



NORFOLK STATE
UNIVERSITY

NORFOLK STATE
UNIVERSITY

We see the future in you.

STUDENT HANDBOOK

ACADEMIC YEAR 2024-2025

QUICK GLANCE

Academic Affairs (Office of the Provost)	823-8408	Early Childhood/Elementary and	
Academic Engagement	823-9081	Special Education.....	823-8841
Accountancy, Finance & Information Management	823-8217	E-Learning	823-8066
Accounts Payable	823-8014	Engineering	823-2692
Admissions – Undergraduate	823-8396	English and Foreign Languages	823-8891
Admissions – Graduate	823-8015	Enrollment Management.....	823-8679
Admissions– Transfer	451-7745	Enterprise Information Systems.....	823-9528
Advising for First –and Second-Year Students	823-9081	Entrepreneurial Studies.....	823-8217
Allied Health	823-8389	Facilities Management /Maintenance.....	823-2451
Archives	823-2002	Finance and Administration - Vice President	823-8011
Alumni Relations	823-8135	Financial Aid Office	823-8381
Army ROTC	823-8541	Fine Arts	823-8844
Athletics	823-8152	Fitness Center (Spartan Training Zone).....	823-8948
Athletics Sports Information.....	823-2628	Football.....	823-8824
Athletics Compliance.....	823-2337	Foster Care (C.R.A.F.T. Program-Social Work)	823-2759
Athletics Foundation.....	823-8152	Fulbright Program.....	823-2140
Auxiliary Services	823-8085	Health and Wellness	823-8173
Band - Spartan Legion	823-8563	Health Center.....	278-3360
Baseball.....	823-9533	Health, Physical Education and Exercise Science ..	823-8703
Basketball – Men	823-9192	History and Geography	823-8828
Basketball – Women	823-8441	Honors College	823-8208
Biology.....	823-8512	Hospitality - Tourism Management	823-2490
Blackboard	823-2328	Housing & Residence Life	823-8407
Bookstore	823-2037	Babbette Smith North Hall.....	823-8062
Bowling (Spartan Lanes)	451-7712	Babbette Smith South Hall.....	823-8114
Bursar.....	823-9293	Charles Smith Hall.....	823-9116
Career Services	823-8462	Lee Smith Hall	823-2254
Campus Life and Diversity.....	785-3866	Midrise	823-2256
Cataloging (Library).....	823-2423	Phyllis Wheatley.....	823-8406
Cashier - Business Office.....	823-2923	Rosa Alexander.....	823-8859
Center for Global Education	823-2140	Residential Complex North Hall	823-9092
Center for Materials Research.....	823-2381	Residential Complex South Hall.....	823-9093
Central Warehouse.....	823-8862	Scott Hall	823-8271
Chemistry	823-2285	Spartan Suites	626-3136
Child Development Lab.....	823-8111	Human Resources.....	823-8160
Circulation – Library.....	823-2418	Information Technology.....	823-2916
Client Services (Help Desk).....	823-8678	Institutional Research and Planning	451-7765
College of Liberal Arts	823-8118	Intercollegiate Athletics.....	823-8152
College of Science, Engineering and Technology.....	823-8180	Interdisciplinary Studies.....	823-8198
Communications and Marketing	823-8373	Internal Audit.....	823-8367
Computer Lab – Library	823-8592	International Programs	823-2961
Computer Lab – Madison	823-8376	L. Douglas Wilder Performing Arts Center.....	823-2061
Computer Lab - Science Building.....	823-2222	Journalism.....	823-8330
Computer Science.....	823-9454	Learning Communities	823-9081
Computer Science – Graduate	823-8317	Library	823-2418
Controller	823-8275	Library Technical Services.....	823-2423
Counseling Center.....	823-8173	Mailroom	823-8332
Criminal Justice – Graduate.....	368-6369	Management, Marketing & Entrepreneurship	823-8915
Dance Studio – Office.....	823-8071	Mass Communications & Journalism.....	823-8330
Dean of Students Office.....	823-2152		
Dining Services	823-9472		
DNIMAS.....	823-2511		

QUICK GLANCE

Mathematics	823-8820	Spartan Online Advising and Retention (SOAR) ..	823-8507
Military Services/Veterans Affairs.....	823-2586	Student Success Center	823-8507
Motor Pool.....	823-8615	Speech Pathology and Audiology.....	823-2369
Music	823-8544	Sponsored Programs.....	823-8824
Naval ROTC	823-8895	Sports Information.....	823-2628
Naval Station Center – Norfolk	489-8516	STARS – Science Technology	
New Student Orientation.....	823-8673	Academic to Success.....	823-2891
NSU Foundation, Inc	823-8323	Student Accounts.....	823-9293
Nursing.....	823-9013	Student Activities & Leadership.....	823-8200
OASIS-Accessibility/International Services	823-8325	Student Advocacy and Family Relations	823- 2336
Office of Institutional Equity	823-9084	Student Affairs – Vice President.....	823-8141
Parking and Transportation.....	823-2211	Student Concerns (Academic).	823-9081
Payroll.....	823-8074	Student Government Association (SGA).....	823-8205
Physics	823-8909	Student Center.....	823-8200
Planetarium	823-8240	Student Support Services.....	823-8677
Planning and Budget	823-2359	Student Pathways and Academic Formation	823-9081
Police - (non-emergency)	823-8102	Student Teaching	823-8631
Police- (emergency)	823-9000	Swimming Pool Office (Gill).....	823-8477
Political Science	823-8999	TDD (Hearing Impaired).....	823-2876
President's Office.....	823-8670	Teacher PREP Student Support Services.....	823-2767
Printing Services.....	823-8179	Technology.....	823-8712
Procurement Services.....	823-8053	Telecommunications.....	823-2425
Psychology	823-8573	Tennis.....	823-8821
Radio Station - WNSB-FM 91.1	823-9672	Theater.....	823-2154
Radio WNSB Request Line	823-9110	Ticket Center.....	823-9009
Reclamation Project.....	368-6348	Title III	823-8234
Registrar	823-8229	Title IX.....	823-9084
School of Business.....	823-8920	Tourism and Hospitality Management.....	823-2490
School of Education.....	823-8701	Track and Field – Women.....	823-2104
School of Extended Learning.....	823-8066	Track and Field – Men.....	823-8801
School of Social Work	823-8668	University Advancement – Vice President.....	823-8323
Scientific Visualization Center (Sci-Viz Center).....	823-2153	University Counsel.....	823-2293
Secondary Education	823-2926	University Events.....	823-2987
Secondary Education and School Leadership	823-8178	University Operator.....	823-8600
Service-Learning Center.....	823-8568	Volleyball.....	823-2105
Social Work – Graduate.....	823-8668	Work-Study.....	823-8953
Social Work – Undergraduate.....	823-8122	Yearbook.....	823-8200
Sociology	823-8436		
Softball.....	823-2118		
Spartan Card Office	823-9479		
Spartan Echo Newspaper	823-8220		



Mascot

Spartans

University Colors

Green and Gold

University Alma Mater

(Words and Music by Dr. Carl W. Haywood, '71)

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

CHORUS

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

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

Message from the President



**JAVAUNE ADAMS-GASTON
PH.D.**

*University President
Norfolk State University*

Dear Students:

Welcome to Norfolk State University! As a member of the Spartan family, your academic success, and personal and professional development are our top priorities. We are here to ensure that you have access to the education and experiences needed to become exemplary citizens-leaders in the 21st century global society.

