

The Student Handbook



NSU
NORFOLK STATE UNIVERSITY®



NORFOLK STATE UNIVERSITY

Mascot: Spartans

University Colors: Green & Gold

University Motto: "Achieving With Excellence"

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PREFACE

The Norfolk State University Student Handbook is an official document of the University. It outlines general rules, regulations and procedures governing student life within the campus community.

The Student Handbook does not purport to completely address every University policy, procedure and regulation. This Handbook serves as a preliminary guide for the new student with the expectation that the student will become familiar with additional information contained in the following publications and published on the NSU website: www.nsu.edu.

- The University Catalog
- The Residence Life & Housing Handbook (students residing in housing only)
- NSU Parking Regulations
- Student Guide to Financial Aid
- Safety and Campus Security
- Student Disciplinary Policies and Procedures Handbook
- Norfolk State University Policies

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

The University reserves the right to change, modify and/or update the Student Handbook at any time.

BOARD OF VISITORS

Renitalynette Anderson
Mitchellville, MD

Virginia M. Board, Secretary
Richmond, VA

Willie L. Brown
Chesapeake, VA

Jack L. Ezzell, Jr., Rector
Hampton, VA

Stanley Green, Jr.
Raleigh, NC

Howard P. Kern
Norfolk, VA

Henry D. Light
Norfolk, VA

Dwayne M. Littlejohn
(Student Representative)
Capitol Heights, MD

Viola M. Madison, Vice Rector
Suffolk, VA

Donald H. Patterson, Jr.
Virginia Beach, VA

Wade W. Perry
Suffolk, VA

Judith L. Rosenblatt
Virginia Beach, VA

Donald W. Seale
Chesapeake, VA

Bobby Vassar
Washington, DC



Dr. Carolyn Winstead Meyers
President

ADMINISTRATIVE OFFICERS

Dr. Carolyn Winstead Meyers..... President
Dr. Elsie Barnes Vice President for Academic Affairs
Mr. Larry Curtis Vice President for Student Affairs
Mr. Earlie HorseyActing Vice President for Finance & Business
Dr. Adebisi Oladipupo Vice President for Research & Technology
Mr. Paul Shelton Vice President for University Advancement
Mrs. Jacqueline Curtis Special Assistant to the President and Liaison to the Board of Visitors
Ms. Pamela Boston.....General Counsel
Mr. Earlie Horsey Executive Director, Office of Planning & Budget
Mrs. Terricita Sass Associate Vice President for Enrollment Management

STUDENT AFFAIRS PERSONNEL

Mrs. Sharon B. Lowe Assistant Vice President for Student Affairs
Dr. Jannie W. Robinson Assistant Vice President for Student Affairs
Mrs. Sandra Williamson-Ashe..... Special Assistant to the Vice President for Student Affairs
Mrs. Faith Fitzgerald Director, Residence Life & Housing
Dr. Curtis Greaves Director, Counseling Services
Mrs. Beverly Harris..... Director, Disability Services
Ms. Valerie B. Holmes..... Director, Student Support Services & Coordinator, TRIO Program
Ms. Cynthia B. LewisAssistant Director, Veterans Affairs
Ms. Maria Lugo Director, International Students & Scholar Services
Mr. Nash Montgomery Director, Career Services
Ms. Tanya Perry Director, Upward Bound Program

GENERAL INFORMATION

HISTORY OF THE 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 expressions 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.

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, the University is proud to be one of the largest predominantly black institutions in the nation. Furthermore, it is committed to pursuing its vital role of serving the people of the Hampton Roads area.

MISSION STATEMENT

Norfolk State University's mission is to provide an affordable, high-quality education for an ethnically and culturally diverse student population, equipping them with the capability to become productive citizens who continuously contribute to a global and rapidly changing society.

Strategic imperatives

- Enhance students' success by providing high-quality academic instruction and support, and ensuring an improved graduation rate.
- Develop an efficient management structure to increase organizational efficiency and improve performance across all areas.
- Increase total funding by identifying multiple funding sources and new initiatives to form a solid fiscal foundation and provide ongoing services for NSU's constituents.

Core assets

- Talented student body
- Public support
- Motivated faculty
- Tradition of service

INSTITUTIONAL GOALS

Institutional goals are derived directly from the Mission Statement and represent the direction the University intends to pursue over the decade.

- The University shall continue to define those areas in which it can make the most effective contributions to the total educational enterprise of the community, state, nation and the world.
- The University shall continue to utilize its assembled expertise in research and public service to develop programs specifically related to urban needs.
- The University shall continue to develop its management capability in order to provide adequate, efficient and timely services to its constituents.
- The University shall continue to maintain an environment that encourages its graduates to assume leadership roles in the community, state, nation and world.

UNIVERSITY POLICIES GOVERNING STUDENT LIFE

STUDENT RIGHTS AND RESPONSIBILITIES

Students who experience the privilege of attending Norfolk State University become members of the academic community while retaining status as citizens. Students are entitled to the same fundamental rights, privileges and immunities that are guaranteed to every citizen of the United States and the Commonwealth of Virginia. Further, the members of the academic community shall enjoy all of the fundamental rights recognized as essential to the achievement of the goals and mission of Norfolk State University.

