropriate law enforcement agencies. Additionally, Norfolk State University Police Department investigators meet regularly with Norfolk Police Department detectives and intelligence units to discuss campus crime trends and police intelligence matters. Police officers from local agencies also cooperate with us by working special events that are hosted by the University.

CAMPUS SECURITY

The Police Department is a part of Norfolk State University’s Department of Finance and Administration. The Department performs a variety of law enforcement tasks, including investigation of criminal activity, apprehension of criminals, traffic enforcement, emergency response, and special security assignments. As needed, the Department coordinates criminal investigations with the Commonwealth of Virginia Department of State Police. As part of the community policing/crime prevention efforts, Norfolk State University Police Department provides seminars on a variety of topics, as well as promote safety measures, which include: operation identification, survey and statistical information on critical safety and security measures, poster campaigns, and the distribution of brochures and safety fliers.
Norfolk State University Police Department

The Norfolk State University Police Department employs 26 sworn police officers. This number includes the chief of police, an investigator, lieutenants, and sergeants. The number of officers in each category is as follows:

- Chief of Police: 1
- Lieutenant of Operations: 1
- Lieutenant of Investigations: 1
- Lieutenant of Administration: 1
- Police Sergeants: 4
- Patrol Officers: 17
- Security Officers: 11
- **Total**: 36

In addition to the 26 sworn police officers, the Department employs eleven Security Officers, and as needed we utilize the services of contracted Security Officers. These officers handle vehicle access to the campus, special assignments and routine foot patrol of the campus buildings and grounds. The police department employs four state certified VCIN/NCIC Emergency Coordinator I, and one certified VCIN/NCIC Emergency Coordinator Supervisor/Administrative Specialist III, one Grants/Accreditation Manager, three Administrative Program Specialists III, and twelve Student Spartan Patrol/Escorts who are also assigned to the campus and serve as campus escorts Monday through Thursday from 5:00 pm-10:00 p.m.

**TRAINING**

Police recruits must successfully complete 600 hours of standard police training at the Hampton Roads Criminal Justice Training Academy located in Newport News, Virginia. Upon completion of the basic academy, recruits are assigned to field training officers and must complete 240 hours of additional field training. Police officers must also complete a minimum of 40 hours of in-service training every two years to maintain state certification.

**Basic Training and In-Service Training**

- Evidence Handling
- Firearms Qualification
- Club Drugs and OxyContin
- Crime Prevention
- Racial Profiling
- Diversity and Cross Cultural Communication
- Alcohol Training for Law Enforcement
- Emergency Preparedness
- Legal Issues/Statutory Law
- Patrol Techniques
- Police Defensive Tactics/Use of Force
- Work Place Safety
- Individual Crisis Intervention and Peer Support
- Cultural Diversity Physical Training

- Sexual Assault
- ASP Baton Certification
- Mid-Manager In-Service
- Basic Investigations
- Weapons of Mass Destruction
- VCIN/NCIC Instructor Certification
- Crime Scene Protection
- CPR/Basic First Aid
- First Line Supervisor In-Service
- Officers’ Stress Control Training
- Patrol Officer/ Detective In-Service
- Defensive Driver Training
- Automation Precision Technology Training
- Communications
Specialized Training, Conferences and Workshops

CISM/ Individual Crisis Intervention and Peer Support  VACLEA Winter Conference Law
Enforcement Instructor Development  Club Drug/Rave Workshop Civil
Liability for Police Executives  Basic Leadership Training
NPD/Officer-First Responder Workshop  Advanced Conflict Resolution
COPS Training-Norfolk Police Academy  VACLEA Summer Conference
Firearms Instructor Training  How To Get More Organized Bike
Patrol Certification Training  Drug Investigation Training
Defensive Tactics Instructor  Field Training Officer
How to Become a Great Communicator  ASP Instructor Certification Training
Crime Prevention  Tactical Communications Seminar

CISM/ Individual Crisis Intervention and Peer Support Leadership Development: Conference for Women
Virginia Department of Alcoholic Beverage Control College Conference
(HAZMAT) Handling Critical Incidents and Hazardous Materials
VACP/Child Safety Seat Training (Operation Kids)
VALID/Virginia Association of Law Enforcement Intelligence Documentation
(Train the Trainer Workshop)
(VCIN/NCIC) Virginia Criminal Information Network and National Criminal Information Center/
DCJS/Law Enforcement Fitness: LAWFIT Program (TOP COP)
(HAZMAT) Handling Critical Incidents and Hazardous Materials Certification and Re-Certification
NSU Human Resources/Hiring The Right Person: Using A Behavior Interviewing Technique
NSU Human Resources/Understanding and Using the Grievance Procedure
OAG/ CLASS ACTION: College Students and Virginia Law/Teens and Virginia Law
Domestic Preparedness/Weapons of Mass Destruction
ILCT/ Institute for Leadership In Changing Times
PELS/ Professional Executive Leadership School
CRIMES/LinX Briefing

ACCESS TO CAMPUS FACILITIES

With the exception of the residence halls, most of the University’s campus facilities operate under an
open concept, allowing freedom of movement for members of the Norfolk State University community. The
campus and residence halls are patrolled 24 hours per day, seven days a week. In addition, police and
security officers check buildings regularly.

SPECIAL PROCEDURES FOR RESIDENCE HALLS

The residence halls are designed to meet the housing needs of students who desire to live on campus.
Residence halls provide important educational and social benefits for students’ personal development. Policies
and guidelines for residential living have been instituted to facilitate an atmosphere conducive to academics,
safety, welfare and comfort of all residents and visitors in the residence halls. The housing program is built on
trust and cooperation.

Reception Desk

- Reception desks are located in the common areas in all residence halls.
- A staff person is on duty at reception desks 24 hours each day to give general information.
• The residents are not required to sign in or out when leaving the residence.
• All residence hall exterior doors, including the lobby entrance, are locked at 12:00 midnight.
• During the night, the resident assistant and the staff person conduct security checks of the halls and all exit doors to ensure that they are secure.
• Upon the request of University staff, residents must identify themselves and present I.D. cards. Failure to comply will result in student disciplinary action.
• Loitering is not permitted inside or outside of the entrance to the residence halls, or around the reception desk.

Residence Hall Staff

• Each residence hall is staffed with a Coordinator Director, Graduate Assistant, Resident Advisors and Front Desk Staff.
• In addition to the staff, there is a student Resident Assistant assigned to each floor.
• The residence hall staff has the responsibility of administering and enforcing University policies and regulations, while acting as a listener, mediator, and resource person.
• Each resident is encouraged to get to know the staff and resident assistants.

At the beginning of each semester, floor meetings are held with the residents to discuss safety issues. The Spartan Housing Handbook is available on the Housing and Residence Life website. During the peak hours, the Community Police Officers are detailed to the residential halls to enforce housing regulations, state and local laws, and report safety hazard conditions. All hazardous conditions are reported to the dispatcher and entered into the Facilities Management’s computerized work management and repair system. The presence of the Community Police Officers has decreased the crime statistics in the residence hall areas.

Residence Hall Designations:

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babbette Smith North Tower</td>
<td>Babbette Smith South Tower</td>
</tr>
<tr>
<td>Rosa Alexander Hall</td>
<td>Phyllis Wheatley Hall</td>
</tr>
<tr>
<td>Lee Smith Hall</td>
<td>Charles Smith Hall</td>
</tr>
</tbody>
</table>

Co-Ed

Midrise Residential Honors College
Samuel Scott Hall
Spartan Suites
VISITATION

The information listed below pertains to all residence halls on campus except Spartan Suites. Residents are reminded that they are responsible for the behavior of their guests and that the University’s rules and regulations also apply to visitors.

All residence hall lounges are open to visitors only during scheduled hours. The visitation schedule will be posted at the front desk in each hall. Guests must present a valid identification card to visit a resident. All guests must sign in/out of the hall that they are visiting and must be accompanied by their host resident at all times.

Any students assigned to a residence hall may host a guest or visitor in his or her room in a manner consistent with the visitation policy for each unit. Co-ed study groups are allowed in the study rooms in the residence halls on weekdays. Study groups are limited to a maximum of five students.

Babysitting is prohibited in all residence halls. No minors are allowed to visit the residence halls at any time. Housing & Residence Life allows exceptions to the minor visitation restriction for athletic recruitment and during Family and Homecoming Weekends. During these periods, residents can host minors age 12 & up during visitation hours and 16 & up for overnight guests. All overnight minors must be of the same sex as their guest. A minor visitation form and copy of a parent/guardian id must accompany all other documents needed to host a guest in the residence hall.

Housing & Residence Life reserves the right to terminate same gender, co-ed, and/or lobby visitation privileges and/or post changes to the visitation policy.

All guests must return to the front desk fifteen minutes before visitation ends.

Visititation Hours

*** There will be NO in room visitation for freshmen in Babbette Smith North and South during the fall semester. This is in an effort to ensure students are able to focus on academics during their first semester. Should the incoming class be progressing in a manner deemed academically sound, the visitation restriction may be revisited after midterm exams***

Sunday - Thursday 4:00 pm - 12:00 am
Friday and Saturday 4:00 pm - 2:00 am

Exception: As an institution of higher education, there will be no visitation in Midrise Residential Honors College during the hours of 7:00 pm-9:00 pm Sunday – Thursday. Please use this time to study or prepare for any upcoming presentations/tests you may have. Babbette Smith North and Babbette Smith South will not have visitation Tuesday and Thursday during 7:00 pm-9:00 pm and students are encouraged to participate in the residential tutoring program hosted in the lobby of each building.

Overnight Visitations Hours

Friday 12:00 pm - Sunday 5:00 pm

Overnight Guest(s)

All overnight guests must be between the ages of 18 and 25. Any resident desiring to have an overnight guest must first obtain approval from their roommate(s) via completion of the Roommate’s Agreement for Acceptance of Overnight Guest section on the Overnight Guest Form. This form must be completed and signed by the resident’s respective community hall director on or before the Thursday before the planned visit. Upon arrival and departure, overnight guests must check-in/out at the front desk of the hall they are visiting.
Each resident is permitted to have only one overnight guest per weekend. A guest may stay no more than two consecutive nights and no more than a total of four nights or two weekends per semester. Guests must abide by residence hall rules and regulations. Guests who abuse visitation privileges will be asked to leave and may be denied future visits.

Parents are encouraged to visit students and must also adhere to the visitation policy. Parents are not permitted to spend the night in the residence halls.

**Visitation Rules**

1. Freshman may have visitation in the lobby of their residence hall during the fall semester. Freshman may visit an upperclassman student in their room. Any upperclassman that signs in a visitor for a freshman will be subject to disciplinary action.

2. Common courtesy dictates that you check with your roommate(s) if you are planning to have a visitor. Consideration for the privacy and rights of roommates will be given priority. A roommate may not be denied access to his or her room at any time and may declare the room off limits for any open visitation. Violations of the roommate’s rights of privacy will be considered a major violation and may result in disciplinary action.

3. The University reserves the right to refuse admittance to anyone in the residence halls.

4. The University reserves the right to alter visitation and/or co-educational visitation privileges to ensure proper operation of the halls.