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

As Spartans, your first priority is to graduate. It is important that you focus on your studies. I encourage you to take full advantage of the many opportunities and services that NSU has to offer. The faculty, administrators, and staff of this University are all here to support you throughout your academic journey. It is our fondest hope that you graduate, and build a productive life for yourself and your family. Your success is our success.

These will be some of the best years of your life. Eat well, exercise, be vigilant and practice personal safety—your physical and emotional well-being are critical to your success. This is your university. This is our time. We see the future in you.

Behold,

Dr. Javaune Adams-Gaston
University President

Message from the Vice President for Student Affairs



LEONARD BROWN JR., DM
Vice President for Student Affairs
Norfolk State University

Dear Spartans,

On behalf of the Division of Student Affairs, I want to welcome you to Norfolk State University. You are joining a community with a rich history that values tradition and innovation and celebrates commonalities and differences. Our goal is to provide a challenging and supportive environment that nurtures your growth as a scholar and your development as a person. We are truly excited to have you join the NSU family!

The Division of Student Affairs is a collection of professionals dedicated to seeing you reach your full potential. We are guided by the values of the “Ideal Spartan” which includes Pride, Integrity, Engagement, Curiosity, Excellence and Civility. We are here to help you, so please do not hesitate to reach out to us for anything big or small, good or bad.

The Student Handbook is an official document of the University. It is designed to be a resource for you on the rules, regulations, and procedures that govern our campus community. It also provides lots of important information about the services available to you as a member of this community. As a member of the Spartan community, it is your responsibility to be familiar with the handbook and the ways we collectively operate to ensure NSU is a place where all students can thrive. Welcome again to Norfolk State University. We look forward to getting to know you as the unique individual you are and working together with you to build a community of care across the campus

BEHOLD, the Green and Gold!

Leonard Brown Jr., DM
Vice President for Student Affairs

PREFACE

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

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

Publication/Policy	Office Responsible
Equal Opportunity and Non-Discrimination	President's Office
Code of Student Conduct BOV Statement on Code of Student Conduct Hazing Policy	Dean of Students Office
Guide to Living on Campus (students living in residence halls only)	Housing & Residence Life
Community Standards & Expectations Guide for Residential Living (students living in residence halls only)	Housing & Residence Life
Parking Services	Campus Police
Registration Information Booklet	Registrar
Safety and Campus Security	Campus Police
Student Guide to Financial Aid	Financial Aid
University Catalog	Academic Affairs/Provost's Office
Student Handbook	Dean of Students Office
BOV Policy # 05 (2017) Title IX: Sexual Violence, Discrimination, Harassment, and Retaliation	President's Office

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

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

Updated on August 2024

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www.nsu.edu/president/policy-library/index

NORFOLK STATE UNIVERSITY

BOARD OF VISITORS MEMBERS



Bishop Kim W. Brown
Rector



Dwayne B. Blake
Vice Rector



Dr. Katrina L. Chase
Secretary



Heidi W. Abbott



T. Michael Andrews



Gilbert T. Bland



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



James Jamison



Conrad Mercer Hall



Delbert Parks



Edward Sanders



**The Honorable
Lionell Spruill, Sr.**



Dr. Harold "Harry" L. Watkins, II



Za'Chary R. Jackson "Prince"
SGA President



Dr. Robert K. Perkins
Faculty Senate President

ADMINISTRATIVE OFFICERS

PRESIDENT'S CABINET

Dr. Javaune Adams-Gaston.....	President
Dr. Justin Moses.....	Vice President for Operations and Chief Strategist for Institutional Effectiveness
Dr. DoVeanna Fulton.....	Provost and Vice President for Academic Affairs
Dr. Gerald E. Hunter	Vice President for Finance and Administration
Dr. Leonard Brown	Vice President for Student Affairs
Dr. Clifford Porter	Vice President for University Advancement
Ms. Pamela F. Boston, Esq.	University Counsel
Mr. Eric Claville.....	Executive Advisor to the President, Governmental Relations
Ms. Melody Webb.....	Athletics Director
Dr. Tanya White.....	Chief of Staff

DEANS

Dr. Tyson King-Meadows.....	Dean, College of Liberal Arts
Dr. Michael Keeve	Dean, College of Science, Engineering, and Technology
Dr. Moncef Belhadjali.....	Interim Dean, School of Business
Dr. Denelle Wallace	Dean, School of Education
Dr. Isiah Marshall.....	Dean, School of Social Work
Dr. Desi Hacker	Dean, School of Graduate Studies and Research
Dr. Khadijah Miller	Dean, Robert C. Nusbaum Honors College

STUDENT AFFAIRS ADMINISTRATORS

Dr. Leonard Brown	Vice President for Student Affairs
Ms. Bonisha Townsend Porter... ..	Senior Associate Vice President, Student Affairs
Dr. Faith Fitzgerald... ..	Assistant Vice President for Campus Life and Diversity
Mr. David R Simon Jr.....	Dean of Students
Dr. Tarrye Venable.....	Assistant to the Vice President for Student Affairs
Ms. Cheniqua Goode.....	Director, Counseling Center
Mr. Wayne L. Ivey	Director, Military Services and Veterans Affairs
Dr. Vanessa Jenkins	Executive Director, Health and Wellness
Ms. Brianna Steele... ..	Director, Student Activities and Leadership
Ms. Saranette Williams.....	Director, Career Services
Dr. Danielle Williams	Director, Student Support Services
Dr. Keisha Taylor.....	Executive Director of Student Health
Ms. Tara Alexander.....	Director of Retention and Assessment

ENROLLMENT MANAGEMENT ADMINISTRATORS

Dr. Melissa Barnes.....	Interim AVP for Enrollment Management
Ms. Tenesha Weaver	Executive Director of Admissions and Recruitment
Dr. DaRon Parker.....	Interim Registrar

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HISTORY OF NORFOLK STATE UNIVERSITY

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



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

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

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

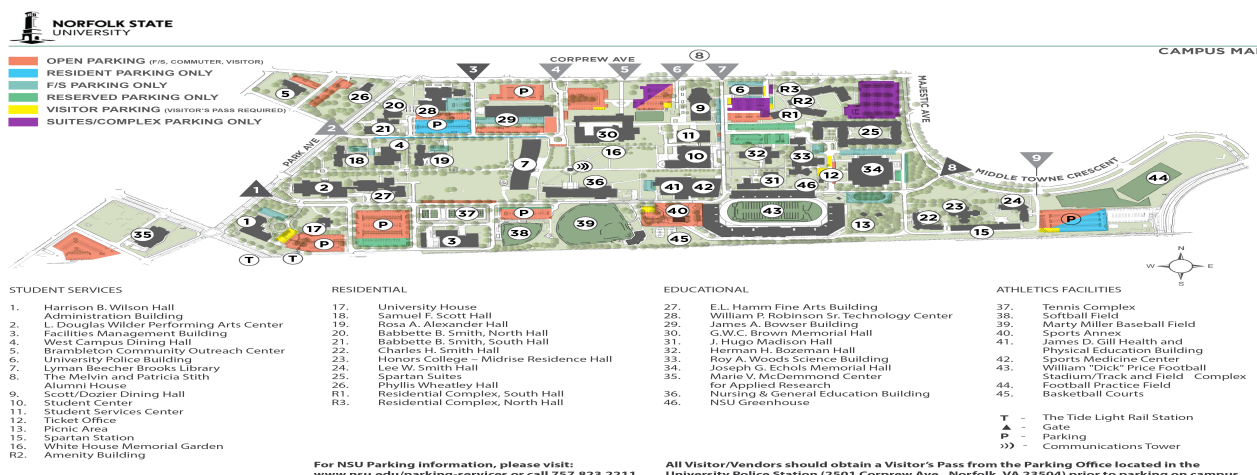
and graduate levels. Founded in 1935, Norfolk State University adheres to the traditional purpose of the Historically Black University and espouses the tradition of service to its students, alumni, the academy, the Commonwealth of Virginia, the nation, and the world.