In addition to their inherent rights and privileges on becoming members of the academic community, students voluntarily assume the obligation to fulfill the responsibilities of all citizens, as well as the obligation of performance and behavior imposed by the University in relation to its lawful mission and function.

The University has the responsibility to develop policies, procedures and standards that will ensure protection of the rights of each member of the academic community. The following are included among the responsibilities of students:

1. The responsibility for being fully acquainted with the University Catalog, Student Handbook, and other published regulations relating to students, and for complying with them in the interest of an orderly and productive community.
2. The responsibility for assisting the University administration in protecting the rights of others through orderly disciplinary procedures.
3. The responsibility for securing and respecting general conditions conducive to the freedom to learn.
4. The responsibility for respecting and complying with all the laws and rights of good citizenship.

In accordance with these responsibilities, the University has the obligation to set standards of conduct which it considers essential to its educational mission and its community life. Due process with the University does not preclude adjudication of offenses by local, state and federal agencies when appropriate.

CLASSROOM FREEDOM AND RESPONSIBILITY

1. Students shall 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.
6. Students who believe their academic freedoms may have been abridged have the right to seek redress.

NORFOLK STATE UNIVERSITY AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Norfolk State University to provide all persons with equal educational and employment opportunities regardless of race, color, national origin, political affiliation, religion, sex, age or disability. Any employee or student who feels discriminated against should consult the University ombudsperson.

STUDENT RIGHT-TO-KNOW ACT

Disclosure

Information pertaining to this Act is available in the Office of the Registrar and the Office of Institutional Research.

SPARTAN CODE OF ETHICS

Norfolk State University is an urban academic community committed to the educational and social development of its students. All students at Norfolk State University have the duty to observe the rules and regulations of the University and uphold and accept its ethical standards of conduct. Students are expected to conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance the honor, reputation, and usefulness as a member of the Norfolk State University community. We have established this Code of Ethics, which forms the model of conduct for our students.

SERVE MY ALMA MATER WITH ENTHUSIASM AND LOYALTY;

* I will commit to selfless service to our University community. This will allow me to give back to all who provided for me in my development.

- * Attend academic, cultural and athletic events on campus.

PLAN SMARTLY AND NOT PROCRASTINATE;

Understanding that my time spent at the University is replaceable and short, I will endeavor to make the most of this opportunity.

- * Classroom and homework assignments will be handed in on time and complete.

ACCEPT RESPONSIBILITY FOR MY ACTIONS;

I will demonstrate physical and moral courage.

I will be a responsible person and accept responsibility for my mistakes and shortcomings.

- * Avoid deceptive acts.
- * Be honest to others and myself.

RESPECT THE DIGNITY, RIGHTS AND PROPERTY OF ALL PEOPLE;

I understand that I live among a community of individuals.

I will always strive to treat others as I want to be treated.

I will be considerate of others' freedom to express themselves and respectful of others' choices and lifestyles.

- * Offensive or profane language is not allowed in any academic setting.
- * Observance of quiet hours during the regular school term and 24 hours during the examination period.
- * Respect for all members of the Norfolk State University family and guests.
- * Proper use and care of University property.

THINK ANALYTICALLY, CREATIVELY, CRITICALLY AND RATIONALLY;

Realizing that academic growth is a continuous process, I will challenge myself to excel academically and to be the best. I will demonstrate mature, responsible behavior that inspires trust and earns respect.

ADHERE TO THE UNIVERSITY POLICIES;

I will be fully aware of and abide by the University policies and procedures.

- * No drugs or alcoholic beverages are allowed on campus.
- * No smoking is allowed in the residential hall or common area(s).
- * No cell phones or beepers are to be on while attending class.
- * No non-residential hall students will be allowed to live and/or sleep in my room unless they have been granted prior permission from the proper University officials.
- * Help to keep the University and residence halls clean.

NURTURE A POSITIVE ATMOSPHERE OF CARE, CONCERN AND CIVILITY;

I will contribute to a university environment which fosters good attitudes, friendliness, teamwork, equity and appreciation for people.

- * Use of force against any person or the threat of such force is prohibited at all times.

- * Resolve conflicts in a civil and respectful manner.

GENERAL POLICIES AND 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, college bulletins and other college publications, as well as federal, state and local laws. In addition, students are expected to exercise appropriate taste and applied reason during their tenure at the University.

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

GENERAL DECORUM

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

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

UNIVERSITY ASSEMBLY

Programs that address 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.

DISCIPLINE

The Office of the Vice President for Student Affairs is responsible for the overall administration of the student judicial system. Students are expected to conform to all of the disciplinary policies and procedures printed in this handbook. Students are responsible for respecting and complying with all laws and rights of good citizenship.

CLASS ATTENDANCE

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

While unnecessary 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 the student from communicating with each of his or her instructors, the student is expected to notify the Office of Student Services/Judicial Affairs within 48 hours.

Class excuses are issued for legitimate reasons (medical, legal, funerals--immediate family members only, official University business/activities, etc.) by the Office of Student Services/Judicial Affairs. Official written documentation may be required. Notes from relatives, friends, guardians, etc. are not accepted as "official" documentation for absences. The Office of Student Services/Judicial Affairs will determine if an absence is legitimate and if an excuse will be issued.

Students who become ill are encouraged to report to the Student 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 Health Center should be carried to the Office of Student Services/Judicial Affairs, and an official University excuse should be obtained.