5. Members of the opposite sex must use the lobby bathrooms and are prohibited from using the shower.

6. Inappropriate behavior will not be tolerated (i.e. sexual contact, parties, loud music, profane language, etc.).

7. Residents are not allowed to issue their key to guests. Violators will be disciplined.

8. All visitors must carry their guest pass with them at all times. The university is not responsible and/or liable for injuries to, or the personal belongings of any visitor of the residence halls.

**Safety/Security/Fire Emergencies**

The safety and well-being of our students are primary concerns. We are especially concerned about residence hall fire safety. The University insists that all students who live in the residence halls comply with the FIRE SAFETY REGULATIONS:

- Fire extinguishers, fire alarms, smoke detectors, and other fire prevention equipment are provided in the residential halls as safeguards for students and their property. **Tampering with fire safety equipment is prohibited and false fire alarms will result in disciplinary action.**
- Overloaded electrical circuits are hazardous. The University does not permit the use of electrical appliances, other cooking devices, and sun and halogen lamps.
- Under the direction of the Residence Hall Coordinator, fire drills are scheduled.
- Residents will be given detailed instructions on regulations and procedures for fire drills in their living areas. Failure to respond to, or in any way inhibit, a fire drill will result in severe student disciplinary action.
- All fire alarms are considered fire alerts, and the building must be evacuated immediately. Participation in fire drills is mandatory.
FIRE DRILL/EVACUATION PROCEDURE

When An Alarm Sounds:
- Follow exit routes as posted in the residence halls.
- Under no circumstances should a student enter a smoke filled area.
- All Resident Assistants will check to see that all students living in their assigned area of responsibility are clear of their rooms and the entire area before leaving the floor.
- Designated rooms in each residence hall have been especially equipped for physically challenged persons. It is the responsibility of the resident assistant and staff person on duty to assure the immediate evacuation of physically challenged persons in their area.
- **NOTE:** Elevators are automatically turned off when there is a fire.
- All students must evacuate the building. The building and adjacent area around the building must be completely cleared.
- An “**All CLEAR**” signal will be given by a staff member, at which time students may return to the building.

**FIRE SAFETY IS A STATE OF MIND!!**

These regulations will be strictly enforced
The following are the fire procedures posted in the rules and regulations for the Residence Halls:

**Residence Hall Fire Alarm Evacuation Procedures**

- **Step 1:** When the Fire Alarm sounds, the staff person on duty should immediately place a call to campus police (757) 823-9000 or (757) 823-8102 (note time of report).

- **Step 2:** Residents are encouraged to knock on all student doors as they exit during evacuation of the building (assist handicapped persons in exiting the building).

- **Step 3:** Students should assemble in below locations for headcount.

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Assembly Place for Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Smith</td>
<td>Outside Spartan Station/ Courtyard (inclement weather go inside Spartan Station)</td>
</tr>
<tr>
<td>Mid-Rise</td>
<td>Outside Spartan Station/ Courtyard (inclement weather go inside Spartan Station)</td>
</tr>
<tr>
<td>Charles Smith</td>
<td>Outside Spartan Station/ Courtyard (inclement weather go inside Spartan Station)</td>
</tr>
<tr>
<td>Phyllis Wheatley</td>
<td>Brambleton Community Center Parking Lot (inclement weather go to Brambleton Recreation Center)</td>
</tr>
<tr>
<td>Twin Towers</td>
<td>Parking Lot No.25 ( inclement weather females go to Rosa Alexander; males go to Scott Hall)</td>
</tr>
<tr>
<td>Rosa Alexander Hall</td>
<td>Grass Field directly in front of Rosa Alexander Main Doors (inclement weather go to Twin Towers North lobby)</td>
</tr>
<tr>
<td>Scott Hall</td>
<td>Hamm Fine Arts Building across form Scott Hall Main Doors (inclement weather go to Twin Towers North lobby)</td>
</tr>
</tbody>
</table>

- **Step 4:** The Resident Assistant, Graduate Assistant, Floor Marshall or any appointed student should conduct face to face headcounts. The numbered signs identifying each floor will be used to gather residents and the floor chart report will be posted on the reverse side of the sign to assist with validation. The count will then be reported to the staff person on duty at the scene.

- **Step 5:** The staff person on duty should meet with Campus Police to determine if any rooms need to be checked for students that may have been left in the building.

- **Step 6:** The staff person on duty should identify all individuals that did not leave the building during the alarm.

- **Step 7:** A final headcount for the building should be given to the Campus Police.

- **Step 8:** The staff person on duty must fill out a fire alarm report and include this report with nightly paper work from that shift (this must be done prior to completing shift).

- **Step 9:** Staff members should submit detailed fire alarm reports to the Assistant Director of Housing or Housing Manager within 24 hours of alarm.

- **Step 10:** The staff person on duty should site persons who do not evacuate and action will be adjudicated through the Office of Student Rights and responsibilities.
SECURITY CONSIDERATIONS IN MAINTENANCE OF CAMPUS FACILITIES

The Norfolk State University Facilities Management Department maintains the University’s buildings and grounds with a concern for safety and security. Daily inspections are made by the police department’s security officers, police officers and physical plant repair and maintenance staff to spot any changes in interior and exterior lighting conditions. The police dispatcher enters reported defective lighting conditions, trouble calls and repair calls into the Facilities Management’s computerized maintenance and repair system. Several departments collaborate to ensure that the grounds are kept adequate to ensure safety through scheduled procedures for cutting and pruning trees and shrubbery.

Lighting and shrubbery surveys are conducted as needed by the Community Policing/Crime Prevention Unit. The surveys are forwarded to the Director of Facilities Management. These surveys address existing conditions and may include recommendations for repairs and improvements. Additionally, during the course of the officers’ normal patrols they report hazardous conditions.

REPORTING CRIMINAL ACTIVITY AND OTHER EMERGENCIES

Norfolk State University Police Department’s policy is to protect the rights, safety, and the welfare of the students, faculty, staff, and members of the community. The Norfolk State University community must note that it is extremely important that each person has the right to be free from acts and threats of violence. Everyone is expected, as well as required, to comply with all state, local and federal laws.

Students, faculty, staff and visitors are encouraged to report all suspicious persons, activities, or crimes that are witnessed on campus and in the surrounding communities to the University Police Department immediately.

Any person living, studying, working and/or visiting the University campus that is victimized by, or has knowledge of a criminal incident/offense or other emergency should immediately report such incident, offense or emergency to the Norfolk State University Police Department or to any University official who is defined as a “Campus Security Authority.”

The definition of “Campus Security Authority” is: An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. For example, a director who oversees student housing, the student center, and/or student extra-curricular activities, have significant responsibility for student and campus activities. Similarly, a director of athletics, a team coach, and/or faculty advisors to a student group also have significant responsibility for student and campus activities.

A Virginia Incident Report Form is issued to individuals in the designated departments who fit the definition of a “Campus Security Authority.” If those employees are aware of any crimes that occur on campus that are not reported to campus police, it is important that he/she forward their completed Virginia Incident Report Form to the police investigation unit promptly. The following individuals and organizations within the University are designated as Campus Security Authorities:

- Vice President of Student Affairs
- Supervisor of Parking Services
- NSU Police Officers/NSU Security Officers
- Athletic Administration and Coaches
- Student Activities Coordinators, Supervisors and Activity Staff
- Executive Director of Housing and Residence Life, Assistant Director, Coordinators, Staff, and Resident Assistants
- Student Organization Advisors
- Military Service (ROTC, NROTC), Active Duty Military Personnel
• Dean of Students
• Director of New Student Orientation and Staff
• Band Director and Staff
• Faculty Advisors

According to the Federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, it is Norfolk State University’s policy to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or official of the institution who is defined as a “Campus Security Authority.” If such an official is a pastoral, mental health counselor or professional counselor, the official is not considered a “Campus Security Authority.”

The police department encourages all students, faculty, staff and visitors to immediately report criminal incidents and other emergencies. Incidents may be reported in person or by dialing the non-emergency number. (823-8102). During emergency situations, dial the emergency number (823-9000) or the non-emergency number. The Norfolk State University Police Headquarters is located on the east end of the campus in the 2500 block of Corprew Avenue, between Scott/Dozier Dining Hall and Lot 34. Police officers and police sergeants are on duty 24 hours a day, 365 days a year. The police officers are in constant communication with the University’s telecommunications center. A certified campus police dispatcher is always available to receive calls. Shortly after a call is received an officer is dispatched to the location for assistance.

The office of the Vice President for Student Affairs, located in the Student Services Center, 3rd Floor (823-8141) can assist students in reporting serious incidents. The Human Resource Office, located in Harrison B. Wilson Hall 2nd Floor (823-8160) can assist employees in reporting serious incidents.

Outdoor “blue light” emergency call boxes are strategically located throughout the campus and connect directly to the University Police Department. This security measure is provided to ensure safety. Simply pushing the large black button that connects to the campus police dispatcher can activate call boxes. The dispatcher will then identify the activated call box by number and ask for the nature of the emergency (i.e., “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. To increase residential hall safety, wall mounted call boxes are installed at the front entrance of each residential hall.

All calls, complaints, and serious incidents will be investigated by the University Police Department. Violations of the law can result in charges by the Norfolk State University Police Department, local police, and referral to the Vice President of Student Affairs.

CONFIDENTIAL REPORTING OF CRIME AND OTHER SERIOUS INCIDENTS

If you are a victim of a crime and do not want to pursue actions within the university system or criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your request to keep the incident confidential, while taking steps to ensure your future safety and the safety of others. This allows the Police Department to determine if there is a pattern of criminal incidents and whether the community should be alerted to a potential danger. Crimes reported in this manner will be included in the institution’s annual disclosure of crime statistics.

ANONYMOUS REPORTING OF CRIME AND OTHER SERIOUS INCIDENTS

Norfolk State University provides a method for individuals to anonymously report crimes and other serious incidents, as indicated below.

• The Norfolk State University Police Department works very closely with the University’s counseling center staff and counselors. This collaboration has allowed the two departments to develop a procedure that encourages all counselors to avail their clients the opportunity to anonymously report crimes or other serious incidents to the police department.
• Victims and/or witnesses may report criminal and other serious incidents by calling the anonymous telephone line at 823-2148. This method also supports the police department in determining whether a Campus Crime Alert should be issued. It is a valuable tool that is available to any member of the community.

MONITORING AND RECORDING CRIMINAL ACTIVITY OF STUDENT ORGANIZATIONS AT OFF-CAMPUS LOCATION

Norfolk State University has no off-campus facilities for student organizations that are recognized by the University. The Department, however, has a working relationship with local police agencies throughout the area as a means of monitoring and investigating criminal activity at off-campus locations. In addition, the University’s Community Policing/Crime Prevention Unit maintains weekly telephone contact with the local police to ascertain any incidence of criminal activity of our students off campus. In the event of a serious incident, timely telephone notification is also made to Norfolk State University Police Department for follow-up investigation. These statistics are recorded by the Community Policing/Crime Prevention Unit and are used for Community Policing/Crime Prevention Education programs and the department’s annual Campus Security Report. Additionally, Norfolk State University Police Department communicates regularly with other colleges and Universities about Norfolk State students who are involved in criminal activity occurring on other campuses.