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

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



Wood and Church Street Campus, 1945-55.



MISSION STATEMENT

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

VISION STATEMENT

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

CORE VALUES

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

STRATEGIC PLAN

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

ACCREDITATION

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

LOCATION

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

TYPE OF UNIVERSITY

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

ADMISSIONS, ANNUAL TUITION & FEES

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

FINANCIAL AID

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

ATHLETICS AND THE SPARTAN SPIRIT

The Norfolk State University intercollegiate athletics program has experienced success at the NCAA Division I level with being MEAC Conference regular season champions in 2013 and 2019. This period of progress has been transforming the NSU athletics program into a highly competitive program in the Mid-Eastern Athletic Conference and the NCAA Division I Championships.

STUDENT ORGANIZATIONS

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

CONTACT ADMISSIONS

Student Services Center Suite 202

Phone: (757) 823-8396, 1-800-274-1821. • Email: admissions@nsu.edu



IDEAL SPARTAN

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

PRIDE (Cloak)

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

INTEGRITY (Breastplate)

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

ENGAGEMENT (Sword)

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

CURIOSITY (Helmet)

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

EXCELLENCE (Shield)

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

CIVILITY (Heart)

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

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

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

UNIVERSITY GUIDELINES GOVERNING STUDENT LIFE

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

CLASSROOM FREEDOM AND RESPONSIBILITY

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

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

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

ACADEMIC HONOR CODE

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

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

COMPLAINTS

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

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

NORFOLK STATE UNIVERSITY EQUAL OPPORTUNITY POLICY

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

Norfolk State University's Human Resources Office, through careful monitoring of employment practices, as well as through educational programming and assisting with the resolution of Equal Opportunity-related complaints, assists the University in its commitment to eliminate discrimination and establish equal opportunity for all of its constituencies. [See BOV Policy # 04 \(2017\) Equal Opportunity and Non-Discrimination](#) and [BOV Policy # 05 \(2017\) Title IX: Sexual Violence, Discrimination, Harassment, and Retaliation](#).

STUDENT RIGHT-TO-KNOW ACT

Disclosure information pertaining to this act is available at www.nsu.edu/enrollment-management/student-right-to-know.

GENERAL PROCEDURES

GENERAL EXPECTATIONS

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

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

GENERAL DECORUM

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

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

UNIVERSITY ASSEMBLY

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

STUDENT CONDUCT

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

CLASS ATTENDANCE

The University expects students to attend all classes per the [*Attendance Policy*](#). The student assumes full responsibility for work missed due to an absence. Make-up work may be permitted at the discretion of the instructor.

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

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

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

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

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

SUMMER SCHOOL CLASS ATTENDANCE

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

ABSENCE FROM FINAL EXAMINATIONS

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

Failure to follow the procedure outlined for absence from final examinations will result in a

grade of “F” for the examination, and a final grade will be computed and given for the course

WITHDRAWAL

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

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

Withdrawal Refund Policy

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

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

OFF-CAMPUS TRIPS

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

BULLETIN BOARDS

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

PETS AND SERVICE ANIMALS

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

EMAIL ACCOUNTS

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

Students must use their NSU email account when communicating with the university. Official University email accounts are provided to all registered students, faculty, and staff. All passwords for accessing University information systems must be kept confidential and used according to acceptable use policies for technology.

Students

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

Faculty

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

Administrative Offices

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

PLANNED STUDENT SECURITY MESSAGE

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

EMERGENCY ALERT SYSTEM

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

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

- Send your location to campus police in an emergency. You control this; campus public safety does not and will not actively track your location.
- Report suspicious activity anonymously to campus public safety.

- Invite friends or family to monitor your location as you walk home. You never have to walk alone.
- Receive real-time safety alerts from campus public safety to your phone.

To download *LiveSafe*, follow the directions below:

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

NSU MAIL SERVICES

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

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

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

Addressing Mail Examples:

First Middle Last Name

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

TELEPHONE MESSAGES

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

SMOKING

Norfolk State University prohibits smoking in all campus facilities, property, and vehicles, owned or leased, regardless of location. By promoting a smoke-free environment on campus, the University seeks to (1) protect the public health and welfare by prohibiting smoking, including the use of electronic cigarettes; (2) guarantee the right of nonsmokers to breathe smoke free air, while recognizing that the need to breathe smoke free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living and learning environment for all members of the University community.

For more information, refer to [Administrative Policy #42-23 \(2018\) Campus Smoking Policy](#).

ALCOHOL & ILLEGAL DRUGS

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

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

HAZING

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

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

SEXUAL VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

WEAPONS

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

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

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

REPORTING CRIMINAL ACTIVITY AND OTHER EMERGENCIES

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

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

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

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

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



SECTION II: ACADEMIC INFORMATION

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THE GREEN AND GOLD STANDARD V1.0

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

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

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

ACADEMIC PROGRAMS

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

[College of Liberal Arts](#)

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

[College of Science, Engineering and Technology](#)

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

[Ethelyn R. Strong School of Social Work](#)

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

[School of Graduate Studies and Research](#)

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

[Robert C. Nusbaum Honors College](#)

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

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

School of Business

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

School of Education

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

OFFICE OF ACADEMIC ENGAGEMENT

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

**Nursing and General Education Building, Suite 307
(757) 823-9081**

DR. PATRICIA LYNCH STITH STUDENT SUCCESS CENTER

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

**Nursing and General Education Building, Suite 100
(757) 823-8507**

STUDENT PATHWAYS AND ACADEMIC FORMATION

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

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

SPARTAN SEMINAR

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

LEARNING COMMUNITIES

Learning Communities are specialized groups designed to integrate classroom studies with focused, hands-on academic experiences. The combination of curricular and co-curricular activities inside and outside of the classroom enables students to fully engage in their NSU experience and learn to encounter real world experiences with an interdisciplinary approach.

The learning communities are:

- 1. Food Access and Advocacy**
- 2. Visual Arts**
- 3. Society of Spartan Sisters**
- 4. DNIMAS**
- 5. Chemistry**
- 6. FACE IT**
- 7. MENtality**
- 8. SPECTRUM**
- 9. Street Smarts + Book Smarts**
- 10. Army ROTC**
- 11. Navy ROTC**
- 12. S.A.S.E (SPARTANS ACCESS TO SECONDARY EDUCATION)**
- 13. Leadership**

SPARTAN PATHWAYS (CAREER PATHWAYS INITIATIVE)

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

**Nursing and General Education Building, Suite 307
(757) 823-9081**

ACADEMIC STUDENT CONCERNS

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

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

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

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

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

For additional information regarding academic concerns, please visit: <http://www.nsu.edu/student-pathways-academic-formation/student-concerns>. Student Resolution Forms for the academic schools are as follows: [School of Business](#), [College of Liberal Arts](#), [College of Science, Engineering, and Technology](#), and [School of Education](#).

CONCERNS ABOUT GRADES OR OTHER ASSESSMENTS

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

If the student believes that the issue has not been adequately addressed, he/she should bring the issue to the attention of the dean of the college or school. The dean will work with the student and the faculty to bring the matter to resolution. If the student does not feel that the dean's findings were accurate, he/she has the right to appeal the decision to the Office of the Provost. Once a formal appeal has been filed in the Office of the Provost, it may be heard by the Academic Grievance Committee, which makes a recommendation to the Provost. The decision from the Office of the Provost is final.