Students residing in on-campus housing facilities are governed by the same policies and procedures as non-resident students insofar as class attendance and class excuses are concerned.

SUMMER SCHOOL CLASS ATTENDANCE

Students attending summer school classes are expected to attend all scheduled class sessions; thus, no official class excuses will be issued. Those students who find it necessary to be absent should notify their instructors as soon as possible to make arrangements for making up any class work/tests missed during the absence. The instructor reserves the right to require written documentation 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 Office of Student Services/Judicial Affairs 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

University policy requires a student to complete an Application for Withdrawal when enrollment is terminated before the end of a semester or summer session. The Application for Withdrawal may be obtained from the department head/advisor and must be submitted to the Office of the Registrar by the last day of class. The student should discuss the matter with the department head/advisor before processing the Application for Withdrawal. The last day to officially withdraw from all classes is on the last published date for all classes.

If the student is ill or otherwise incapacitated and cannot complete the withdrawal (or drop) process, the student must contact, or have someone else contact, the Office of the Vice President for Student Affairs immediately.

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).

UNDER NO CIRCUMSTANCE DOES NON-ATTENDANCE CONSTITUTE AN OFFICIAL WITHDRAWAL FROM THE UNIVERSITY.

OFF-CAMPUS TRIPS

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

The faculty/staff member in charge of any off-campus trip to be taken by an authorized University group (such as athletic teams, student organizations, musical or drama groups, etc.) should submit the same information in the preceding paragraph to the Office of the Vice President for Student Affairs prior to the trip. A copy of the same should also be forwarded to the Office of Student Services/Judicial Affairs so that students may 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 Student Activities Office. Unapproved posted items are subject to immediate removal.

PETS

No pets of any kind (to include all animals, reptiles, insects, amphibians, birds, etc.) are permitted on the campus or in campus facilities. Students with visual handicaps requiring the use of seeing-eye dogs should make arrangements to do so through the Supporting Students Through Disability Services Office.

STUDENT EMAIL ACCOUNTS

Norfolk State University shall consider e-mail the primary mechanism for official communication with NSU students unless otherwise prohibited by law. The University reserves the right to send official communications to students by e-mail to their University-supplied e-mail addresses. The University fully expects that these students will receive and read their e-mails in a timely fashion.

Official University e-mail accounts are available for all registered students, faculty, and staff. All passwords for accessing University information systems must be kept confidential and used according to acceptable policies.

Students

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

Faculty

Faculty members are encouraged to use the official NSU email address. Faculty members should determine how e-mail will be used in their classes and should specify e-mail requirements and expectations in course syllabi. The use of non-NSU e-mail 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 the Office of the Registrar, Student Financial Services, and Institutional Effectiveness and Assessment will send selected official communications to students via e-mail. Such e-mail might include individualized or group messages such as financial aid award letters, room assignments, advising appointments, or University-wide surveys.

PLANNED STUDENT SECURITY MESSAGE

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.**

NSU POSTAL SERVICES

Mailboxes are assigned individually to on-campus residents with a valid student identification card. The ID is necessary to retrieve mail and packages. Residents should not allow others to retrieve their mail. They should use only the name specified on their NSU ID for incoming mail. All delivered packages must be picked-up immediately upon notice of delivery. The University encourages packages to be delivered by UPS. Students receiving packages by UPS must have their building name and room number indicated on the package.

All mail not picked up will be returned after 10 days.

The University Mail Room is located on the first floor of the Mills E. Godwin Student Center.

Hours of Operation: Monday - Friday, 7:00 a.m. – 4:00 p.m. for daily pick-up. Phone: (757) 823-8332.

The University mailroom is closed on weekends.

Full mail service is provided at the U.S. Post Office located at the corner of Church Street & Brambleton Avenue.

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, which will determine the emergency status of a call based upon the nature of the message.

SMOKING

Smoke or smoking is defined as the carrying or holding of any lighted pipe, cigar or cigarette of any kind or any other lighted smoking equipment, or the lighting, inhaling or exhaling of smoke from a pipe, cigar or cigarette of any kind.

Smoking is not permitted within facilities owned or leased by the University; in University-owned vehicles or buses; or at loading docks or any other location where work is being conducted outside.

Smoking is prohibited inside the buildings and smoking outside must occur at least 15 feet clear of any building entrance, air intake duct, window, or other pathway or exit where others would be subjected to passive smoke. Smoking outside the buildings and vehicles must be done only in areas where there is an ash container in which to deposit the ashes and other smoking remnants.

ALCOHOL & ILLEGAL DRUGS

No alcoholic beverages or containers are allowed within NSU facilities or on NSU grounds. Violations of the University's alcohol policy 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 Student Disciplinary Policies and Procedures on page 27 of this Handbook.

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 strictly prohibited. First offense sanctions include dismissal from University housing, disciplinary probation for one year, \$50.00 fine, mandatory workshop, and parental notification. Second offense sanction is disciplinary suspension for one semester.

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.**

WEAPONS

Norfolk State University has a zero tolerance policy for weapons and violence.

Weapons include but are not limited to the following: knives, razors, broken bottles, brass knuckles, chains, locks, all guns, firecrackers, or any other objects used to threaten or cause injury to/upon another.