Norfolk State University students are expected to conduct themselves as mature and law-abiding men and women, both on and off campus. The University is authorized by the Board of Visitors to impose such penalties as deemed appropriate, including expulsion from the University for Student Misconduct that discredits or injures the educational goals of the University or its surrounding communities. Under the Codes of Conduct administered by the University’s Judicial System, student misconduct that occurs off campus is subject to institutional disciplinary sanctions under the following circumstances:

• Physical or sexual assault or conduct that threatens the health or safety of a student or staff member at University sponsored or supervised functions.
• Any violation of federal, state, or local law if such directly affects the University’s pursuit of its educational purpose.
• Illegal drug use or trafficking at University sponsored or supervised functions or under other circumstances involving a direct and substantial connection with the University.

The University ensures that any victim of crime will be treated with respect and dignity and will be administered all rights through University policy and the criminal justice system of the Commonwealth of Virginia. Students have a responsibility to the University and to themselves to understand and realize the potential consequences of breaking the law. All students are required to know the law. The State of Virginia will not tolerate crime on its college campuses, and the law will be enforced.

Timely Warning Notices (Campus Crime Alerts)

Norfolk State University Police Department has established a method to alert community members of crimes or serious incidents that may present a threat to the campus community. The method of dissemination is through the SEND WORD NOW mass notification system and SPARTAN E-DAILY. This method complies with the Timely Warning Notice requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998).
The police department and other departments on campus have taken a proactive approach in the prevention of crime and other serious incidents on campus. Campus Crime Alerts are issued and posted in the buildings to notify the campus community and visitors of serious crimes and incidents occurring on campus and in the surrounding communities. Students, faculty, staff, visitors and the community members who are aware of a crime or other serious incident, on or off campus, should report the incident immediately or as soon as possible to the Norfolk State University Police Department (823-8102). Afterward, a Campus Alert can be issued and posted, if warranted.

In addition, students, faculty, staff, visitors and the community members can report crimes and serious incidents to the Division of Student Affairs, Office of Student Rights and Responsibility and the Housing and Residence Life. Representatives in these offices will, without delay, notify and assist the police department in issuing a Campus Crime Alert, if one is needed.

**Distribution of Timely Warning Notices**

The Norfolk State University Police Department post Campus Crime Alerts once the department decides that a Campus Crime Alert is warranted. The alerts are posted on bulletin boards in the Marie V. McDemmond Center for Applied Research, Lyman Beecher Brooks Library, G.W.C. Brown Memorial Hall, Roy A. Woods Science Building, Student Services Center, Housing and Residence Halls, Brambleton Community Outreach Center, branch campuses, administrative buildings and Facilities Management. The Campus Crime Alerts and the Daily Crime Log are also accessible to the public in the lobby of police headquarters. This ensures that the public has an opportunity to view the notices in a timely manner.

**Campus Crime Alerts** are timely warning notices that are issued and posted in buildings to notify the campus community and visitors of selected crimes occurring on campus and in the surrounding communities. The Police Department releases this notice when a crime or serious incident affects the safety of the University and the surrounding communities. The alert states the details of the incident/offense, gives advice and instructions that may affect the campus and off campus community. The alert will offer tips on how to avoid becoming a victim of a similar incident or crime. The alert is printed on a bright colored paper to attract attention.

**Daily Crime Logs** are records of all crimes that have occurred within the patrol jurisdiction of the campus police department. It includes the date the crime was reported, the nature, date, time, and general location of each crime and the disposition of the complaint. The crime log is accessible to the public by computer in the lobby of police headquarters except when prohibited by law or when disclosure jeopardizes the confidentiality of the victim. The crime log for the most recent 60-day period is open to the public for inspection during normal business hours. If a request is made to inspect Daily Crime Logs, which are more than 60 days old, these must be available within two business days of the request.

**Everbridge NSU Alert System**


As part of our continuing effort to make our campus safe a secure, we have subscribed to an EMERGENCY ALERT SERVICE, which will be used to distribute weather alerts, facilitate evacuations, cancel classes, close facilities, or the like. The service chosen, Everbridge allows the university to send alerts to thousands of students and staff simultaneously via any/all familiar communications methods such as email, SMS (text messaging via cell phone), and phone calls. When unexpected situations arise and timing is critical, Everbridge will help ensure that our alerts reach the campus community in a timely manner.

Everbridge also features a two-way urgent communication service known as Get Word Back. This two-way service allows message recipients to respond back with their specific status information by acknowledging receipt of the notification. Additionally, Everbridge tracks and documents responses
which provide federally mandated evidence that the University has provided timely warnings to the campus community about situations that pose a threat to students and employees.

**Missing Student Notification** If a student who lives in an on campus student housing facility is determined to have been missing for 24 hours, the school will have 24 hours after receiving the notification/report in which to initiate specific documented notification procedures. Schools may make this determination earlier and initiate procedures right away.

**COMMUNITY POLICING**

Norfolk State University Police Department is “Community Policing Oriented” and uses a variety of crime prevention methods that also serve as early intervention programs. The Department’s belief is that the key to preventing crime is awareness and educational programs.

In collaboration with the Division of Student Affairs, Housing and Residence Life and the University’s Counseling Center, the Police Department provides safety seminars and educational programs by police officers throughout the year. The programs and seminars presented include Drugs/Alcohol, Driving Under the Influence (DUI), Rape Prevention, Substance Abuse, and Campus Safety and Security. Special sessions are held during freshman orientation to familiarize new students with campus law and personal safety on and off campus. The Department continues to proactively approach crime prevention through community policing efforts designed to enhance personal safety and help campus community members develop self-esteem, which contributes to a healthy community. All officers will continue to focus on crime prevention and early intervention programs on campus and throughout the surrounding communities.

**CRIME PREVENTION EDUCATION AND PROGRAMS**

The Police Department is available to assist campus departments and community organizations in planning, presenting and coordinating activities and programs. Below are some of the programs presented by the Norfolk State University Police Department.

**Operation Student Assistance**- Students are assisted during a “meet and greet” program that promotes interaction between the community police officers, parents, and students as they move into the residence halls throughout the campus community.

**Operation Identification**- A program designed to reduce theft on the campus. It involves engraving property with a unique identifier so that property can be easily returned if lost or stolen.

**Operation Civic League**- Community Police Officers attend monthly civic league meetings in the surrounding communities to develop positive and healthy relationships with community members and to exchange concerns and ideas as well as assist with problem solving.

**Officer Next Door Program**- A program in which police officers are assigned to residence halls to enforce housing regulations, and state and local laws, as well as to report safety hazard conditions. The officers are “eyes and ears” in the residence halls. The officers are involved in the safety and security surveys of the campus buildings and grounds, crime prevention seminars, problem solving, customer service, distribution of campus safety and security literature.

**Spartan Patrol Service**- An organization of uniformed student safety officers who serve as the Police Department’s “eyes and ears.” They are in existence to enhance safety and security. The Spartan Patrol provide nighttime pedestrian escort services and are assigned to foot patrol details for faculty, staff and
visitors. The students are equipped with their own radio frequency. The Spartan Patrol also check the interior of buildings for safety mishaps. All building checks and escorts are transmitted to the student dispatcher and are recorded on a daily log sheet. The Spartan Patrol are assigned to traffic and building details during athletic events and student activities. They are trained and supervised by the Norfolk State University Police Department.

Fifteen Spartan Patrol students are hired each academic semester. A Spartan Patrol member must be 18 years of age, a full time student, and maintain a GPA of 2.0 or above. Fifty percent of the salary is automatically deposited into the student’s account for the payment of tuition and fees and the balance is their net-pay. Students are encouraged to use the escort service. During the past year, over 200 calls were received for pedestrian escort. The services rendered by the students of the Spartan Patrol has played an important part in increased visibility in buildings and on the grounds during the most demanding hours for services on the campus. Providing this vital service is a proactive measure of preventing crime against persons on the grounds and in our campus buildings. This service operates **Monday through Thursday - 5:00 p.m. to 10:00 p.m. The Spartan Patrol Member Service may be requested by calling 823-8102.**

**Operation Partnership**– A program developed to enhance a working relationship with local schools, churches, and other agencies. In this working environment community police officers serve as mentors, crime prevention/safety facilitators and liaisons with the surrounding community.

**Operation Bike Patrol**– A program, which promotes an atmosphere of closeness within the campus and the surrounding communities. Bike patrol officers are able to respond to areas that are not accessible to an officer in a patrol car. It enables officers to respond quickly to calls for service.

**Operation Streetlight**– A program designed to reduce crime on the Norfolk State University Campus by increasing illumination. It involves marking blown out streetlights and walkway lights and referrals for bulb replacement (work orders are sent to physical plant for immediate replacement).

**Operation Residence Hall Patrol**– Officers are detailed to the residential halls from 7:00 p.m. to 3:00 a.m. During this time the officers will monitor activities in the lobby areas and frequent the floors. Police presence is increased to discourage certain activities and inhibit criminal behavior. It conveys a strong “BEWARE” message to the residents, visitors and staff. Police presence also provides reassurance to parents regarding the safety of the campus environment.

**Forum on “The Prevention Of Alcohol Abuse”**– A program focused on reducing or eliminating binge drinking on and off campus, alcohol poisoning, alcohol related sexual assault, substance abuse and consequences of alcohol related offenses. The presentation “Alcohol 101” is presented. The program was created to reduce the harm associated with misuse of alcohol. The program provides the physiological, psychological and legal information to college students to help make responsible decisions about drinking, as well as non-drinking. This activity serves as an alcohol awareness campaign utilizing the student newspaper (Spartan Echo), alcohol posters, pamphlets, brochures, handouts, bookmarks, and banners.

Throughout the year, the Community Police Officers serve as consultants and program facilitators on crime prevention/safety upon request by campus organizations, clubs and professional organizations on and off campus.

**Shuttle Transportation Services:** Norfolk State University offers free campus shuttle service for students, faculty, staff and visitors. The shuttle is handicapped-accessible to accommodate disabled persons. The shuttle travels on set routes continuously from Campus East to West with marked stops throughout the campus and the surrounding communities within close proximity of the campus. The shuttle operates daily Monday through Thursday from 8:00 a.m. - 11:00 p.m. and on Friday from 8:00 a.m. - 8:00 p.m. The shuttle does not operate during school breaks, holidays, and summer sessions. Bus pickups are scheduled approximately every 15 minutes, although schedules may sometimes vary slightly depending on weather and
traffic conditions. Norfolk State University, in conjunction with Old Dominion University, offers free shuttle service for students attending classes on both campuses. The service begins at 7:20 a.m. and ends at 4:20 p.m. Monday - Friday.

The bus stop at NSU is at the Brown Hall Circle near the Library and the bus stop at ODU is at Webb Center. The service is available daily with buses leaving every twenty (20) minutes after each hour. The last shuttle for NSU/ODU service leaves at 4:20 p.m. from both locations. This service provides the members of our campus community with a safe means of transportation to destinations on the campus as well as off campus.