CONCERNS INVOLVING A FACULTY MEMBER

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

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

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

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

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

SECTION III:

DIVISION OF STUDENT AFFAIRS

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DIVISION OF STUDENT AFFAIRS

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

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

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

MISSION STATEMENT

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

VISION STATEMENT

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

CORE VALUES

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

25 LIVE

Student Center, Suite 323 (757) 823-8200

Registered student organizations, faculty, and staff looking to using campus facilities for meetings and/or activities are required to complete a reservation request in [25Live](#).

RESERVING SPACE ON CAMPUS

The information provided below is intended to assist in submitting reservation requests via 25Live.

First-time Users

For Students: To log on use your MyNSU credentials. You may need to reach out to your Student Organization's president to submit a request for access to 25Live. Only registered Student Organizations are permitted to request space on campus.

For Faculty and Staff: Sign in using NSU Portal Log In. Next, send an email to conference@nsu.edu for training instructions and to request access.

For Non-University Affiliated Request (External Requests) please contact conference@nsu.edu. and allow 10 business days for necessary approvals.

Approvals

Each request requires approval from the following entities:

- University Police
- Facilities Management
- Information Technology Services Support Staff (Required on events requesting technical support)
- Student Organization's Advisor (Required for Student Organization requests only)

Event requests will not be approved if all required approvals are not obtained.

RESERVATIONS OUTSIDE OF THE STUDENT CENTER

While the Student Center is the "hub" of the campus. There are other locations on campus available for reservations.

Academic Spaces

All locations reservation requests must be requested in [25Live](#) unless notated below.

- Edward L. Hamm Fine Arts Building
- Nursing and General Education Building: Rooms 101 and 205 must be reserved via yaarishina@nsu.edu.
- G.W.C. Brown Memorial Hall: All Rooms must be reserved via yaarishina@nsu.edu.
- James Hugo Madison Hall
- James D. Bowser Building
- Herman H. Bozeman Education Building: Room 231 must be approved by the School of Education.
- Roy A. Woods Science Building
- Robinson Technology Building must be reserved through the Dean of The College of Science, Engineering, and Technology at mokeeve@nsu.edu

- L. Douglas Wilder Performing Arts Center
- Scott/Dozier Dining Hall: Reservation request via [25Live](#).
- Lyman Beecher Brooks Library: For questions regarding space reservations in the library please contact dmdyson@nsu.edu.

If you have any questions regarding any space on campus feel free to contact the Event Scheduling Manager.

COMPLETING AN EVENT RESERVATION REQUEST

Event Reservation Requests must be completed via [25Live](#) in order to reserve space on NSU's campus. For Student Organizations & University Departments, please adhere to the following steps in order to begin a request:

- Log into [25Live](#).
- Select "Event Wizard" tab
- Complete the required fields. (Identified with *)
- Read and agree to "Event Request Affirmation"
- Click "Save"

Your event is submitted for approval, you will receive final confirmation once all necessary approvals are obtained.

For External Requests

Please contact the NSU Auxiliary Services office.

CHARGES AND CANCELLATIONS

Student Organizations/University Departments:

For changes: Log in to [25Live](#) using your MyNSU credentials and locate the event to make changes. Click Edit. Make the necessary changes.

For Cancellations: Email the Event Manager and include the event name, date and location of the event.

POSTING INFORMATION

All flyers/posters that are posted anywhere on campus must first be taken to Event Scheduling on the 2nd floor of the Student Center and stamped for approval. You must have a confirmed event in order to have your flyers stamped. Approved flyers are to be posted on bulletin boards only. Posting of flyers is prohibited on: windows, doors, lamp posts, etc.

Failure to follow this regulation will subject the organization to disciplinary sanctions.

EVENT FLYERS

Approved flyers are to be posted on bulletin boards only. ONLY information regarding specific university affiliated events (i.e., registered student organizations or university departments) are allowed for posting. Posting of flyers are prohibited on windows, doors, lamp posts, brick , etc. Failure to follow this policy will subject the organization to disciplinary sanctions.

All flyers will be checked for: grammatical errors, event information (such as date, time, and location), use of trademarked logos including NSU, and must adhere to Student Catalog guidelines.

Please bring a copy of the confirmation to the Event Scheduling Office (Located on the second floor of the Student Center, Suite 201) or the Office of Student Activities & Leadership (Located on the third floor of the Student Center, Suite 323).

MEDIA EQUIPMENT

All media and technology equipment requests (e.g. TV, Computer, Overhead Projector, and Screen) must be requested via 25Live in the reservation request. The "Requirements" page in the reservation request will list all technology available to request (computer, microphone, projector, remote clicker, telephone, TV monitor, etc.). Please include the quantity needed for each.

CATERING

All food must be ordered from NSU Dining Services (Thompson Hospitality) prior to the event. No outside food is allowed unless you have obtained a written waiver from Thompson Hospitality. Norfolk State University has an exclusive contract with Pepsi Beverage Company. Only Pepsi products are allowed on the campus.

A completed Business Meal Certification Form, signed by an authorized approver, must be provided to Thompson Hospitality prior to the event. Failure to adhere may result in a disciplinary sanction and/or fine and failure to reserve space.

Want to request catering at your event?

For menu items, view the [Catering Guide](#) on the Thompson Hospitality website. Please email all orders to norfolkcatering@thompsonhospitality.com with the following information: point of contact first and last name, phone number, event date, event start and end time, event location - including the building and room number, number of expected guests, preferred menu items (see Catering Guide) and the intended methods of payment (i.e. credit card, purchase order, etc...)

STUDENT ORGANIZATION ADVISORS

You must approve all events submitted in [25Live](#) by your organizations.

1. Click on the "Task Tab"
2. Review all event details.
3. Click Approve

Please keep in mind the organization's event will not be approved until the advisor has approved the event. Advisors are required to attend major events (i.e., talent shows, pageants, concerts, etc.)

ACCESSIBILITY SERVICES-OASIS

James A. Bowser Building, Suite 121 757) 823-8325

www.nsu.edu/student-affairs/disability-services

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

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

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

Accommodations:

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

Services:

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

Registering for Accommodations

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

The Accessibility Services Office serves persons eligible for assistance under Section 504 of the Rehabilitation Act of 1973, as well as persons with temporary disabilities acquired as a result of illness or injury. Written documentation from a qualified professional is required before accommodations are implemented.

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

Transportation

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

Parking

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

Admission

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

Disclosure of a disability during the admissions process is not required; however, it is encouraged for the purpose of preparation. Neither the nature nor the severity of an individual's disability is used as criteria for admission. Once admitted to the University, students requiring Accessibility Services are encouraged to register with OASIS.

Assistive Technology Laboratory (AT LAB)

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

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

Services:

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

CAREER SERVICES

Student Services Center, Suite 318 (757) 823-8462

www.nsu.edu/student-affairs/career-services

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

Services:

- Identifying full-time/part-time employment and internships
- [Handshake](#) - a database of employment opportunities that allow students/alumni to upload resumes and apply for jobs and internships
- Career coaching and advising
- Professional seminars, which include resume writing, interviews/interviewing skills, internships, networking skills, job search strategies and dress for success
- On-campus interviewing program
- Career fairs (fall/spring)
- Graduate Professional School Day (fall semester)
- Clothes Closet

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

COUNSELING CENTER

Student Services Center, Suite 312 (757) 823-8173

www.nsu.edu/student-affairs/counseling-center

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

Services:

- individual/ group and crisis counseling
- consultation
- outreach programming
- referrals

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

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

DEAN OF STUDENTS OFFICE

Student Services Center, Suite 307 (757) 823-2152

<http://www.nsu.edu/deanofstudents>

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

Services:

- addressing student complaints (advocacy)
- missed class excuses

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

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

Title IX Awareness

Norfolk State University (NSU) is an institution built upon honor, integrity, trust, and respect. Consistent with these values, NSU is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community. NSU does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, NSU's Title IX policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972; Title VII of the Civil Rights Act of 1964; and/or the Virginia Human Rights Act. Such behavior also requires NSU to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013, Family Educational Rights and Privacy ACT (FERPA), and the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (Cleary Act).