Violence includes but is not limited to: uncontrollable physical or verbal abuse and/or gang-related activities toward any student, faculty, staff, administrator, or visitor on property owned or controlled by Norfolk State University.

Behavior of this type may result in immediate expulsion from the University.

REPORTING CRIMINAL ACTIVITY AND OTHER EMERGENCIES

It is Norfolk State University Police Department's policy 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 state, local and federal laws.

Any person living, studying, working and/or visiting the University campus who is victimized or has knowledge of a criminal action/offense or other emergency should immediately contact the Norfolk State University Police Department or any "Campus Security Authority" (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. Student Services/Judicial Affairs, located in Mills E. Godwin Student Center **(823-8222)** can assist students in reporting serious incidents.

Incidents may be reported in person or by dialing the non-emergency number (**823-8102**). In emergency situations, dial the emergency number (**823-9000**). The Norfolk State University Police Headquarters is located in the central area of campus across from the James A. Bowser Industrial Education Building near Gate 4 (temporary trailers I II and III). 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 the University Police Department. Violations of the law can result in referrals to the Office of Student Services/ Judicial Affairs or charges by the Norfolk State University Police Department and/or local police.

FACULTY-STUDENT GRIEVANCES

The Faculty-Student Grievance Committee is a body that hears formal complaints from either students or faculty. The committee hears, mediates and recommends to the vice president of academic affairs or student affairs determinations, findings and recommendations for faculty or students. Grievances may be related to one or more of the following:

1. Charges of academic dishonesty;
2. Allegations of discrimination on the basis of sex, race, nationality, religion or physical disability;
3. Grades;
4. Charges of faculty inaccessibility or unwillingness to listen to reasonable suggestions and problems;
5. Physical abuse;
6. Acts of violence, force, threat, or intimidation;
7. Other acts covered in the University Standards of Conduct (rules of procedure for charges of sexual harassment are outlined in the NSU Sexual Harassment Policy, as printed in the Student Handbook).

Membership on the committee consists of faculty appointed by the Faculty Senate, a student representative or alternate appointed by the Student Government Association, the vice president for student affairs or designee, and may include depending on the nature of the case, the human resources director or designee and the compliance officer/ombudsperson. The Chair is appointed by the Faculty Senate.

DIVISION OF STUDENT AFFAIRS PROGRAMS AND SERVICES

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. S/he oversees the following offices: Counseling Center, Career Services, Student Activities, Disability Services, Student Support Services, International Student & Scholar Services, Upward Bound, Veterans Affairs, Student Health Services, Residence Life & Housing, Student Services/Judicial Affairs, and Campus Ministry.

COUNSELING CENTER

The Counseling Center provides a range of counseling services for Norfolk State University students at no charge. Services include individual, group, and crisis counseling, as well as educational outreach programming.

Counseling is confidential. The Counseling Center does not release information about a student without the student's written permission, 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 no one has access to them except authorized staff at the Counseling Center. As required by Virginia law, student counseling records are maintained for at least 7 years.

Counselors are available to consult with students, parents and staff about issues that affect student life. Adjustment difficulties, depression, troubled relationships, and the inability to manage stress are a few reasons students seek counseling services. During a crisis, counselors are dispatched to provide emergency intervention and support for affected community members. Crisis counseling is available to students 24 hours a day.

The Counseling Center staff includes both male and female professional counselors as well as graduate student trainees working under close supervision. All counselors are trained and experienced in addressing issues common among University students. Appointments can be made by phone or in person. For further information, please visit the Counseling Center in Room 309, Mills E. Godwin Student Center, or call (757) 823-8173.

Substance Abuse Services

The Counseling Center offers substance abuse services in the form of assessment and individual and group counseling. The staff is trained to respond effectively to students personally affected by alcohol or drug use. Substance abuse education and prevention programs, including National Alcohol Screening Day, are also administered by the Counseling Center.

CAREER SERVICES

Career Services is responsible for the overall planning, development, and implementation of the University's career services program for students and alumni. The office is located in Room 306/311 Mills E. Godwin, Jr. Student Center.

Functions include:

1. Identifying and developing employment opportunities;
2. Maintaining eCampus Recruiter, a database of job opportunities that allows students to upload resumes and apply for jobs;
3. Providing career counseling and advising;
4. Preparing students to successfully transition from the classroom into a professional career, which includes developing job search strategies, resume writing, and interview skills;
5. Planning and conducting professional seminars;
6. Planning and coordinating on-campus recruitment programs and job fairs;
7. Developing internships and co-operative education opportunities.

Students must register with Career Services to receive all available services. Seniors are encouraged to register with and maintain a credential file with the office as they seek employment in career positions upon graduation.

STUDENT ACTIVITIES/ STUDENT CENTER

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

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

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

The Center Policy Board, which meets monthly, is comprised of students, faculty and staff. The Program Committee plans and coordinates cultural, social and recreational programs and activities for the University family.

The Intramural Program

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

1. Better health through exercise;
2. Social interaction and the development of friendships;
3. Sportsmanship of the highest order; and
4. 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 intramural program will encourage future sports participation and healthy habits that will last a lifetime.

Student Government Association

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

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

DISABILITY SERVICES (SSDS)

Mission Statement

The mission of the Disability Services Department is to promote 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.