The Fleet Services Office offers a free weekend shuttle bus service (SPARTAN EXPRESS) to Military Circle Mall, MacArthur Mall, and the Wal-Mart located on Military Highway. Shuttle buses run continuously from the bus stop at Brown Hall Circle near the Library every thirty (30) minutes.

SPARTAN EXPRESS does not operate on football game days or holidays.

Hours of Operation:
Saturday-12:00 p.m. to 9:00 p.m.
Sunday-1:00 p.m. to 6:00 p.m.

ALCOHOL AND OTHER DRUG POLICY

Norfolk State University requires all students, faculty, and staff to adhere to the established federal, state and local laws and regulations regarding alcohol and drugs. The Substance Abuse Policy clearly states: “The use, manufacture, distribution (including selling), or possession of alcohol and other drugs on the University campus is prohibited.”

Norfolk State University is committed to a drug free workplace and educational environment. The University’s Board of Visitors approved its “Substance Abuse Policy,” on July 14, 1987. In support of that policy, the administration approved the “Substance Use and Abuse Awareness Program,” on September 11, 1990. In February 1999, at the suggestion of the Virginia Attorney General’s Task Force on Drinking by College Students, Norfolk State University developed a “Foundational Plan to Reduce Binge and Illegal Drinking.” The Board of Visitors approved this plan.

University administrators, supervisors, and NSUPD are charged with the enforcement of this policy. Both student and employees are subject to prosecution under applicable state or federal laws. The Norfolk State University Police Department cooperates with federal, state, local and other law enforcement agencies to enforce statutes governing illegal involvement with drugs and violations of state liquor laws including underage drinking. These are criminal offenses and will be treated accordingly.

Norfolk State University reserves the right to permanently dismiss any student or terminate any employee whose continued presence on campus and in the community constitutes a risk to the health, safety, or general well-being of the University community or themselves.

As a deterrent to alcohol and other drug use and abuse, the University supports, promotes and sponsors programs to enhance student, faculty, and staff awareness of the devastating effects and consequences of indulging in the use and abuse of alcohol and other drugs. Literature on alcohol and other drug use is distributed to students, faculty, and staff.

In accordance with federal, state and local law, the following items are considered priorities regarding alcohol and other drug use:

- To inform students, faculty and staff that alcohol use is prohibited on campus.
To provide educational programming to allow people to make informed choices regarding alcohol and other drug use when off campus; including choosing not to drink if you are under age.

To provide students with appropriate and confidential counseling for alcohol and drug related issues.

To vigorously support students who choose to adhere to Norfolk State University’s **alcohol and drug policy** as well as federal and state laws regarding alcohol and other drug use.

The Norfolk State University Police Department encourages all students, faculty and staff to read the University’s alcohol, and drug policies located on the web at:

**Students:** Statement on Code of Student Conduct; BOV Policy #06

**Faculty:** Administrative and Professional Faculty Handbook; Page 27

**Staff:** Commonwealth of Virginia Department of Human Resource Management
*Policy Number: 1.05 - Alcohol and Other Drugs*

The Norfolk State University Police Department assists the Counseling Center with seminars and workshops in the residence halls and orientation classes. The seminars and workshops are designed to prevent alcohol and other drug use and abuse.

In keeping with the spirit of the Attorney General’s Task Force Report regarding Drinking by College Students, the Police Department has developed a coalition with Norfolk Police Department and the local Alcoholic Beverage Control Board for the purpose of reducing drinking among college students.

**The Norfolk State University Community Policing Unit:**

- Provides pertinent information related to events and affairs involving alcohol on and off campus.
- Exchanges information and intelligence on all matters concerning alcohol use and abuse (legitimate or illegitimate activities).
- Assists the Norfolk State University Hearing Officer and the Counseling Center with information concerning alcohol misconduct off campus by Norfolk State University students.

The Department’s ultimate goal is to prevent the use and abuse of alcohol on and off campus.
INDIVIDUAL RESPONSIBILITY

Norfolk State University stresses the responsibility of each community member to abide by the terms of the Commonwealth of Virginia and Norfolk State University’s substance abuse policy. Norfolk State University encourages students, faculty and staff with concerns about their difficulty in dealing with alcohol and/or drug abuse to inquire about confidential/medical support on and off campus.

Norfolk State University Counseling Center
Student Services Center, Room 312F
Office Hours:
Monday through Friday 8:00 a.m. - 5:00 p.m.
Evening Sessions after 5:00 p.m. - Arranged by appointment
Appointments in person 823-8173

Crisis and Emergency Services 24 hours a day during the academic year

Emergency (Counseling Center) 8:00 a.m. 5:00 p.m. 823-8173
Emergency 5:00 p.m. Evening/Weekend
Campus Police 823-9000/ 823-8102

CONSUMER HOTLINE NUMBERS

Virginia Beach Psychiatric Center 496-6000
1100 First Colonial Road
Virginia Beach, Virginia 23454

Mental Health Crisis Line 627-LIFE
National Domestic Violence 799-7233
National Youth Crisis HIT.HOME
National Adolescent Suicide 621-4000

Virginia Suicide and Crisis Hotline 1-800784-2433
1-800-SUICIDE
1-800-273-TALK (8255)
<table>
<thead>
<tr>
<th>Hotline Name</th>
<th>Phone Number</th>
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<tr>
<td>Adolescent Suicide Hotline</td>
<td>800-621-4000</td>
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<tr>
<td>Adolescent Crisis Intervention &amp; Counseling Nineline</td>
<td>1-800-342-2437</td>
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<tr>
<td>AIDS National Hotline</td>
<td>1-800-621-4000</td>
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<tr>
<td>CHADD-Children &amp; Adults with Attention Deficit/Hyperactivity Disorder</td>
<td>1-800-233-4050</td>
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<tr>
<td>Child Abuse Hotline</td>
<td>800-4-A-CHILD</td>
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<tr>
<td>Cocaine Help Line</td>
<td>1-800-COCAINE (1-800-262-2463)</td>
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<tr>
<td>Domestic Violence Hotline</td>
<td>800-799-7233</td>
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<tr>
<td>Domestic Violence Hotline/Child Abuse</td>
<td>1-800-4-A-CHILD (800-422-4453)</td>
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<tr>
<td>Drug &amp; Alcohol Treatment Hotline</td>
<td>800-662-HELP</td>
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<tr>
<td>Ecstasy Addiction</td>
<td>1-800-168-6933</td>
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<tr>
<td>Eating Disorders Center</td>
<td>1-888-236-1188</td>
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<tr>
<td>Family Violence Prevention Center</td>
<td>1-800-313-1310</td>
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<tr>
<td>Gay &amp; Lesbian Trevor HelpLine Suicide Prevention</td>
<td>1-800-850-8078</td>
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<tr>
<td>Healing Woman Foundation (Abuse)</td>
<td>1-800-477-4111</td>
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<tr>
<td>Help Finding a Therapist</td>
<td>1-800-THERAPIST (1-800-843-7274)</td>
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<tr>
<td>Incest Awareness Foundation</td>
<td>1-888-547-3222</td>
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<tr>
<td>Learning Disabilities- (National Center For)</td>
<td>1-888-575-7373</td>
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<tr>
<td>Missing &amp; Exploited Children Hotline</td>
<td>1-800-843-5678</td>
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<tr>
<td>National Alliance on Mental Illness (NAMI)</td>
<td>1-800-950-NAMI (6264)</td>
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<tr>
<td>Panic Disorder Information Hotline</td>
<td>800-64-PANIC</td>
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<td>Post Abortion Trauma</td>
<td>1-800-593-2273</td>
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<tr>
<td>Project Inform HIV/AIDS Treatment Hotline</td>
<td>800-822-7422</td>
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<tr>
<td>Rape (People Against Rape)</td>
<td>1-800-877-7252</td>
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<tr>
<td>Rape, Abuse, Incest, National Network (RAINN)</td>
<td>1-800-656-HOPE (1-800-656-4673)</td>
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<tr>
<td>Runaway Hotline</td>
<td>800-621-4000</td>
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<tr>
<td>Self-Injury (Information Only)</td>
<td>(NOT a crisis line. Info and referrals only) 1-800-DONT CUT (1-80-366-8288)</td>
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<tr>
<td>Sexual Assault Hotline</td>
<td>1-800-656-4673</td>
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<td>Sexual Abuse- Stop It Now!</td>
<td>1-888-PREVENT</td>
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<td>STD Hotline</td>
<td>1-800-227-8922</td>
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<td>Suicide Prevention Lifeline</td>
<td>1-800-273-TALK</td>
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<tr>
<td>Suicide &amp; Crisis Hotline</td>
<td>1-800-999-9999</td>
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<tr>
<td>Suicide Prevention- The Trevor HelpLine</td>
<td>(Specializing in gay and lesbian youth suicide prevention) 1-800-850-8078</td>
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<tr>
<td>Teen Helpline</td>
<td>1-800-400-0900</td>
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<tr>
<td>Victim Center</td>
<td>1-800-FYI-CALL (1-800-394-2255)</td>
</tr>
<tr>
<td>Youth Crisis Hotline</td>
<td>800-HIT-HOME</td>
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SEXUAL ASSAULT AWARENESS AND EDUCATION POLICY

Norfolk State University is committed to maintaining a learning and work environment that is free of the threat of unwelcome and unwanted sexual actions. Sexual Assaults are serious violations of the federal and state law, as well as the University’s Student Judicial Code, faculty standards, and University employee policies. The University prohibits sexual offenses in any form. It is unacceptable behavior and sexual offenders will not be tolerated. It is the University’s responsibility to make every effort to see that the victim of a reported sexual assault is offered medical and psychological care and counseling.

The use of threats, force or intimidation to engage in sexual intercourse or other sexual contact against the victim’s will is illegal in the Commonwealth of Virginia. They are crimes under state laws that are punishable by fines and/or imprisonment. In addition, these actions may be subject to civil damages.

Violation of the policy prohibiting sexual assault may lead to disciplinary actions, including reprimands, suspension, termination of employment or academic status as well as possible criminal prosecution.

Sex Offenses—Forcible
Any sexual act directed against another person, forcible and/or against that person’s will or not, forcible or against the person’s will where the victim is incapable of giving consent.

Forcible Rape—The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With an Object—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will or not forcible or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcible and/or against that person’s will; or, not forcible or against the person will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses—Non-forcible—Unlawful, non-forcible sexual intercourse.

Incest—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Virginia Code Section 18.2-67
The above acts constitute sexual assault when they are committed against a person’s will as evidenced by refusal of consent or through the use of force, threat, or intimidation; or against a person who, by
virtue of mental incapacity or physical helplessness, is unable to understand the nature or consequences of the sexual act or unable to communicate an unwillingness to engage in the sexual act. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant’s responsibility for sexual assaults.

**Acquaintance Rape** is sex against a person’s will by someone the person knows.

- At least one-third of all reported rape victims know their attacker—as a date, steady relationship, or a casual friend.
- Teenage girls and young women more likely to be victims than any other age group. Acquaintance rapists use psychological pressure, as well as physical force.