NSU prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-based Harassment, Complicity of the commission of any act prohibited by this policy, and retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under NSU's Title IX policy. These forms of Prohibited Conduct are unlawful, undermine the character and purpose of NSU, and will not be tolerated. Employees or Students who violate this policy may face disciplinary action up to and including termination or expulsion. NSU will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

For more information on NSU's Title IX policy, [click here](#).

HOUSING & RESIDENCE LIFE

Residential Complex, Amenities Building, First Floor

(757) 823-8407

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

Living on campus provides great opportunities for our residents to interact with a diverse group of other students, create life-long friendships, build professional networks, find study groups, get actively involved, and enrich your daily life by immersion in the whole college experience. On-campus living is also convenient because of easy access to classes, faculty, dining options, student services, library, and campus activities! Added to the list is the fact that you pay one price for the cost of living, utilities, and a unique, transformative, and exciting residential experience!

Staff

Each residence hall is staffed with both professional and paraprofessional (student) staff who are responsible for administering and enforcing University policies and regulations, while acting as a listener, mediator and resource person. Staff within each residence hall includes a Resident Director, Graduate Assistant, Resident Assistant, and Front Desk Staff personnel. Additionally, administrative staff and operations personnel are responsible for supervising, hiring and training of the Office of Housing & Residence Life team members in the residential communities and the main office. They also handle room and meal assignments, programming, activities, tutorial services, and work with other University areas such as Facilities Management, University Police, and Academic Affairs.

Residence Hall Assignments

2020-2021 Academic Year:

Female Residence Halls

Babbette Smith North Rosa
Alexander

Lee Smith Samuel
Scott

Male Residence Halls

Babbette Smith South
Charles Smith

Co-educational Residence Halls

Residential Complex North
Residential Complex South
Mid-Rise Honors Residential College Spartan Suites*

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

Apply for Housing

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

Roommate Request

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

Occupancy of Rooms

Due to the demand for on-campus housing, students are required to occupy their rooms on or before the first day of classes or they will forfeit their room reservation.

Check-In

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

Housing during Breaks

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

Withdrawal Procedures

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

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

Check-Out Procedures

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

Off-Campus Housing

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

Violation of Residence Hall Rules and Regulations

It is recognized that living in groups requires a certain level of tolerance and conformity by all concerned. Rules controlling conduct within housing owned or controlled by the University are promulgated by Housing & Residence Life to enhance the safety and comfort of everyone living in the residence halls. These rules, along with procedures for their enforcement and applicable sanctions, are published in the Residential Handbook: Guide to Community Living. Norfolk State University's Code of Student Conduct and disciplinary procedures apply to all students, including those who live in the residence halls. Alleged violations of the Code of Student Conduct by residence hall students will be forwarded to the Dean of Students Office for disciplinary action.

HRT GoPass365

Student Center, Suite 332 (757) 823-8200

The purpose of the HRT GoPass365 is to provide transportation for the students and faculty/staff of Norfolk State University during the school year throughout the Hampton Roads area.

HRT serves seven cities: Chesapeake, Norfolk, Portsmouth, Virginia Beach, Suffolk, Hampton, and Newport News. The HRT GoPass365 can be used for the bus, The Elizabeth Ferry River, and The Tide Light Rail.

Any person interested in the HRT GoPass365 must first be either Student, Faculty, Staff & Non-University Employee (Barnes & Noble Bookstore, Thompson Hospitality). The NSU Spartan ID Card will be needed for all transactions to participate in the program. The customer must deposit funds on their Spartan Card prior to receiving their HRT GoPass365. Financial Aid funds and or (Cash, Check, Visa, MC, DSC, and Amex) can be used to purchase a card.

The HRT GoPass365 can be purchased at 3rd Floor in the Student Center, Student Activities and Leadership Office on Monday - Friday between the hours of 8:15am - 4:45pm. The cost is \$225.

INTERNATIONAL STUDENT SERVICES-OASIS

James A. Bowser Building, Suite 121 (757) 823-8325

<https://www.nsu.edu/iss>

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

Services:

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

International Students are automatically enrolled in the International Students Injury and Sickness Insurance Plan at the time of registration with the Office of Accessibility Services and International Students.

INTRAMURAL PROGRAM

Student Center, Suite 328 (757) 823-8200

www.nsu.edu/student-affairs/student-activities

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

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

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

MILITARY SERVICES AND VETERANS AFFAIRS

Student Services Center, 110 (757) 823-2586

<http://www.nsu.edu/About/Administrative-Offices-Services/Military-Services-and-Veteran-s-Affairs>

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

It is important that our military students are aware of the educational programs and support services at Norfolk State University (NSU). Our team of dedicated professionals in the Military Services and Veterans Affairs Office stand ready to support the needs of military and veteran affiliated students.

NSU has demonstrated a strong commitment to supporting military and veteran related students. We pride ourselves on fostering a welcoming environment for military and veteran students and their families. You will find a highly skilled and friendly staff, teamed with an outstanding array of distinguished administrators and faculty, many of whom are former military service members. We support the educational goals and objectives of our students and believe that Norfolk State University is the place where those goals and objectives can be achieved. At Norfolk State University, we see the future in our military and veteran students!

SPARTAN GAME ZONE

Student Center, Suite 207 (757) 823-8200

The Norfolk State University Student Center Game Room services offered to students, provides a comfortable, modern furniture and state-of-the-art equipment and games, making it the perfect place to relax with friends, work on homework, or simply unwind during a busy day. Any student organization can reserve Spartan Game Zone for meetings activities or game events. Spartan Game Zone room will always stay open to the entire Norfolk State University community even when reserved.

Student Center game room is a great environment for all types of get-togethers for students, faculty and staff from informal gatherings to special events. This area features four billiards pool tables, one table tennis, and the latest video games for XBOX ONE, PS4, Wii U, and numerous cards and board games.

All that is needed is a valid Norfolk State University I.D. to play. The Student Center Game Room hosts a number of game tournaments during the fall and spring academic school year. The Center is open to currently enrolled students. Information is posted for all available game room tournaments during the fall and spring academic school year.

SPARTAN HEALTH CENTER

Spartan Station, Room 101 (757) 278-3360, Fax (757) 823-2695

Spartan Health Annex, Room 120 (757) 278-4129, Fax (757) 823-2234

<https://nsuhealthcenter.com>

Student health services are provided by Fort Norfolk Plaza Urgent Care staff. The SHC is staffed with highly skilled health care professionals, including physicians, nurse practitioners and nurses. Services include:

- diagnosis and treatment of minor illnesses, uncomplicated chronic illnesses, and minor injuries
- diagnosis and treatment of gynecological issues, PAP tests
- provision of selected over-the-counter medication and medical supplies
- supervised care in designated observation beds (referred to ER if longer than 8 hours observation needed)
- general and emergency medical services
- health education and counseling including STD/STI and HIV testing
- maintenance of immunization /health history records and limited vaccines (tetanus, flu)
- provision of forms and materials on preventative health, mental health, and other health-related areas including contraceptives (oral, patches, injectable, condoms)
- administration of allergy serum (provided by student's allergist and kept in student's possession)

Students requiring specialist consultation will be referred to a local specialty practitioner.