Disability Services at Norfolk University consists of a hierarchal structure to include the director of disability services/ADA coordinator (823.2409), coordinator/supporting students through disability services (SSDS)(823.2014) and coordinator/assistive technology laboratory (AT Lab) (823.2603). This department is committed to complying with both the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973.

Supporting Students through Disability Services (SSDS)

The program provides services to currently enrolled students with documented disabilities, including physical disabilities, psychological impairments, traumatic head injuries, learning disabilities and other health concerns.

All contacts with SSDS are held in strictest confidence, and information is released **only** with the student's permission.

Services Include:

- Shuttles
- Disability-related counseling
- Personal counseling
- Bi-weekly support group
- Priority registration
- Assisting students with appropriate vocational rehabilitation for further services
- Assistive Technology Lab
- Assistive Technology for daily classes
- Accommodation letters for instructors

Accommodations Include:

- Note-sharing
- Extended time for testing
- Readers for exams
- Priority seating
- Allowed unanticipated class absences
- Allowed attendance at duplicate lecture sessions
- Allowed tape recorders in class
- Disregarded spelling errors for in-class work

Registering for Accommodations:

Students planning to apply for admission to the University are encouraged to contact the SSDS 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 SSDS Office at least forty-five (45) days before classes begin. Otherwise, SSDS cannot ensure that accommodations can be made in a timely manner.

Assistive Technology Laboratory (AT LAB)

The AT Lab is continuously researching and updating materials and equipment by collaborating with colleagues and experts across the country in various fields of technology. Realizing Assistive Technology is a process as much as a product, but it is imperative that we provide high-quality technical assistance for our students during their tenure. The AT Lab exists to support the enhancement of student outcomes through the delivery of information, training, and technology support utilizing assistive technologies. Students with documented disabilities who are currently enrolled in this program receive access to the AT Lab. Each student qualifies for an assistive technology evaluation, which helps determine which device best facilitates the student's effort to achieve. Through the use of specialized hardware, software and other technologies, students are able to level the playing field in their endeavors to excel.

Resources Include:

- Educational Aids
- Training
- Lab Assistance
- Educational Videos
- Assistive Technology Software
- Adaptive Hardware

STUDENT SUPPORT SERVICES

Student Support Services is a federally funded program that provides a variety of supportive services for eligible program participants enrolled at Norfolk State University. Program participants are selected according to one or more of the following criteria: (a) low family income; (b) first-generation college student; (c) academically deficient; or (d) physically disabled.

The program provides tutorial services, skills development, counseling, cultural and educational enrichment activities, and a number of other support services to help increase student retention and graduation from Norfolk State University.

INTERNATIONAL STUDENT & SCHOLAR SERVICES

The Office of International Student and Scholar Services serves to assist international students and scholars with matters related to immigration as well as to promote international education and intercultural understanding. The office circulates immigration information and acts as a referral source for students, staff, faculty, and the community. Services include issuing visa documents; advising students, scholars and faculty; processing immigration petitions; and serving as a liaison between the international student/ scholar and the University/ government agencies.

Services Include:

- 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 like 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

For additional information, please consult the International Student Manual, available through the Office of International Student & Scholar Services or the website: www.nsu.edu/international. The office is located in Room 330, Harrison B. Wilson Hall. Hours of operation are 8 a.m. - 5 p.m., Monday through Friday.

UPWARD BOUND

Upward Bound is a federally-funded program that assists eligible high school students attaining a college education. The participants in the program are low-income, potential first-generation college students from target schools in Norfolk and Portsmouth, Virginia.

The program consists of two components: (1) an academic component, which convenes on Saturdays during the academic year; and (2) a summer residential component, which convenes for six weeks during June and July. Development of academic skills, counseling (educational, personal and career awareness), tutorial services, field trips and other cultural and educational enrichment activities are provided throughout the year.

VETERANS AFFAIRS

The Office of Veterans Affairs (OVA) provides specialized customer service to members of the various branches of military service, veterans and eligible family members regarding registration for Veterans Administration (VA) benefits, counseling and general assistance in admission to the University. The VA Certifying Official for Norfolk State University also assists students with their required VA Educational Plan and serves as liaison between the University and the regional VA office to provide information on University procedures and to resolve problems regarding eligibility and payment of VA benefits. The OVA also provides basic information, applications, and confirms tuition and fees waiver authorizations by the Department of Veterans Services for education benefits under the Virginia Military Survivors and Dependents Education Program (VMSDEP).

Each semester, veterans using VA educational benefits must report to the campus OVA after completing the enrollment process. New veterans who are planning to use VA benefits must report to the OVA before enrolling. Veterans must immediately inform the campus OVA if they add, drop, audit, stop attending, have a class or enrollment cancelled, withdraw or are withdrawn from class(es) or the University, are unable to attend classes, or make any changes to their enrollment status.

Educational assistance is available for U.S. military veterans and members of the National Guard and Selected Reserve. In some cases, dependents of veterans in certain categories may be eligible for these benefits. In all instances, the Department of Veterans Affairs (VA) determines eligibility. The VA sends monthly benefits checks directly to the student following verification of enrollment each semester. Receipt of VA benefits may have an impact on levels of federal and state financial aid for which a student may be eligible; therefore inquiries regarding financial aid eligibility should be directed to the Norfolk State University Office of Student Financial Services. Students who will attend school under the sponsorship of the VA Vocational Rehabilitation Program should make their initial inquiry to the VA by calling the toll-free number 1-800-827-1000. Norfolk State University receives tuition payments for veterans under the Veterans Vocational Rehabilitation Program. However, all other students must make payments according to the schedule of fees or apply for advance pay 120 days prior to the start of the semester. The University accepts the College Fee Waiver for students authorized for the Virginia War Orphans Program.