**Being forced into having sex - even if it is by someone you know - is rape, and it is a crime.**

*Nothing gives a person the right to assault anyone - sexually or otherwise.*

**How To Protect Yourself**

- Before dating someone you do not know well, check the person out with friends.
- Plan to meet someplace where there are other people—a restaurant, a movie, a mall, or go with a group of friends.
- Be prepared to find your own transportation home. Carry change for a phone call to your parents or a friend and enough cash for a taxi.
- Don’t get drunk or stoned. Remember drugs and alcohol decrease your ability to take care of yourself and make sensible decisions.
- Clearly and firmly let your date know your limits before you get into a situation you cannot control.
- Do not leave a party, a concert, or a ball game with someone you just met.
- Trust your instincts. If you think something is not quite right or you feel uneasy, get to where there are other people or tell your date to leave - NOW. Be assertive.

**What to do if you or someone else is a victim of a sexual assault**

- Get to a safe place as soon as you can
- Contact someone you trust to be with you and support you
- Try to preserve all physical evidence
  Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper (not plastic) bag
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action
- Talk with a counselor at Norfolk State University Counseling Center (757-823-8173) who will maintain confidentiality, help explain your options, give you information and provide emotional support.

If the student/victim of a sexual assault wishes to notify local police of the occurrence, the University will assist the student/victim with the notification. The University will also assist with the compiling of information that is necessary to prosecute the suspect through both the criminal and University Judicial Systems.

**Changing Living and Academic Situations**

Norfolk State University will make every effort to assist a student who has been sexually assaulted if he or she requests a change in his/her living arrangement and/or academic situations. The Division of Student Affairs, the Office of Housing and Residence Life and the Division of Academic Affairs will make the necessary living and academic changes when such changes are reasonably available.
Sexual assault and sexual harassment education seminars and programs are offered to students, faculty, staff and the community. The education seminars and programs are conducted on a regular basis for freshman orientation, middle school safety programs, the residence halls, campus student organizations, campus professional organizations, semester orientation classes, STOP/Head Start Day Care, and our adopted school (Lindenwood Elementary School). The seminars/programs include Sexual Offenses, Acquaintance Rape/Date Rape, Personal Safety, Sexual Harassment, and Self Defense.

In addition, the University Counseling Center provides Sexual Assault Awareness programs for the University community.

Contacts:
Norfolk State University Police Department (757)823-9000 or (757)823-8102
Norfolk Police Department 911
Norfolk State University Counseling Center (757)823-8173
Response Sexual Assault Support Services 24 Hour Hotline (757)622-4300

Norfolk State University is committed to maintaining a learning and work environment free from sexual harassment. The University prohibits the practice of sexual harassment and requires that its students and employees refrain from conduct which gives rise to allegations of sexual harassment. The use of a position to intimidate a student, faculty or staff member is considered Sexual Harassment and will not be tolerated. Sexual harassment, in any form, is unacceptable behavior and will not be tolerated at Norfolk State University.

Violation of the policy prohibiting sexual harassment may lead to disciplinary action, including reprimands, suspension, or termination of employment or academic status.

Sexual Harassment is defined as any unwelcome sexual advances, requests for sexual favors, any type of sexual discrimination, verbal, nonverbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment or substantially interferes with student’s academic performance, their emotional well-being and the attainment of career goals; or
- Such conduct interferes with an employee’s work performance, causing the employee distress and inability to function effectively in the performance of his/her academic or job requirement; or
- Such conduct is used as the basis for decision about academic evaluation, employment, promotion, transfer, selection for training or performance evaluation.

Students and employees who believe that they may have been sexually harassed, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, may discuss their concerns confidentially and informally with:

1. Human Resources Director, Harrison B. Wilson Hall (757)823-8160
2. University Counseling, Student Support Service Building (757)823-8173
3. Vice President for Student Affairs, Student Support Service Building (757)823-8141
4. Office of Student Rights and Responsibilities, Student Support Service Building (757)823-8222

Sex Offender Registry and Access to Related Information
Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released.

The federal Campus Sex Crimes Prevention Act, was enacted on October 28, 2000, and became effective October 28, 2002. The law requires institutions of higher education to issue a statement advising the
In the Commonwealth of Virginia convicted sex offenders must register with the **Sex Offender and Crimes Against Minors Registry**. The Registry was established pursuant to Section 19.2-390.1 of the Commonwealth’s Crimes Code. Every person convicted on or after July 1, 1997, including juveniles tried and convicted in the circuit courts pursuant to Section 16.1-269.1, whether sentenced as adults or juveniles, of an offense for which registration is required shall be required as part of the sentence imposed upon conviction to register and re-register with the Commonwealth’s Department of State Police.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State Police Registry within ten (10) days of establishing a residence within the Commonwealth. Any person required to register shall also be required to re-register within ten (10) days following any change of residence, whether within or outside the Commonwealth.

Nonresident offenders entering the Commonwealth for employment, to carry on a vocation, volunteer services or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of the Commonwealth shall, within ten (10) days of accepting employment or enrolling in school in the Commonwealth be, required to register and re-register pursuant to this section. For purposes of this section “student” means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

Information concerning offenders registered with the **Sex Offender and Crimes Against Minors Registry** may be disclosed to any person requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request form that may be submitted directly to the Commonwealth’s Department of State Police or to the State Police through a local law-enforcement agency. The Department of State Police shall make Registry information available upon request, to criminal justice agencies including local law-enforcement agencies through the Virginia Criminal Information Network (VCIN). Registry information provided under this section shall be used for the purposes of the administration of criminal justice, for the public in general and children in particular. Use of the information for purposes not authorized by this section is prohibited, and a willful violation of this section with the intent to harass or intimidate another shall be punished as a Class 1 Misdemeanor.

The Commonwealth’s State Police maintains a system for making certain Registry information on violent sex offenders publicly available by means of the Internet. The information made available includes the offender’s name; all aliases which he has used or under which he may have been known; the date and locality of the conviction and a brief description of the offense; his date of birth, current address and photograph; and such other information as the State Police may from time to time determine is necessary to preserve public safety. The system is secure and is not capable of being altered except by or through the State Police. The system is updated each business day with newly received registrations and re-registrations.

Pertinent web site address for securing related information is: [http://sex-offender.vsp.virginia.gov/sor](http://sex-offender.vsp.virginia.gov/sor)

For the West Virginia site go to: [http://www.wvsp.gov/Pages/default.aspx](http://www.wvsp.gov/Pages/default.aspx)
The Vice President for Student Affairs shall schedule special training for Hearing Officers once each year covering the University’s policies governing sexual assault, and the special needs of the accuser and the accused in these cases.

**Policy Statement**

All students attending Norfolk State University are required to abide by the laws of the Commonwealth of Virginia and the rules and regulations of this University. A student who violates the following general standards of conduct may be subject to administrative actions or to one or more disciplinary sanctions whether or not civil authorities choose to prosecute. Norfolk State University is governed by its Board of Visitors and supported by the Commonwealth of Virginia. The Board is specifically authorized to regulate student conduct by state statute and chooses to exercise its authority through this policy.

**Purpose**

The Norfolk State University Office of Student Rights and Responsibilities is designated to promote order and discipline inherent in and essential to the educational process of its students. This system is applicable to all students enrolled at the University who violate the Code of Conduct on or off campus.

**Procedures**

1. **Institution of Disciplinary Proceedings**

   A. Disciplinary charges brought against a student or a recognized student organization shall be adjudicated in the following manner:

      1. Upon written notice of an alleged violation of the Code of Student Conduct, the Vice President for Student Affairs shall institute disciplinary proceedings by the issuance of notice of charges.

      2. Faculty, staff, or students may initiate the written notice of charges or a campus police summons.

      3. The Dean of Students will promptly schedule a pre-hearing with the accused student. The accused student will be informed of the alleged violation(s) in writing at least two school days before the hearing date. **The Dean of Students may choose to bypass the pre-hearing and forward a case directly to the University Hearing Officer for the Administrative Hearing.** During the pre-hearing, the accused student will have the opportunity to discuss and review all known evidence as well as ask questions about the charges and the options available for resolution. During the pre-hearing the student will be presented with the following alternatives:

         a. To plead “in violation” (guilty) to the charges, waive all rights to a formal hearing and accept the sanction(s) imposed by the Hearing Officer; or

         b. To request a formal hearing with the right to appeal.

      4. Students who fail to attend the pre-hearing will be deemed in violation of the charges and an appropriate sanction will be imposed.
II. **Formal Hearing Procedures**

A. The notice of charges and all other written notices shall be delivered by the method deemed most effective by the Dean of Students to the student’s or organization’s address or e-mail address as it then appears on the official records of the University. If the address is not current, other reasonable attempts will be made to deliver the notice. The notice shall include the portion of the Code of Student Conduct allegedly violated, the reported circumstances of the alleged violation, and a request for the student or organizational representative to appear at a specified time, date and place for a hearing. **Failure to have a current address on record with the University shall not invalidate the notice.** If the notice is for a formal hearing, a copy of all available evidence must accompany the notice, as well as names of potential witnesses. A maximum of three (3) character witnesses will be allowed. The accused student will have the opportunity to review all evidence as well as ask questions about the procedures. A copy of these regulations shall accompany each notice of charges.

B. If the notice of charges requests that the accused appear at a hearing and he/she fails or refuses to appear, the University Hearing Officer may, after a sufficient investigation, dismiss the charges, take administrative action, or impose a disciplinary penalty. The accused shall be notified in writing of the action deemed appropriate by the Hearing Officer. Administrative actions/disciplinary sanctions imposed at hearings held in absentia are **not subject to appeal.**

C. Requests for continuances must be submitted in writing, to the Office of Student Rights and Responsibilities (two school days prior to the scheduled hearing), who may reschedule the hearing if the request is timely and for good cause. Only one continuance will be allowed after the initial scheduling. Students who wish to have an attorney present must notify the Office of Student Affairs in writing, with the name of the attorney, at least forty-eight (48) hours in advance of the hearing.

D. When an accused student or organizational representative appears in response to the notice of charges, the Hearing Officer shall review the facts of the alleged violation(s) and the names of witnesses then known. The student or organizational representative shall be advised that no response is required and that any statement made shall become a part of the official evidence of the case. The accused may advise the Hearing Officer of any witness or evidence supporting the accused’s position. The Hearing Officer should advise the accused that if any new evidence is discovered during an investigation subsequent to the hearing, it will be shared with the accused. The accused will have an opportunity to respond to the evidence. In certain cases, an advisor may assist the Hearing Officer.

E. After the hearing with the student or organizational representative and such further investigation as the Hearing Officer deems necessary, the Hearing Officer shall proceed as follows: 1) if the Hearing Officer determines that the alleged violation is not supported by the evidence, the charge(s) shall be dismissed and the accused student so notified; 2) if the Hearing Officer is satisfied that the violation occurred as alleged, but that no disciplinary sanction is warranted, he/she may determine an appropriate administrative action and notify the student accordingly; and 3) if the Hearing Officer is satisfied that the violation occurred as alleged and that a disciplinary penalty is appropriate, he/she shall notify the student or organizational representative, describing the sanction to be imposed.
III. The Student Court

A. Upon receipt of a case from the Dean of Students, the Student Court shall:

1. Schedule a hearing to be held within seven (7) calendar school days of the date the case is referred by the Dean of Students.