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

It is recommended that any dental and/or eye examinations be done prior to coming to school as the Spartan Health Center cannot provide these services. We do not have a pharmacy. Prescriptions can be filled at local pharmacies (24 hour and delivery pharmacies are available).

Health History/Record of Immunizations

Code of Virginia (Sec. 23-7.5) and Norfolk State University require all full-time entering and returning students to provide documentation of immunizations and a completed health record form. The information on this health record is needed to protect the health of the University community and to assist the Spartan Health Center staff in providing comprehensive medical care for students. Submission of immunization records is expected no later than two (2) weeks before the start of your classes. Vaccine records can be obtained from your doctor/clinic, health department, high school nurse's office or as a last resort, a parent's copy of vaccine records.

Emergency Care

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

Location & Office Hours

The Spartan Health Center is housed in Spartan Station (Building #15) at the east end of the campus. It is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Friday from 8:00 a.m. to 12:00 p.m. Students who become ill after hours of operation should call (757) 278-3360 for the on-call provider. There are several local urgent care centers available for after hours.

Due to the Covid-19 pandemic, a separate office area, Spartan Annex, Room 120, has been set up in the hall for students with respiratory, Covid-like or flu-like symptoms.

Appointments

Due to the Covid-19 pandemic, we have **suspended** walk-in hours (8:00 a.m. -10:00 am) for acutely ill/injured students. **All types of visits are by appointment.** Appointments times are available from 8 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m.

Confidentiality

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

Medical Excuses

Written statements verifying a student's visit to the Spartan Health Center will be issued, if necessary, at the discretion of the health care provider and should be turned in to the Dean of Student's office. An official University excuse may be obtained from the Dean of Students Office.

Health Insurance

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

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

International Students are automatically enrolled in the International Students Injury and Sickness Insurance Plan at the time of registration with the Office of Accessibility Services and International Students (OASIS).

SPARTAN LANES

Student Services Center, 108 (757) 355-5979

www.nsu.edu/student-affairs/student-activities/spartan-lanes

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

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

Facility Rules

To gain access to Spartan Lanes, you must:

- Show and swipe your NSU student ID card at the front desk, or be an active faculty or staff member
- Bowling shoes must be worn to prevent damage to the floor
- Only one (1) ball is to be thrown at a time to prevent ball or lane damage
- Keep food and drinks off the approach (area that spaces from the back of the lane to the foul line, which spans about 15 feet). Please stay in the seating area of the alley while eating. If a spill occurs, please notify someone from the desk (tell them if the spill is in the seating area or on the approach) and don't allow bowlers to walk through the spill
- Re-rack your bowling balls after playing
- Failure to follow any of the rules can result in the suspension of use of the bowling lanes
- ***Bowling Rules & Etiquette***
- Be ready to take your turn
- Do not step over the foul line. It is against the rules and can also result in tracking oil over the approach, which is dangerous and ruins the enjoyment of the game for others
- Roll the ball; do not drop it
- Do not use someone else's ball unless given permission
- Yield to the bowler to your right if you're up simultaneously
- Stand off the approach and out of the line of sight of the other bowler until he/she finishes
- Do not intrude on the adjacent lanes in any way. That includes throwing your ball onto the wrong lane, standing or playing on another lane's approach, or doing anything that infringes on the adjacent bowlers' lane
- Control your emotions
- No roughhousing

SPARTAN TRAINING ZONE



Student Center, 223

(757) 823-8948

www.nsu.edu/wellnesscenter

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

Facility Rules

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

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

STUDENT ACTIVITIES & LEADERSHIP

Student Center, Suite 323

(757) 823-8948

www.nsu.edu/student-affairs/student-activities

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

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

Greek Life

The fraternity and sorority community provides a fraternal experience that complements and enhances the academic mission of the University. In collaboration with faculty, staff and national/international organizations, we foster an atmosphere of leadership, service and mutual respect where students can positively contribute to their campus and their community through membership in a brotherhood or sisterhood.

Council of Independent Organizations (CIO)

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

Active Member Organizations.

- Chi Eta Phi Sorority, Inc.
- Kappa Kappa Psi National Honorary Band Fraternity
- National Society of Pershing Angels
- National Society of Pershing Rifles
- Phi Mu Alpha Sinfonia
- Tau Beta Sigma National Honorary Band Sorority

National Pan-Hellenic Council, Incorporated (NPHC)

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

Active Member Organizations

- Alpha Kappa Alpha Sorority, Inc. – Delta Epsilon
- Alpha Phi Alpha Fraternity, Inc. – Epsilon Pi
- Delta Sigma Theta Sorority, Inc. - Epsilon Theta
- Iota Phi Theta Fraternity, Inc. - Delta

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

Qualifications for Membership Intake

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

A. The semester of membership intake, a prospective member must:

1. Be at least a sophomore (completed a minimum of 30 semester hours).
2. Be a full-time, matriculating student (minimum of 12 hours).
3. have been a full-time student completing a minimum of twelve (12) hours at Norfolk State University during the Fall semester; and
4. Have a minimum cumulative GPA of 2.50 and a minimum GPA of 2.50 the preceding semester, a grade of "I" (Incomplete) will not be accepted. Students that accept the current Pass or Fail option must meet the following: a cumulative 2.50 GPA and only "P" grades will be accepted, "F" and "I" (Fail and Incomplete) grades will not be accepted.
5. Transfer students must have completed a minimum of 30 hours and have been enrolled in the preceding semester as a full-time student completing a minimum of twelve (12) hours at Norfolk State University with an appropriate GPA, as stated in #4 above.

B. The following offices must approve each prospective member:

Dean of Students – For verification that the student is not on "disciplinary or probation sanctions." All sanctions must be removed/ cleared.

Registrar - For verification of required GPA, classification and semester hours.

Office of Student Activities & Leadership -- For overall approval.

NOTE: Approval by the Office of Student Activities & Leadership does not guarantee acceptance into the organization.

6. Must have attended the scheduled NSU Mandatory Informational Meeting
7. Advisors must notify students within 24 hours upon receipt of disapproval from the Office of Student Activities & Leadership.

Students who have been disapproved by the Office of Student Activities & Leadership will have three (3) business days to submit a letter of appeal and documentation for review.

Hazing

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

For additional information regarding hazing, visit the following: [Virginia Hazing Law](#)—§18.2-56.1 or Norfolk State University's [Hazing Policy](#).

STUDENT CENTER

Student Center, Suite 328

(757) 823-8200

www.nsu.edu/student-affairs/student-activities

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

Event Scheduling: The Student Center serves as an event space for student organizations and university departments to host meetings. Through the scheduling system, 25Live, student organizations and university departments can submit requests where they are able to see details about space availability not only in the Student Center, but campus wide. External organizations will need to contact NSU Auxiliary Services for rental costs and reservations.

HRT Go Pass 365's are available in the Student Center for students and NSU employees. By visiting the Office of Student Activities and Leadership individuals are able to purchase HRT Go Passes using their Spartan Cards. Funds must be loaded on the Spartan Card for purchase of the HRT GO Pass 365.

Bookstore: The bookstore is located on the first floor of the Student Center and managed by Barnes & Noble College Booksellers. All textbooks, supplies and electronics, university apparel, gifts and accessories, as well as, toiletries, beverages and snacks can be purchased at the University Bookstore.

