



Interim Policy #1 (2020) COVID-19 Addendum to the Code of Student Conduct

Policy Title:	COVID-19 Addendum to the Code of Student Conduct
Policy Type:	Interim Policy
Policy Number:	Interim Policy #1 (2020)
Approval Date:	November 24, 2020
Responsible Office:	Dean of Students Office
Responsible Executive:	Vice President for Student Affairs
Applies to:	Students and Student Organizations

POLICY STATEMENT

Norfolk State University is committed to the health and safety of the campus community. This interim addendum to Administrative Policy # 27-02 (2014), *Code of Student Conduct* outlines COVID-19 related health and safety mandates that all students must adhere to and outlines sanctions for noncompliance. This interim addendum supplements the *Code of Student Conduct* and shall be effective immediately.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	1
Contacts	2
Stakeholder(s)	3
Policy Contents	3
Education and Compliance	4
Publication	5
Review Schedule.....	5
Related Documents	5
Forms	5

DEFINITIONS

Code of Student Conduct: The statement of rules and regulations governing student conduct as established by the Board of Visitors.

Dean of Students: The University official who has primary responsibility for the administration of student conduct. He/she serves as the appeals officer for most cases.



Interim Policy #1 (2020) COVID-19 Addendum to the Code of Student Conduct

Sanction: Responses or requirements given by the University to a student during a conduct conference or hearing in response to a violation of the Code of Student Conduct.

Student: A person who has been admitted or enrolled at the University who has not completed a program of study and has not been awarded a degree.

Student organization: Any University association, group, organization, or club whose members are primarily students, to include athletics teams and band.

CONTACT(S)

The Dean of Students Office within the Division of Student Affairs officially interprets this policy and is responsible for matters pertaining to this policy as it relates to students. The Dean of Students Office is located in Suite 307, Student Services Center, Norfolk State University, 700 Park Avenue, Norfolk, Virginia 23504. Telephone number (757) 823-2152.

STAKEHOLDER(S)

Students, faculty, administrators, and staff all play a role in the administration of this policy.

POLICY CONTENTS

Social distancing as recommended by CDC guidelines (staying at least 6 feet from other people who are not from your household in both indoor and outdoor spaces) and wearing facemasks in accordance with the Governor's Executive Order #63 are required in campus buildings, classrooms, offices, and labs to reduce the risk and impact of widespread transmission of COVID-19. Students without a face covering will be directed to comply and provided with an opportunity to obtain one. Students are also required to refrain from large gatherings exceeding ten (10) people. Students must comply with all health training, virus testing, contact tracing, and health condition reporting mandated by the University.

Those who do not adhere to these requirements (as may be updated or supplemented from time to time at <http://www.nsu.edu/coronavirus>) or other health and safety directives issued by local, state, or federal authorities will be held accountable and subject to a student conduct violation. Quarantine violations are also included. Students unwilling or unable to comply have the option to register for online classes and not come to campus.



Interim Policy #1 (2020) COVID-19 Addendum to the Code of Student Conduct

Students referred to the Dean of Students Office for noncompliance will be charged as follows if found responsible:

First Offense – Conduct conference and administrative warning.

Additionally, it should be noted that violations of policy that jeopardize the health and safety of the university community may result in removal from housing, restriction from campus and/or suspension from the University even for a first offense. A report of a violation may warrant an interim suspension pending a hearing.

Two or More Offenses – Conduct conference and sanctions consistent with conduct violations.

Sanctions

The following sanctions may be imposed:

- Educational Project: The requirement to attend, present, or participate in a program related to the violation. It may also require writing reflective papers.
- Educational Modules: Focused and case-based electronic educational training with pre and post-testing.
- Community Service: The requirement to complete University mandated service.
- University Housing Removal: The student's privilege to live in or visit any residential hall is permanently revoked.
- Disciplinary Probation: Disciplinary probation is for a specified length of time (minimum-semester; maximum-until graduation). Mandatory conditions may be imposed and may include, but not limited to the following: loss of good standing and/or denial of the privilege to hold a position of leadership or responsibility in any University student organization or activity. If the student is found in violation of the Code of Student Conduct while on disciplinary probation, the University may impose additional sanctions.
- Fine: A sum imposed as a result of the offense; the sum must be reasonable and may be imposed depending on the severity of the violation.
- Removal from face to Face Classes: The student will not be able to attend face-to-face courses, and will be enrolled in online classes.
- Suspension: Separation from the University for a specified amount of time (minimum – a semester; maximum – three years). The student will be required to vacate the campus within 24 hours of notification of this action. During the suspension period, the student is prohibited from enrolling in *any* courses and not permitted on University property.



Interim Policy #1 (2020) COVID-19 Addendum to the Code of Student Conduct

Violations

The following violations, as more particularly described in the Code of Student Conduct, may be imposed:

- #6 – Conduct that Threatens or Endangers the Health or Safety of Any Person Including One’s Self
- #11 – Disruptive Behavior
- #12 – Failure to Comply
- #26 – Violating Federal, State, or Local Laws
- #27 – Violating any Board of Visitors or University Policy or Rule

Exceptions

Individuals unable to wear masks due to a documented disability, medical, or behavioral condition, should contact the Office of Accessibility Services (OASIS) at oasis@nsu.edu. It is strongly suggested that online courses are considered.

Student Organizations

Student organizations must abide by the same requirements of social distancing and face masks. Hosting gatherings is prohibited without the express written approval of the University. Students participating in student organization-sponsored activities on or off campus are subject to the student conduct process that could result in violations of the Code of Student Conduct.

EDUCATION AND COMPLIANCE

Students will be required to take a mandatory COVID-19 training module in Blackboard. An assessment is given at the end of the session to test understanding of COVID-19 requirements. A score of 80% or higher is required. Tracking will be utilized and students can be subject to disciplinary action for failure to comply. Individuals can also be referred to the Dean of Students Office by any NSU official for non-compliance. Students are also required to sign an NSU COVID-19 Student Acknowledgment Form. To reinforce understanding of the COVID-19 requirements, a virtual session is also scheduled via an online conferencing platform.

To ensure conformity to the requirements of this policy, the Dean of Student’s Office will monitor for compliance with this policy. Violations will be reported to the Dean of Students on a monthly basis. Continuous or unresolved violations of this policy will be reported to the Vice President of Students Affairs, Internal Audit and Compliance on a quarterly basis.



Interim Policy #1 (2020) COVID-19 Addendum to the Code of Student Conduct

PUBLICATION

This policy will be widely published or distributed to the University community and included in the Student Handbook for the University. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the Division website and any other webpage as necessary; and
- Direct appropriate offices to educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: Expires 02/22/2021
- Approval by, President, 11/24/20
- Revision History: *None New Policy*
- Supersedes: *None New Policy*

RELATED DOCUMENTS

1. [BOV Policy #6 \(2014\) Statement on Code of Student Conduct](#)
2. [Administrative Policy # 27-02 \(2014\) Code of Student Conduct](#)
3. [Student Handbook](#)
4. [Community Standards and Expectations Guide for Residential Living](#)
5. [Virginia Code §18.2-56.1](#)
6. [Governor's Executive Order #63](#)

FORMS

1. [NSU Incident Report](#)