2. Notify the accused, via email, of (a) the charges against him/her and the University regulations violated; (b) the approximate date and time of the alleged offense(s); (c) the date, time, and place of the hearing; and (d) a statement informing him/her of his/her due process rights and where they may be found in writing. The notice should be given at least four (4) school days before the hearing date. Failure of the student to have his/her current address on record with the University shall not invalidate the notice. A request for a delay of the hearing shall be made, in writing, to the Chief Justice of the Student Court, who shall have the authority to reschedule the hearing if the request is made for a valid reason, or give notice that the hearing is to continue as scheduled. The Chief Justice may delay the hearing on his/her own motion for good reason. The delay will not exceed fourteen (14) school days.

3. Notify the accuser and all witnesses, in writing, that they must be present at the hearing. The notification letter shall include the name of the accused, the date, time and place of the hearing.

4. Notify Court members of the date, time, and place of the hearing; however, the notice will not disclose the nature of the case(s) to be heard.

5. Ensure that a quorum of five (5) justices is present to hear a case. The Chief Justice for each hearing shall prepare an opening statement. This statement shall be written in advance, and shall be made a permanent part of the record of the case. The statement shall include the following elements:

   a. Roll call;

   b. A statement of the charges as received from the Dean of Students;

   c. Copies of letters of notification sent to the accused, complainant, and witnesses;

   d. Pertinent regulations from the Student Handbook;

   e. Instructions to the accused regarding questioning of witnesses and statement of his/her rights; and

   f. Instructions to the advisor for the accused if one has been requested and is present.

6. Ensure that hearings are closed to the public. The hearing may be opened upon request of the accused provided the rights of others are not violated. Such a request should be made in writing to the Chief Justice at least forty-eight (48) hours prior to the hearing. The Chief Justice will determine the conduct of the hearing proceedings.

7. Inform the advisor/attorney (if applicable) that his/her presence is limited to advising his/her client. He/she may not examine or speak at the hearing, nor in any way interfere with the proceedings.
8. Allow the accused student ample opportunity to state his/her position in the case through (1) oral testimony; (2) written affidavits; and/or (3) witnesses. Any regular member of the Court may question the accused.

9. Maintain control over the proceedings, especially when witnesses are questioned. Under no circumstances should the Chief Justice allow arguments to develop between the accused and witnesses.

10. Exercise the right to require and/or subpoena the production of records and other exhibits (as needed).

11. Have made an audio recording of the proceedings. (Deliberations by the Court shall be in private and shall not be recorded.)

12. Inform the accused and the Dean of Students of the verdict in writing, within five (5) calendar school days following the hearing.

13. Make certain that the accused’s rights to due process are upheld. No sanction may be imposed on an accused solely on the basis of his/her failure to appear at the hearing. If, after being notified of a hearing, the accused fails to appear, a “not in violation” plea will be entered and the hearing will be held in his/her absence. In such a case, the evidence shall be presented and considered before determining a verdict.

IV. Faculty Student Grievance Committee

A. Upon receipt of a case from the Vice President of Student Affairs, the Faculty Student Grievance Committee shall:

1. Schedule a hearing to be held within seven (7) calendar days from the date the case is referred by the Vice President of Student Affairs.

2. Notify the accused, via email, of (a) the charge(s) against him/her and the University regulations violated; (b) the approximate date and time of the alleged offense(s); (c) the date, time, and place of the hearing; and (d) a statement informing him/her of his/her due process rights and where they may be found in writing. The notice should be given at least four (4) school days before the hearing date. Failure of the student to have his/her current address on record with the University shall not invalidate the notice. A request for delay of the hearing shall be made, in writing, to the Chairman of the Committee, who shall have the authority to reschedule the hearing if a valid request is made. Rescheduled hearings should occur within 7 days.

3. Provide written notification to the accuser that he/she must be present at the hearing. The notification letter shall include the name of the accused, the date, time and place of the hearing.

4. Notify Committee members of the date, time and place of the hearing.

5. Ensure that a quorum of five (5) voting Committee members has been reached. The Chairperson for each hearing shall prepare an opening statement. This statement shall be written in advance, and shall be made a permanent part of the record of the case. The statement shall include the following elements:

a. Roll call;
b. A statement of the charges as received from the Vice President of Student Affairs;

c. Copies of letters of notification sent to the accused and accuser;

d. Pertinent regulations from the Student Handbook;

e. Instructions to the accused regarding questioning of witnesses and statement of his/her rights; and

f. Instructions to the advisor for the accused if one has been requested and is present.

6. Ensure that the hearing is closed to the public.

7. Determine whether the accused desires to have an advisor/attorney present at the hearing. If so, the advisor’s name must be submitted in writing, to the Chairman of the Committee at least forty-eight (48) hours prior to the hearing.

8. Make certain that the accused’s rights to due process are upheld. No sanction may be imposed on an accused solely on the basis of his/her failure to answer questions/charges, or failure to appear at the hearing. If, after being notified of the hearing, the accused fails to appear, a “not in violation” plea will be entered and the hearing will be held in his/her absence. In such a case, the evidence in support of the charge(s) shall be presented and considered before determining a verdict.

V. Rights of the Accused

A. The accused is entitled to:

1. Attend the hearing and listen to all testimony presented. If the accused has been properly notified but fails to appear at the scheduled date, time, and place for the hearing, the Committee may hear the case and make its findings in the accused’s absence;

2. Question witnesses in accordance with the rules;

3. Present evidence according to the rules;

4. Know that hearings are closed to the public;

5. Consult with counsel of choice (including an attorney who may advise, but not speak at the hearing);

6. Appeal sanction(s) rendered by the Faculty Student Grievance Committee (see Faculty Student Grievance Policy); and

4. Receive a decision by the hearing body that is based solely on a preponderance of the evidence presented during the hearing.
VI. Rules of Procedure

A. In cases involving more than one student, the Hearing Officer may consolidate the cases for hearing, but shall make separate findings for each accused student.

B. The accused/accuser may have an advisor of the student’s choice present during the hearing. Generally, the advisor shall be present for consultation purposes only and shall not be permitted to speak on the student’s behalf.

C. Rules of common courtesy and decency shall be observed.

D. The questioning of any person appearing before the Hearing Officer by any individual participating in a hearing shall not be in a badgering, unduly repetitious, or irrelevant manner. It shall be at the discretion of the Hearing Officer to curtail a participant’s further opportunity for questioning if such behavior occurs.

E. Any person who interferes with or obstructs the hearing, or who fails to abide by the rulings of the Hearing Officer, may be dismissed from the hearing.

F. The Hearing Officer shall have the right to call additional witnesses, request the presentation of additional evidence, and require further investigation.

G. A taped or stenographic record of each hearing shall be maintained. The notice, exhibits, taped or stenographic record shall become the record of the case and shall be filed with the Office of Student Rights and Responsibilities. The hearing record shall be retained for a period of no more than five (5) years.

H. Hearings will be closed to the public.
VII. Appeal Procedures

A. Only those accused who personally appear at a hearing have the right to appeal the decision of the Hearing Officer, Student Court, or Faculty Student Grievance Committee. In the case of a student who has appealed the decision of a Hearing Officer, the student may remain in class pending the outcome of the appeal. (An exception to this would be if a student were determined to pose an eminent threat to the health, safety and welfare of the campus community.) However, if the decision of the Hearing Officer is upheld, the sanction(s) will become effective from the original date of imposition unless the Vice President of Student Affairs modifies (the original sanction(s)) and/or imposes additional sanctions.

B. An accused student or organization appealing the decision of the Hearing Officer should file a notice of appeal to the Vice President of Student Affairs. Appeal forms can be obtained from the Office of Student Rights and Responsibilities located in the Student Support Services Building. Such an appeal must be physically received in the Vice President’s office within five (5) business days from the date of the letter rendering the findings in the case. The appeal must include the specific grounds for reconsideration and must be signed by the student or an organizational officer. The notice of appeal shall contain, at a minimum, a statement of grounds for appeal and a summary statement of the facts supporting such grounds. Grounds for appeal include:

1. A claim that the decision was not made in accordance with prescribed procedures resulting in the denial of rudimentary due process to the student, and identification of the procedures that were not followed;
2. A claim that the sanction(s) imposed was inappropriate or overly harsh;
3. A claim that the decision was erroneous; or
4. New evidence, not available in a previous hearing, which could exonerate the accused student.

VIII. Code of Student Conduct

A. Academic dishonesty, including but not limited to plagiarism and all forms of academic cheating, and failure to report known violations of the honor pledge (See Additional Procedures on Academic Dishonesty);
B. Forgery, alteration, or misuse of University or other official documents, records, or identification;
C. Knowingly furnishing false information to the University;
D. Obstruction or disruption of University operations, which includes teaching, research, administrative activities, disciplinary proceedings, or other institutional activities;
E. Obstruction or disruption of University-authorized activities which includes blocking doorways and passageways, occupying buildings, or violating the rights of students, faculty, staff and others;
F. Physical abuse, violent verbal abuse, or profanity by any student on property owned or controlled by the University, or at functions sponsored or supervised by the University;
G. Conduct that threatens or endangers the health or safety of any person, including oneself, on property owned or controlled by the University or at functions sponsored or supervised by the University;

H. Theft of property of the University, a member of the University community, or a guest/visitor to the University;

I. Vandalism or intentional damage to private property on premises owned or controlled by the University;

J. Unauthorized entry of University facilities or property;

K. Unauthorized access, use, or misuse of University property including, but not limited to: attempting to leave the library with library materials which have not been properly borrowed; unauthorized use or misuse of computer equipment, computer accounts, computer software and hardware; or misuse of University telephones;

L. Violation of University regulations or campus policies approved by either the Board of Visitors or the President and described in official University publications;

M. Use or possession of alcohol, marijuana, narcotics, illicit drugs, or drug paraphernalia on property owned or controlled by the University;

N. The sale or distribution of marijuana, narcotics, or dangerous drugs on property owned or controlled by the University or at functions sponsored or supervised by the University;

O. Violation of the Office Housing and Resident Life Policies. It is recognized that living in groups requires a certain amount of tolerance and conformity by all concerned. Rules controlling conduct within housing owned or controlled by the University are promulgated by the Office of Housing and Resident Life to enhance the freedom and comfort of everyone living in the residence halls. These rules are published in the Residence Hall Handbook available from the Office of Housing and Resident Life. The Norfolk State University Code of Student Conduct and disciplinary procedures apply to all students, including those who live in the residence halls. Alleged violations of the Code by residence hall students will be forwarded to the Vice President for Student Affairs.