Dining: On the same floor, students and NSU employees can enjoy a meal from either Tropical Smoothie or Chick-Fil-A. The Student Center provides outdoor dining on the patio over-looking the Quad at the heart of campus. Also, vending machines in the lobby of the Student Center offer a quick snack to enjoy on the go.

Meeting Spaces: Meeting rooms, conference rooms and study spaces are reservable at the Student Center. Student organizations and university departments will need to reserve spaces via 25Live.

ATMs: The Student Center houses a Bank of America ATM as well as a SpartanCard kiosk located on the first floor in the lobby area.

Lounge: There are chairs to relax and watch multiple television screens just beyond the dining area of the lobby on the first floor and at each end of the halls on the second and third floors.

Wellness: The second floor of the Student Center is where the Fitness Center can be found. The Fitness Center houses different types of fitness equipment for those students, faculty, and staff who vary from beginner exercisers to advanced physical trainers.

Entertainment: The Spartan Game Zone is a place for students to unwind while playing pool, ping pong, a variety of card games, and even video games. Televisions are available for

students to connect their own game systems for mini tournaments. This is a place to relax the mind after classes are done for the day.

Planning and Technology: This is the area to schedule student organization/department events with 25Live. The OIT Support for events is also located on the second floor.

Office of Student Activities and Leadership: When the elevator opens on the third floor, the Office of Student Activities and Leadership will be the first sight seen. Exiting to the left, you will find the Spartan Echo Newsroom, the dance studio, the SGA Office, and several meeting rooms.

Computer Lab: If deciding to go right, there is the computer lab with eighteen computers with room for research and studying and a printing station.

Commuter Lounge: A space available to study, eat, watch television, or just relax between classes for those students who reside off campus. There are lockers available by lottery to hold the student's possessions while in class.

STUDENT ADVOCACY

Student Services Center, Suite 307

(757) 823-2152

<http://www.nsu.edu/dean-of-students>

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

Student Advocacy – Online Concern Form

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

In-Person Visits – Suite 307, Student Services Center

Email – customercare@nsu.edu

Phone – 757-823-2152

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

STUDENT GOVERNMENT ASSOCIATION

Student Center, Suite 323

(757) 823-8200

www.nsu.edu/student-affairs/student-activities

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

administration and students in matters of general welfare. Decisions rendered by the Student Government Association are subject to the approval of the Executive Council.

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

STUDENT SUPPORT SERVICES

Bowser Building, Room 112

(757) 823-8677

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

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

The Norfolk State University Student Support Services Program is designed to provide an array of supportive services for 412 eligible participants. Program services are available to all program participants matriculating at NSU.

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

Services:

- Counseling (academic and financial aid)
- Tutoring
- Peer Mentoring
- Cultural and educational enrichment activities
- Special assistance for students with disabilities
- Grant aid scholarships
- Skills development
- Faculty recommendations
- Graduate and professional school referrals
- Financial literacy
- Computer labs
- Graduate school visitations

Eligibility Criteria

- Freshmen and Sophomores enrolled at Norfolk State University
- Students who meet the income criteria
- First generation college students
- Students with disabilities
- All students must meet two or more of the above criteria.

STUDENT ORGANIZATIONS

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

Becoming an Official Organization

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

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

Student organizations that have been approved by the Associate Vice President for Student Affairs and wish to use the facilities or property to solicit thereon, must submit a completed Student Organization Registration Form prepared by the organization's advisor by the registration deadline during the fall semester. The registration form is available on the OSAL website, www.nsu.edu/student-affairs/student-activities. Registration is effective from the date of receipt and approval by the OSAL until the end of the academic year.

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

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

Appeal Process

Within thirty (30) days of receipt of notice that the OSAL has refused or canceled the registration of an organization, the officers or proponents of such organization shall be given the right of appeal, in writing, to the University Executive Council.

Starting a New Fraternity or Sorority

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

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

Membership

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

Requirements for Membership Intake into Fraternities and Sororities

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

- A. The semester of membership intake, a prospective member must:
 - be at least a sophomore (completed a minimum of 30 semester hours)
 - be a full-time, matriculating student (minimum of 12 hours)
 - have been a full-time student completing a minimum of twelve (12) hours at Norfolk State University during the fall semester
- B. Must meet one of the following grading categories:
 - Traditional Grades (Category 1):**
 - Have a minimum cumulative GPA of 2.50 and a minimum GPA of 2.50 the preceding semester, a grade of "I" (Incomplete) will not be accepted.
 - Mixed Traditional & Pass/Fail Option (Category 2):**
 - Have a minimum cumulative GPA of 2.50 and a minimum GPA of 2.50 the preceding semester. The university will accept traditional and "P" grades only, "P-", "F" and "I" (No Pass, Fail and Incomplete) grades will not be accepted.

Only Pass Fail (Category 3):

- Students that accept the current Pass or Fail option must meet the following criteria a cumulative 2.50 GPA and only “P” grades will be accepted, “P-“, “F” and “I” (No Pass, Fail and Incomplete) grades will not accepted.

C. Transfer students must have completed a minimum of 30 hours and have been enrolled the preceding semester as a full-time student completing a minimum of twelve (12) hours at Norfolk State University with appropriate GPA, as stated in #4 above.

D. The following offices must approve each prospective member:

- **Dean of Students** – For verification that the student is not on “disciplinary or probation sanctions.” All sanctions must be removed/ cleared prior to starting.
- **Registrar** - For verification of required GPA, classification and semester hours
- **Office of Student Activities & Leadership** -- For overall approval.

NOTE: Approval by the Office of Student Activities & Leadership does not guarantee acceptance into the organization.

E. Must have attended the NSU Mandatory Informational Meetings.

F. Advisors must notify students within 24 hours upon receipt of disapproval from the Office of Student Activities & Leadership. Students who have been disapproved by the Office of Student Activities & Leadership will have three (3) business days to submit a letter of appeal and documentation for review.

Supervision

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

Advisors

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

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

Officially Recognized Organizations

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

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

Violations by Student Organizations

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

Sanctions for Student Organizations

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

Sales and Solicitations (Non-University Affiliated Organizations)

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

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

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

Adam's Law

Effective July 1, 2022, under Adam's Law, colleges in Virginia are required to provide hazing prevention training to current, new, and potential new members of student organizations.

Adam's Law is legislation named in memory of Adam Oakes, who died from alcohol poisoning after accepting a bid to join a fraternity at VCU.

Beginning with the 2022-2023 academic year, required reports of hazing violations will be available at www.nsu.edu and www.nsu.edu/greek-life.