STUDENT HEALTH SERVICES

Student health services are provided by InoMedic. Basic health services provided under the student health program include diagnosis and treatment of minor illnesses and injuries, provision of selected over-the-counter medication and medical supplies, supervised care in designated observation beds, general and emergency medical services, health education counseling, maintenance of immunization/health history records, provision of forms and materials on preventive health, mental health, and other health-related areas, and injections of allergy serum (at students' expense). Should a student require consultation with a specialist, the health care provider at the Center will refer the student to a local practitioner. Students insured under the Norfolk State health plan will be referred within the Beech Street Network when possible. The Center is staffed with highly skilled health care professionals including physicians, nurse practitioners, and nurses.

The costs for the health care services listed above are paid by the University for students who are enrolled full-time. Costs incurred for care that exceed the services listed above must be paid by the student. Students are encouraged to purchase health insurance to cover the cost of specialty referrals or hospitalization.

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

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

Emergency Care

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

Location & Office Hours

The Health Center is housed in the Spartan Station at the east end of the campus. It is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Students who become ill after hours of operation should call 623-3090 for instructions. Sick-call hours will be from 8:00 a.m. to 10:00 a.m. for the acutely ill. Acutely ill is defined as new onset of sickness such as fever, diarrhea, urinary problems, and upper respiratory problems.

Appointments

Students should call for an appointment to ensure that they receive prompt treatment. However, students with new onset illnesses will be seen on a walk-in basis between scheduled appointments, whenever possible.

Confidentiality

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

Medical Excuses

Written statements verifying a student's visit to the Health Center will be issued if necessary at the discretion of the Health Care Provider. An official University excuse may be obtained from the Office of Student Services/Judicial Affairs.

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 student health insurance coverage offered by the University.

The University plan has two options: (a) an Accident Medical Expense Benefit Plan (**mandatory**), and a Sickness Medical Expense Benefit Plan (**optional**). Information about the NSU student insurance plan may be obtained at the Spartan Health Center or the Office of Student Services/Judicial Affairs.

Health History/Record of Immunizations

Virginia State Law (Sec. 23-7.7) and Norfolk State University require all full-time entering and returning students to provide documentation of immunizations and a completed health record form. The information on this health record is needed to both protect the health of the University community and to assist the Spartan Health Center staff in providing comprehensive medical care for students.

RESIDENCE LIFE & HOUSING

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

Staff

Each residence hall is staffed with a residence hall director, a graduate assistant (GA), several administrative office specialists, and a student resident assistant (RA) assigned to each floor. The residence hall staff has the responsibility of administering and enforcing University policies and regulations, while acting as a listener, mediator, and resource person.

Living on Campus

All students who live in residence halls are members of the Residence Hall Association (RHA). Freshmen On-Campus Achieving Success (FOCAS) is a program designed for freshmen resident students to assist with the transition from high school to college life. This program focuses on four key areas of concentration: academics, socialization, multiculturalism and mentorship. The program is voluntary and is administered by the Office of Residence Life & Housing. Students can sign up for the program by contacting housing@nsu.edu or (757) 823-8407.

Residence Hall Assignment

Residential living at NSU is categorized as follows:

First-Year Experience Residence Halls

Female

Rosa Alexander Hall

Male

Phyllis Wheatley Hall

Samuel Scott Hall

Upper-Class Residence Halls

Female

Mid-Rise Hall

Male

Charles Smith Hall

Co-Ed

Lee Smith Hall

Spartan Suites

The Spartan Suites Apartments retains regulations specific to their units. Visit the website for details: www.nsu.edu

Payment of Fees

A non-refundable housing deposit of \$300.00 must be received by the deadline date, (May 31st for fall entry, November 1st for spring entry) to reserve on-campus housing. Only applications accompanied by deposits will be considered. No bed spaces are guaranteed after the deadline dates.

Upon receipt of your bill from NSU, the entire room and board balance must be paid in full or payment arrangements made with the Office of Student Accounts by the respective May 31st/November 1st deadline dates. To inquire about their individual accounts, students should contact Student Financial Services at (757) 823-8381.

Cashier's checks or money orders should be made payable to Norfolk State University. The student's social security number and name must be included on his/her money order or cashier's check. Personal checks are accepted for first-time freshmen only.

Students are required to occupy their assigned room on or before the first day of classes. Failure to do so could result in the loss of on-campus housing.

Roommate Request(s)

Requests for roommates will be honored, to the extent possible, provided the request is mutual and in writing, deadlines for fees are met, and each person making the request meets all requirements for living in the desired residence hall.

Occupancy of Rooms

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

Check-In

Prior to checking into the residence hall, each student should have completed all financial arrangements at the Business Office. All discrepancies in the room must be noted and reported to the residence staff prior to occupancy to avoid any unwarranted charges. The staff will issue keys/combination and telephone numbers to the students assigned their respective residence hall.