P. Lewd, indecent, or obscene displays or conduct on property owned or controlled by the University or at functions sponsored or supervised by the University or University-related organizations;

Q. Drunken or disorderly behavior on property owned or controlled by the University or at functions sponsored or supervised by the University or University-related organizations;

R. Inappropriate intimidating behavior directed toward any student, faculty member, staff member, or administrator;

S. Failure to comply with the directions of a University official acting in the performance of his or her duties;

T. Violation of the University’s firearms, weapons, and explosives policy. These items include, but are not limited to a knife, razor, broken bottle, brass knuckles, air/gas pistols/rifles, BB gun, gun, firecrackers, or any other object used to exact or threaten injury to another;
U. Circulating a report or warning that property under University control or supervision may be subject to a bombing, fire, crime, emergency, or other catastrophe, knowing that the report or warning is false;

V. Tampering with safety equipment (i.e. Fire extinguishers) or the inappropriate use or possession of safety equipment on property owned or controlled by the University;

W. Giving false testimony or evidence at any official University hearing or to any University official;

X. Conduct deemed unlawful by the criminal statutes of the Commonwealth of Virginia or the United States of America and conduct that endangers or threatens the security of the University community;

Y. Violations of the conditions of a sanction imposed through University disciplinary procedures;

Z. Violation of the University’s sexual assault policy. This includes, but is not limited to sexual penetration with an inanimate object; fondling or touching of an unwilling person’s intimate parts (genitalia, groin, breast or buttocks, covered or uncovered); or forcing an unwilling person to touch another’s intimate parts. Included in the offense of any of these acts are persons known to the victim as well as persons unknown to the victim. The offending acts can be committed through the use of force, the threat of force by intimidation, or not forcibly or against the person’s will where the victim is incapable of giving consent due to the substantiated use of alcohol or drugs or for other verified reasons.

1. Students who believe they have been sexually assaulted, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, may find it helpful to discuss their concerns confidentially or informally with a counselor in the University Counseling Center. Sexual assault of any student, which occurs on or off campus, perpetrated by another student, will be adjudicated by using the disciplinary process appropriate to the alleged accused. Student Disciplinary action may be initiated in addition to, and separate from, any criminal charges which may be pending for the same alleged offense. It is a violation of University policy to make an intentionally false accusation of sexual assault.

2. Following is a list of various incidents of sexual assault which can/should be reported to any University Official, Campus Police, or the Office of Student Affairs

a. **Rape:** Sexual intercourse with an accuser against that person's will by force, threat or intimidation, or because of the mental incapacity or physical helplessness of the accuser, where penetration occurs.

b. **Attempted Rape:** An attempt to commit the acts defined as rape.

c. **Forcible Sodomy:** Engaging in cunnilingus, fellatio, anilingus, or anal intercourse with an accuser against his/her will by force, threat or intimidation, or due to the mental incapacity or physical helplessness of the complainant, where penetration occurs.

3. **Attempted Forcible Sodomy:** An attempt to commit the acts defined for forcible sodomy.
4. **Sexual Battery**: Sexually abusing an accuser against his/her will by touching or uncovering intimate parts of his/her body or clothing through the use of force or intimidation, threats or by exploiting the accuser’s mental incapacity or physical helplessness. Sexual battery can also involve forcing an accuser to touch intimate parts of the body or clothing of the accused for the purpose of sexual molestation, arousal or gratification.

5. **Attempted Sexual Battery**: An attempt to commit the acts defined for sexual battery.

6. **Sexual Harassment**: The University prohibits the practice of sexual harassment and requires that its employees and students refrain from conduct that gives rise to allegations of sexual harassment. The use of position or rank to intimidate an employee or student is considered sexual harassment and will not be tolerated. Sexual harassment is defined as any unwelcome sexual advance; request for sexual favors; sexual discrimination; or verbal, nonverbal, or physical conduct of a sexual nature when:

   a. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment, or substantially interferes with a student’s academic performance, emotional well-being, and/or the attainment of career goals; or

   b. Such conduct interferes with an employee’s work performance, causing the employee distress and the inability to function effectively in the performance of his/her academic or job requirement; or

   c. Such conduct is used as the basis for decisions about academic evaluation, employment, promotion, transfer, selection for training or performance evaluation.

7. Students who believe they have been sexually harassed, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, may find it helpful to discuss their concerns confidentially or informally with a counselor in the University Counseling Center, an administrator in Student Affairs, or an administrator in Student Services/Judicial Affairs.

8. If an individual has a complaint of sexual harassment, he/she should contact the Title IX Coordinator located in **Room 241, Harrison B. Wilson Hall**. Additional information regarding the sexual harassment policy can be obtained from this office and from the Office of Student Affairs.

AA. The unreasonable use of complimentary materials and/or supplies provided for the benefit of or consumption by the University community;

AB. Retaliation; to return like for like, especially for the purpose of revenge;

AC. Gambling for money, in any form, is prohibited on campus. This does not include bingo or other games held during University approved fund-raising activities;

AD. **Hazing** includes actions by fraternity/sorority individuals or organizations that mistreat individual(s) in such a way as to cause or may cause bodily harm. Hazing
activities that jeopardize the health of students are subject to criminal prosecution in Virginia and University disciplinary action even though the action is not severe enough to warrant criminal prosecution. Hazing is not permitted on or off campus. The sanction(s) is issued by the presiding official of the University and can only be appealed to the President of the University; and

AE. Violation of parking regulations, as written in the Norfolk State University Parking Brochure.

IX. Disciplinary Sanctions

A. Restitution

Restitution may include payment for damage to University property or facilities, payment for damage to the property or person of a member of the University community, guests of the University, and/or other appropriate third parties, and repayment of misappropriated or misused University funds.

B. Probation

Disciplinary probation may be imposed for a period of fixed duration during which the appropriateness of a student to continue at the University is evaluated. Disciplinary probation serves as a warning to the student that future violations of the Code of Student Conduct may result in more serious sanctions including suspension or dismissal. Disciplinary probation may include such sanctions as:

1. Exclusion from privileged or extracurricular activities at the University not to exceed one year;
2. Suspension of residence privileges in property owned or controlled by the University;
3. Mandatory participation in classes, and/or other lawful activities deemed appropriate, as a means of rehabilitating the student found in violation of the Code of Student Conduct;
4. A fine of an amount specified by the Hearing Officer or Student Court and approved by the Dean of Students; or
5. Mandatory alcohol or drug education in cases where misconduct results from the abuse of alcohol or other drugs.

C. Suspension

Disciplinary suspension is the temporary separation of a student from the University not to exceed one academic year. The presence of suspended students on campus is prohibited and subject to further proceedings, unless authorized by the Vice President for Student Affairs or his/her designee.

Note: A student will be administratively withdrawn from the University within ten (10) days from the date of suspension. This allows for the appeal process.
D. **Expulsion**

Expulsion is the permanent separation of a student from the University.

E. **Summary Expulsion**

Summary expulsion is the immediate separation of a student from the University and is authorized by the Vice President or a designated representative when the continued presence of the student at the University constitutes a danger to the health, safety, or welfare of the University community. At the time a student is summarily expelled, the student shall be informed of his or her right to a hearing in accordance with the procedures outlined under the heading, “Institution of Disciplinary Proceedings.” Such hearing shall be held without undue delay and the student shall remain dismissed until the hearing determines the student’s status.

F. **Minimum Sanctions for Alcohol Violations**

First Offense: Probation for one year, $25.00 fine, mandatory workshop, parental notification for underage offenses.

Second Offense: Probation for an additional year, $50.00 fine, additional workshop and individual counseling, parental notification.

Third Offense: Suspension for one semester, parental notification.

G. **Minimum Sanctions for Illegal Drug Violations**

First Offense: Dismissal from Housing and Resident Life, if applicable, and disciplinary probation for one year; $50.00 fine, mandatory workshop and parental notification.

Second Offense: Disciplinary suspension from the University for a designated period of time.

Persons found to be involved in the sale of illegal drugs will be subject to expulsion from the University.

H. **Community Service**

The assignment of community services will be made on a case-by-case basis.

I. **Warning**

An oral or written notification may be granted, apprising the offender that further misconduct within a specified period of time may result in more severe disciplinary sanctions.

J. **Mediation**

Students seeking to file charges against another student that have arisen out of personal or group conflict may choose mediation instead of formal disciplinary proceedings. All parties to the conflict must agree in writing to have their dispute mediated.
The Dean of Students may assist the student in determining if the concern should be mediated or handled through the student judicial system.

Mediation is confidential and mediation agreements will be binding. Violation of such agreements may be referred to the student judicial process. The Dean of Students, using trained mediators, will schedule mediation sessions.

Sanctions of suspension, dismissal and any sanction resulting from an act of academic dishonesty will be recorded on the student’s official University transcript.

X. Definitions

A. Vice President of Student Affairs: The University official who has primary responsibility for the administration of all student discipline. He/she serves as the appeals officer for cases that have been heard by the Student Court, University Judicial Council and Administrative Hearing Officer. The Vice President may delegate all or part of this responsibility to such other persons as he/she deems appropriate (such as the Vice President for Student Affairs).

B. Code of Student Conduct: The statement of rules and regulations governing student conduct as established by the Board of Visitors, printed in Section VIII herein;

C. Chief Justice: The head of the Student Court and presiding officer at Student Court Hearings; an Associate Justice shall assume the duties of the Chief Justice when the Chief Justice is unavailable.

D. Student: A person who has been admitted to or has enrolled at the University, and has not completed a program of study for which she/he has enrolled, or has completed a program of study and has satisfied all academic requirements for the program but has not been awarded a degree at the time of the offense. Student status subsists regardless of whether the University is in session.

E. Faculty Student Grievance Committee: A faculty/student judicial body authorized to hear and adjudicate alleged violations of the Code of Student Conduct/University Policies.

F. Student Court: Students who have the duty to conduct hearings, develop findings, and impose sanctions on cases referred through informal disposition.

G. Plagiarism: A reproduction of someone else’s work without acknowledging its source, or citing a source that has not been used. Examples of plagiarism include: submitting a research paper obtained from a commercial research service, the Internet, or from another student as if it were original work; making simple changes to borrowed materials while leaving the organization, content, or phraseology intact; or copying material from a source and supplying proper documentation, but omitting quotation marks. Plagiarism can also occur in a group project when one or more members do none of the group’s work and participate in none of the group’s activities, but attempts to take credit for the work of the group.

H. Administrative Action: The issuance of an oral or written warning, admonition, reprimand, and/or use of counseling procedures.
I. University Hearing Officer: The University official or officials assigned by the Vice President for Student Affairs to conduct disciplinary proceedings and administrative actions.

J. Disciplinary Proceedings: Those proceedings initiated by a notice of charges and governed by the provisions under “Institution of Disciplinary Proceedings.”

K. Accuser: An individual who is bringing forth the charge against a student for violating the Code of Student Conduct/University Policies.

L. Accused: An individual who is charged with violating the Code of Student Conduct/University Policies.

M. Hazing: The actions by fraternity/sorority individuals or organizations that mistreat individuals in such a way as to cause or potentially cause bodily harm. Hazing activities that jeopardize the health of students are subject to criminal prosecution in Virginia and University disciplinary action even though the action may not be severe enough to warrant criminal prosecution. Hazing is also defined as any act that causes or is likely to cause serious physical or mental harm, or which serves to actually injure, frighten, demean, or disgrace any person. Included are such acts as annoying a student by playing abusive or ridiculous tricks upon him/her, endangering his/her life, frightening, scolding, beating, or harassing him/her, or subjecting him/her to personal indignity.