To make a request or anonymously report a concern, please access the following site:

nsu.guardianconduct.com/incident-reporting

STUDENT PUBLICATIONS

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

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

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

Registered and Active Student Organizations

Organization

2Xclusive Hip Hop Dance Team
Active Minds at Norfolk State University
Alpha Delta Mu Social Work Honor Society
Association for Computing Machinery
Beta Kappa Chi National Scientific Honor Society
Biology Society
Chemistry Club
Christian Student Fellowship
Commuter Student Association
DMV Connect
DNIMAS Student Association
Elements of Style: The Printed Revolution
Freshman Class Cabinet
Genetics Society of NSU
Golden Key International Honor Society
Gospel Choir
Graduate Students Association
Guild of Fine Arts
HBCUs 4 Peace + Love
Health, Physical Ed. & Exercise Science Major's Club (HPEX)
History Club
Honda Campus All- Start Challenge Club
Institute of Electrical and Electronic Engineers
International Students Association
Junior Class Cabinet
Kweens Kourt
Master Social Work Graduate Organization (MSWGO)
Materials Research Society
Minority Association of Pre-Health Students (M.A.P.S.)
NAACP
National Association of Black Accountants
National Broadcasting Society
National Society of Leadership and Success
National Student Nurses Association
NSU Cheerleaders
NSU Concert Choir
NSU Dance Theatre

NSU Optical Society
NSU Theatre Company
Order of Omega
Psi Chi International Honor Society
Psychology Club
Queen in You
RC Nusbaum Honors College
Residence Hall Association
Senior Class Cabinet
Sigma Tau Delta International English Honor Society
Sister Circle
Sophomore Class Cabinet
Spartan Battalion
Spartan Generals
Spartan “Legion” Marching Band
SPECTRUM (Inclusion For All) Formally Known as (L.E.G.A.S.I.)
Student Activities Board
Student Ambassadors
Student-Athlete Advisory Committee
Student Government Association
Student Nurses Association
Student Virginia Education Association
Swim Club
Teacher PREP Club
The League of Extraordinary Women
Tidewater Area Musicians Collegiate
Veterans Alliance Active & Veterans Education Transitioning Student (AVETS)
Wesley Westminster Campus Ministry
Whitney M. Young Social Work Club
Young Life Multicultural

GREEK LIFE

Alpha Kappa Alpha Sorority, Inc.
Alpha Phi Alpha Fraternity, Inc.
Alpha Phi Omega National Service Fraternity
Chi Eta Phi Nursing Organization
Council of Independent Organizations
Delta Sigma Theta Sorority, Inc.
Kappa Alpha Psi Fraternity, Inc.
Kappa Kappa Psi Fraternity National Honorary Band Fraternity
National Panhellenic Council (NPHC)
National Society of Pershing Angels Sorority, Inc.
National Society of Pershing Rifles, Inc.
Phi Beta Sigma Fraternity Inc.
Phi Mu Alpha Sinfonia Fraternity of America, Inc.
Sigma Gamma Rho Sorority, Inc.
Tau Beta Sigma National Honorary Band Sorority
Zeta Phi Beta Sorority, Inc.

CAMPUS LIFE AND DIVERSITY

Student Center, Suite 201

(757) 785-3866

<https://www.nsu.edu/campus-life-and-diversity/diversity-initiatives>

The Office of the Assistant Vice President for Campus Life and Diversity supports the mission of NSU and the Division of Student Affairs through student engagement opportunities designed to build a sense of community, cultivate diversity, promote cultural awareness, and enhance the well-being of all students.

Campus Life and Diversity seeks to create a campus culture of inclusive excellence, advocacy, belonging, and that supports the academic and personal development of students of all religions, race, ethnicities, genders, ages, sexual orientation, and disabilities.

Campus Life and Diversity is responsible for oversight of the following areas:

- Housing and Residence Life
- Student Activities and Leadership
- Justice, Equity, Diversity and Inclusion Initiatives and their Respective Learning Communities
- Male Initiative, Women's Initiative, LGBTQIA+ Initiative, and Emerging Leaders Program

Health and Wellness

(757) 823-8173

Student Center, Suite 316A

Health and Wellness provides students with a plethora of coping strategies and resources to assist them when they are faced with various challenges that may interrupt their learning environment. Activities, spaces, apps, and programs are available to assist students.

Health and Wellness, in collaboration with the Counseling Center, has partnered with Timely MD to deliver Timely Care, a virtual health and well-being platform for students. The service provides 24/7/365 access to virtual care at no cost to enrolled students. It also gives faculty guidance on how to support a student in need of care.

The Healthier 757 Rewards for Healthy Living health literacy platform is also available. This initiative promotes and increases health literacy awareness using a digital platform. The goal is to improve the ability to make better decisions toward a healthier lifestyle and improve health outcomes to live healthier lives.

STUDENT AFFAIRS STANDING COMMITTEES

Homecoming Committee

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

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

New Student Organization Committee

Chair: Director of Student Activities & Leadership

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

Student Publications Committee

Chair: Director of Student Activities and Leadership

- Promote excellence of student publications
- Make budget recommendations for student publications
- Appoint editors
- Remove editors for just cause within guidelines established and published with the Consent of the Executive Council
- Review and screen all applications for new student publications which would be Forwarded to the Executive Council for final approval
- Evaluate all applicants for any student publication editorships

SECTION IV:

DIVISION OF ENROLLMENT MANAGEMENT

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DIVISION OF ENROLLMENT MANAGEMENT

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

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

The Associate Vice President for Enrollment Management is responsible for the leadership and management of enrollment management services and oversees the following offices: Undergraduate Admissions, Financial Aid, Registrar, New Student Orientation and Transfer Admissions.

MISSION STATEMENT

The mission of the Division of Enrollment Management is to provide the highest standards of excellence in enrollment planning. We actively identify, recruit, and enroll academically qualified students and provide services that promote student retention and success.



VISION STATEMENT

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

CORE VALUES

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

ADMISSIONS

Norfolk State University's Office of Undergraduate Admissions evaluates applicants based on their individual potential for successful graduation at NSU.

APPLICATION CRITERIA

The Admissions Philosophy of Norfolk State University is to select students that may benefit from its program offerings, faculty, rich campus environment, and available support services.

NSU seeks students that will take advantage of the opportunity to engage in a transformational experience that can increase their ability to maximize their potential, and foster a passion for lifelong learning that will equip them to be engaged leaders and productive global citizens.

A completed application includes:

- Completed Undergraduate Application
- Non-refundable \$25 application fee - NSU accepts Official Application Fee Waivers from the College Board, ACT and National Association for College Admission Counseling (NACAC)
- Official High School Transcript(s)
- SAT and/or ACT Test Score(s)
- Official College Transcript of any Completed Coursework
- Additional Documentation Requested upon Application Review

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

Enrollment Management Office
Student Services Center, Suite 202
(757) 823-8396 or 1-800-274-1821

<https://www.nsu.edu/enrollment-management/admissions/contact-us>

Undergraduate Recruitment and
Admissions Office
Student Services Center, Suite 202
(757) 823-8396

<https://www.nsu.edu/enrollment-management/admissions/contact-us>

FINANCIAL AID

The Office of Financial Aid Office works diligently to assist students as they pursue their educational endeavors. Norfolk State University offers a wide variety of financial aid programs (i.e., scholarships, grants, student employment opportunities and loans).

Financial Aid Office
Student Services Center, Suite 211
(757) 823-8381

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

NEW STUDENT ORIENTATION

The mission of the Office of New Student Orientation is to assist newly-entering students in their transition to the University. Through a collaborative, empowering, and comprehensive institutional effort, students and parents are able to holistically address academic, financial, and social needs while preparing for enrollment.

New Student Orientation Office
Student Services Center, Suite 202
(757) 823-8678
<http://www.nsu.edu/nso/contact-us>

REGISTRAR

The Registrar is the official custodian of academic records and is responsible for the process of enrolling students in courses, providing registration statements (which include tuition charges and related fees), and collecting and maintaining academic information in accordance with University policy.

Office of the Registrar
Student Services Center, Suite 212
(757) 823-8381
<http://www.nsu.edu/registrar>

TRANSFER ADMISSIONS AND SERVICES

The Office of Transfer Admissions and Services provides the highest level of excellence in service to transfer students. The Office of Transfer Admissions and Services serves as a one-stop shop offering recruitment, admissions application processing, activities and leadership development programs for prospective and currently enrolled transfer students.

Office of Transfer Admissions and Services
Student Services Center, 109
(757) 451-7745
<https://www.nsu.edu/transfer-admissions-and-services>

SECTION V: UNIVERSITY POLICIES

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





NORFOLK STATE
UNIVERSITY

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