Housing During Breaks

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

Withdrawal Procedures

Those who withdraw from an NSU residence hall must contact the assigned residence hall personnel. 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 finish the withdrawal process.

There will be a \$100 charge for all rooms/suites not cleaned and a \$75 per key charge for all keys not returned. Both offenses are subject to possible sanctioning that could prohibit future residency in the residence halls. In addition, students withdrawing from the residence halls will incur a \$50 charge for improper check-out if they fail to complete any part of the withdrawal process. Students should contact their respective graduate assistant or residence hall director if they have questions.

Check-Out Procedures

Prior to student check-in and upon checkout, each residence hall will have staff assigned to check the condition of the room/suite. Damages and other discrepancies will be noted on the back of the resident's card. Normal wear is not penalized. Should the resident in violation not be known, all residents assigned to the room will be charged. 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 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 sanctioning that prohibits future residency in the residence halls.

Off-Campus Housing

The University has an off-campus housing referral listing to aid students in finding privately owned accommodations. Referrals are available in the Housing Office. Information is available about rooms, houses and apartments that are available to students. Contracts or agreements are private matters between the student and the landlord and not Norfolk State University. Students are urged to make living arrangements well in advance of the beginning of the semester.

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 the Office of Residence Life & Housing 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 Residence Hall Handbook available from the Office of Residence Life & Housing. The Norfolk State University Code of Student Conduct and disciplinary procedures apply to all students, including those who live in the residence halls. Alleged violations of the Code by residence hall students will be forwarded to the vice president for student affairs or his/her designee.

STUDENT DISCIPLINARY POLICIES AND PROCEDURES

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

Purpose

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

Procedures

I. Institution of Disciplinary Proceedings

- A. Disciplinary charges brought against a student or a recognized student organization shall be adjudicated in the following manner:
 1. Upon written notice of an alleged violation of the Code of Student Conduct, the assistant vice president for student affairs shall institute disciplinary proceedings by the issuance of notice of charges.
 2. Faculty, staff, or students may initiate the written notice of charges or a campus police summons.
 3. The assistant vice president for student affairs will promptly schedule a pre-hearing with the accused student. The accused student will be informed of the alleged violation(s) in writing at least two school days before the hearing date. **The assistant vice president may choose to bypass the pre-hearing and forward a case directly to a University hearing officer for the Administrative Hearing.** During the pre-hearing, the accused student will have the opportunity to discuss and review all known evidence as well as ask questions about the charges and the options available for resolution. During the pre-hearing the student will be presented with the following alternatives:
 - a. To plead **“in violation”** (guilty) to the charges, waive all rights to a formal hearing and accept the sanction(s) imposed by the assistant vice president for student affairs; or
 - b. To request a formal hearing with the right to appeal.
 4. Students who fail to attend the pre-hearing will be deemed in violation of the charges and an appropriate sanction will be imposed.

II. Formal Hearing Procedures

- A. The notice of charges and all other written notices shall be delivered by the method deemed most effective by the assistant vice president for student affairs to the student's or organization's address or e-mail address as it then appears on the official records of the University. If the address is not current, other reasonable attempts will be made to deliver the notice. The notice shall include the portion of the Code of Student Conduct allegedly violated, the reported circumstances of the alleged violation, and a request for the student or organizational representative to appear at a specified time, date and place for a hearing. **Failure to have a current address on record with the University shall not invalidate the notice.** If the notice is for a formal hearing, a copy of all available evidence must accompany the notice, as well as names of potential witnesses. A maximum of three (3) character witnesses will be allowed. The accused student will have the opportunity to review all evidence as well as ask questions about the procedures. A copy of these regulations shall accompany each notice of charges.
- B. If the notice of charges requests that the accused appear at a hearing and he/she fails or refuses to appear, the University hearing officer may, after a sufficient investigation, dismiss the charges, take administrative action, or impose a disciplinary penalty. The accused shall be notified in writing of the action deemed appropriate by the hearing officer. Administrative actions/disciplinary sanctions imposed at hearings held in absentia are not subject to appeal.
- C. Requests for continuances must be submitted in writing, to the hearing officer (two school days prior to the scheduled hearing), who may reschedule the hearing if the request is timely and for good cause. Only one continuance will be allowed after the initial scheduling. Students who wish to have an attorney present must notify the Office of Student Services/Judicial Affairs in writing, with the name of the attorney, at least forty-eight (48) hours in advance of the hearing.
- D. When an accused student or organizational representative appears in response to the notice of charges, the hearing officer shall review the facts of the alleged violation(s) and the names of witnesses then known. The student or organizational representative shall be advised that no response is required and that any statement made shall become a part of the official evidence of the case. The accused may advise the hearing officer of any witness or evidence supporting the accused's position. The hearing officer should advise the accused that if any new evidence is discovered during an investigation subsequent to the hearing, it will be shared with the accused. The accused will have an opportunity to respond to the evidence. In certain cases, an advisor may assist the hearing officer.
- E. After the hearing with the student or organizational representative and such further investigation as the hearing officer deems necessary, the hearing officer shall proceed as follows: 1) if the hearing officer determines that the alleged violation is not supported by the evidence, the charge(s) shall be dismissed and the accused student so notified; 2) if the hearing officer is satisfied that the violation occurred as alleged, but that no disciplinary sanction is warranted, he/she may determine an appropriate administrative action and notify the student accordingly; and 3) if the hearing officer is satisfied that the violation occurred as alleged and that a disciplinary penalty is appropriate, he/she shall notify the student or organizational representative, describing the sanction to be imposed.