N. Sexual assault: The acts of rape, attempted rape, forcible sodomy, attempted forcible sodomy, sexual battery, attempted sexual battery, and sexual harassment.

O. Mediation: The process of intervention between conflicting parties to effect reconciliation or compromise.

XI. Additional Procedures in Academic Dishonesty Cases

A. In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic integrity from all members of the University community. Academic honesty includes adherence to guidelines established by the University for the use of its libraries, computers, and other facilities.

1. Faculty members should clearly identify course specific standards that interpret University, college, and departmental policies related to academic integrity. These explanations should appear in course syllabi and in all other explanations of course requirements. Faculty should include the Academic Honesty Policy on all academic work submitted for grading. “Academic or academically related misconduct” includes, but is not limited to: unauthorized collaboration or use of external information during examinations; plagiarizing or representing another’s ideas as one’s own; furnishing false academic information to the University; falsely obtaining, distributing, using, or receiving test materials; obtaining or gaining unauthorized access to examinations or academic research materials; soliciting or offering unauthorized access to examinations or academic research materials; soliciting or offering unauthorized academic information or materials; improperly altering or inducing another to alter improperly any academic record; or engaging in any conduct which is intended or reasonably likely to confer upon one’s self or another an unfair advantage or unfair benefit respecting an academic matter.

2. Faculty members who discover evidence of academic dishonesty may arrange to meet with the student(s) suspected of the alleged infraction or forward the case to the Vice President for Student Affairs.
3. If the student(s) acknowledges the act of academic dishonesty, and the faculty member is satisfied that the incident can be effectively resolved with a grade sanction:
   
a. The faculty member will assign either an F in the course, or an F for the assignment or exam during which the cheating occurred; and
   
b. The faculty member will forward a written summary of the incident to a University Hearing Officer.
   
c. The Hearing Officer will contact the student to arrange a conference to review the Standards of Conduct related to academic dishonesty.
   
d. The student will be placed on disciplinary probation for one calendar year.
   
e. Disciplinary proceedings will be instituted to determine appropriate disciplinary sanctions for students currently on disciplinary probation, or for students who have previously acknowledged an act of academic dishonesty and received a grade sanction as a result. Such sanctions may include suspension or dismissal from the University.
   
f. All official disciplinary sanctions, including grade sanctions, which are assigned to a student as a result of an act of academic dishonesty, will be recorded on the student’s official University transcript.

4. If the student denies the allegation of academic dishonesty, or if the faculty member believes the severity of the incident may warrant a sanction more severe than disciplinary probation:
   
a. The faculty member will forward a written summary of the incident to the Vice President for Student Affairs. The summary must contain copies of all known evidence including the names of any known witnesses to the alleged act of academic dishonesty.
   
   **The Vice President for Student Affairs will refer the matter to the Chair of the Faculty Student Grievance Committee.**
   
b. The instructor should not assign a grade penalty until the case is resolved, including the processes of hearing the student’s appeal, if any. If the charges cannot be resolved prior to the end of the semester, a grade of "I" should be assigned by the instructor pending final disposition of the case against the student.
   
c. The faculty member will be notified of the final outcome in order that the appropriate grade may be assigned.
   
d. Students may file a grade appeal if a grade penalty for an alleged academic dishonesty violation occurs without proper adherence to the above procedures, which results in a denial of rudimentary due process.
XII. Additional Procedures in Cases of Sexual Assault

A. Upon notification of an alleged violation, the accused shall not initiate any contact, directly or indirectly, with the accuser. Retaliation against the accuser or against any witness involved in the case by the accused or others acting on behalf of the accused shall be considered a violation of the Code of Student Conduct.

B. During a hearing, no evidence may be presented which pertains to the past sexual history of the accuser or of any witness.

C. During a hearing, unrelated past sexual history of the accused may not be discussed, nor entered as evidence.

D. The accused and accuser will be notified in writing of the outcome of Disciplinary Proceedings, of any sanctions imposed, and of the final action taken by the Vice President on any appeal.

E. In cases where a sanction of disciplinary suspension or dismissal is imposed, a notation of the sanction will be recorded on the student’s official University transcript.

F. The accuser shall have the right to have an accompanying advisor throughout a hearing.

G. The accuser shall be informed of all witnesses to be called, to the extent known, during a hearing.

H. Hearings involving charges of sexual assault shall be closed to the public.

I. All proceedings in cases involving sexual assault will be treated confidentially, to the extent provided by law, and the identities of any involved party will not be disclosed to anyone not directly involved with the University’s disciplinary process.

XIII. Copy of Judicial Proceedings

If an accused/accuser wishes to obtain an audio copy of the record of proceedings, they must obtain a subpoena.

Additional Definition of Hazing: Any act that causes or is likely to cause serious physical or mental harm, or which tends to or actually injures, frightens, demeans, or disgraces any person; to annoy any student by playing abusive or ridiculous tricks upon them, endangering his/her life, frightening, scolding, beating, or harassing them, or subjecting them to personal indignity.

State Law on Hazing

*Code of Virginia Section 18.2-56 Hazing unlawful: civil and criminal liability, duty of school, etc., officials Fraternity/Sorority and Student Organizations are prohibited from engaging in hazing.*

DISABILITY SERVICES DEPARTMENT

It is the policy and practice of Norfolk State University to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973.

In compliance with the Americans with Disabilities Act, the Norfolk State University’s Disability Services Department assists currently enrolled students with documented disabilities, including physical, psychological, traumatic head injuries, learning disabilities and other health concerns.

- All contacts with Disability Services Department are held in strictest confidence, and information is released only with the student's permission.
• Assists persons with disabilities to reach their fullest academic potential in higher education.
• Reasonable accommodations and services are provided to help equalize the student opportunities and meet the individual needs of the student.
• Serves persons with temporary disabilities acquired as a result of illness or injury.
• Written documentation from qualified professional is required.

SERVICES INCLUDE:
  Shuttles
  Disability-Related Counseling
  Personal Counseling
  Bi-weekly Support Group
  Priority Registration
  Assisting Students with appropriate Vocational Rehabilitation for further services
  Assistive Technology Lab
  Assistive Technology for daily classes
  Accommodation letter to Instructors

ACCOMMODATIONS INCLUDE:
  Note sharing
  Extended time for testing
  Readers for exams
  Allowed priority seating
  Allowed unanticipated class absences
  Allowed attendance at duplicate lecture sessions
  Allowed tape recorders in class
  Disregarding spelling errors for in-class work

REGISTERING FOR ACCOMMODATIONS:
• Contact the Disability Services Department as soon as possible to determine if the University can accommodate their particular disability.
• Once accepted, students must contact the Disability Services Department at least forty-five (45) days before the beginning of the semester to ensure that your accommodations can be made in a timely manner.

CAMPUS ACCESSIBILITY
• Typically, the Norfolk State University campus is accessible and easy to negotiate. 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
• 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.

ADMISSIONS
• Admission to the 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 admissions.
**DISABILITY SERVICES DEPARTMENT**

Disability Services Director Beverly B. Harris  
Supporting Students Through Disability Services Coordinator Audrey M. Wells  
Assistive Technology Lab Manager, AT Lab Hours - 8 am to 5pm Walter N. Murphy  

Student Services Center, Rm. 110  
Phone – (757) 823-8325  
Phone – (757) 823-2603  
Fax – (757) 823-2640  
www.nsu.edu/disabilityservices.com

**NORFOLK STATE UNIVERSITY TELEPHONE DIRECTORY**

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CRIME STATISTICS

The University’s crime statistics include offenses that were reported to the University police, law enforcement agencies and other University officials of Norfolk State University who have significant responsibilities for students and campus activities. All criminal incidents are categorized in accordance with the Federal Bureau of Investigation Uniform Crime Reporting/Incident Based Reporting System as guidelines and in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The following definitions are used to report crimes listed in accordance with the Federal Bureau of Investigation Uniform Crime Reporting guidelines and training guide for hate crime data collection. The definitions for murder and non-negligent manslaughter, negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, illegal weapons possession violations, drug abuse violations, and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook or the UCR Reporting Handbook: NIBRS EDITION.

Reportable Crimes

Murder and Non-negligent Manslaughter- The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter- The killing of another person through negligence.

Robbery- The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Aggravated Assault- An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Motor Vehicle Theft- The theft of a motor vehicle.

Arson - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Burglary/Breaking and Entering - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
Sexual Offenses, Forcible - Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

Forcible Rape - The carnal knowledge of a person, forcibly and/or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses, Non-forcible - Unlawful, non-forcible sexual intercourse.

Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Larceny/Theft Offenses - The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Liquor Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Weapon Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Hate Crime

A hate crime is one in which the victim is selected intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Norfolk State University must report hate crimes by category of prejudice (i.e., as indicated in the grouping listed above). Exceptions include arrests and/or campus disciplinary actions for liquor, drug or weapons violations and other crimes involving bodily injury reported to local police agency or campus security authority.

GEOGRAPHICAL CATEGORIES

Crime Statistics must be reported by location:
- On campus owned, contiguous, educational or student used
- In residence halls or other student residences within the on campus area
- Non campus buildings or property; fraternities/sororities, non-contiguous owned and student-used
- Public property, streets, sidewalks, lots adjacent to “campus”

On Campus
- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of or in manner related to, the institution’s educational purposes, including residence halls.
- Any building or property within the same reasonably contiguous geographic area of the institution that is owned by the university.
Student Residences

- A subset of on campus crimes that were reported to have occurred in dormitories or other residential facilities for students on campus.

Non-Campus Buildings or Property

- Any building or property owned or controlled by a student organization officially recognized by the institution.
- Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support, or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property

- All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent or accessible from the campus.
## Crime Statistics

### Crimes by Geographical Location

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<th>Non-campus Building or Property</th>
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**NPD - Norfolk Police Department
***CSA - Campus Security Authority
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**HATE CRIMES**

**Crime Statistics**

Norfolk State University Police Department
Virginia Beach Higher Education Center Campus Crime Statistics

Crimes by Geographical Location

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Sex Offenses:

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Nonforcible Sex Offenses | 2011 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2012 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Robbery | 2011 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2012 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Aggravated Assault | 2011 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2012 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Burglary | 2011 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2012 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Motor Vehicle Theft | 2011 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2012 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Arson | 2011 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2012 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2013 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

* ODU Old Dominion University Police Department  
** VBPD Virginia Beach Police Department  
*** CSA - Campus Security Authority

The following charts depict the crime statistics at Virginia Beach Higher Education Center Branch Campus located in Virginia Beach, Virginia. The crime statistics were obtained from the Public Safety Department of Old Dominion University.
<table>
<thead>
<tr>
<th>Number of Arrests/Referrals for Selected Offenses</th>
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<th>Noncampus Building or Property</th>
<th>Public Property</th>
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The following charts depict the crime statistics at Virginia Beach Higher Education Center Branch Campus located in Virginia Beach, Virginia. The crime statistics were obtained from the Public Safety Department of Old Dominion University.
The following charts depict the crime statistics at Virginia Beach Higher Education Center Campus in Virginia Beach. The crime statistics were obtained from the Public Safety Department of Old Dominion University.

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