III. The Student Court

- A. Upon receipt of a case from the assistant vice president for student affairs, the Student Court shall:
1. Schedule a hearing to be held within seven (7) calendar school days of the date the case is referred by the assistant vice president for student affairs.
 2. Notify the accused, in writing, of (a) the charges against him/her and the University regulations violated; (b) the approximate date and time of the alleged offense(s); (c) the date, time, and place of the hearing; and (d) a statement informing him/her of his/her due process rights and where they may be found in writing. The notice should be given at least four (4) school days before the hearing date. The notice shall be personally delivered on campus, or shall be sent, by certified mail, to the address currently on record with the University registrar. Failure of the student to have his/her current address on record with the University shall not invalidate the notice. A request for a delay of the hearing shall be made, in writing, to the chief justice of the Student Court, who shall have the authority to reschedule the hearing if the request is made for a valid reason, or give notice that the hearing is to continue as scheduled. The chief justice may delay the hearing on his/her own motion for good reason. The delay will not exceed fourteen (14) school days.
 3. Notify the accuser and all witnesses, in writing, that they must be present at the hearing. The notification letter shall include the name of the accused, the date, time and place of the hearing.
 4. Notify court members of the date, time, and place of the hearing; however, the notice will not disclose the nature of the case(s) to be heard.
 5. Ensure that a quorum of five (5) justices is present to hear a case. The chief justice for each hearing shall prepare an opening statement. This statement shall be written in advance, and shall be made a permanent part of the record of the case. The statement shall include the following elements:
 - a. Roll call;
 - b. A statement of the charges as received from the assistant vice president for student affairs;
 - c. Copies of letters of notification sent to the accused, complainant, and witnesses;
 - d. Pertinent regulations from the Student Handbook;
 - e. Instructions to the accused regarding questioning of witnesses and statement of his/her rights; and
 - f. Instructions to the advisor for the accused if one has been requested and is present.

6. Ensure that hearings are closed to the public. The hearing may be opened upon request of the accused provided the rights of others are not violated. Such a request should be made in writing to the chief justice at least forty-eight (48) hours prior to the hearing. The chief justice will determine the conduct of the hearing proceedings.
7. Inform the advisor/attorney (if applicable) that his/her presence is limited to advising his/her client. He/she may not examine or speak at the hearing, nor in any way interfere with the proceedings.
8. Allow the accused student ample opportunity to state his/her position in the case through (1) oral testimony; (2) written affidavits; and/or (3) witnesses. Any regular member of the Court may question the accused.
9. Maintain control over the proceedings, especially when witnesses are questioned. Under no circumstances should the chief justice allow arguments to develop between the accused and witnesses.
10. Exercise the right to require and/or subpoena the production of records and other exhibits (as needed).
11. Have made an audio recording of the proceedings. (Deliberations by the court shall be in private and shall not be recorded.)
12. Inform the accused and the assistant vice president for student affairs of the verdict in writing, within five (5) calendar school days following the hearing.
13. Make certain that the accused's rights to due process are upheld. No sanction may be imposed on an accused solely on the basis of his/her failure to appear at the hearing. If, after being notified of a hearing, the accused fails to appear, a "**not in violation**" plea will be entered and the hearing will be held in his/her absence. In such a case, the evidence shall be presented and considered before determining a verdict.

IV. Rights of the Accused

- A. The accused is entitled to:
 1. Attend the hearing and listen to all testimony presented. If the accused has been properly notified but fails to appear at the scheduled date, time, and place for the hearing, the Student Court or Hearing Officer (Formal or Informal) may hear the case and make its findings in the accused's absence;
 2. Question witnesses in accordance with the rules;
 3. Present evidence according to the rules;
 4. Know that hearings are closed to the public;
 5. Consult with counsel of choice (including an attorney who may advise, but not speak at the hearing);

6. Appeal findings and sanction(s) rendered by the (Formal) Hearing Officer.

V. Rules of Procedure

- A. In cases involving more than one student, the hearing officer may consolidate the cases for hearing, but shall make separate findings for each accused student.
- B. The accused/accuser may have an advisor of the student's choice present during the hearing. Generally, the advisor shall be present for consultation purposes only and shall not be permitted to speak on the student's behalf.
- C. Rules of common courtesy and decency shall be observed.
- D. The questioning of any person appearing before the hearing officer by any individual participating in a hearing shall not be in a badgering, unduly repetitious, or irrelevant manner. It shall be at the discretion of the hearing officer to curtail a participant's further opportunity for questioning if such behavior occurs.
- E. Any person who interferes with or obstructs the hearing, or who fails to abide by the rulings of the hearing officer, may be dismissed from the hearing.
- F. The hearing officer shall have the right to call additional witnesses, request the presentation of additional evidence, and require further investigation.
- G. A taped or stenographic record of each hearing shall be maintained. The notice, exhibits, taped or stenographic record shall become the record of the case and shall be filed with the Office of Student Services/Judicial Affairs. The hearing record shall be retained for a period of no more than five (5) years.
- H. Hearings will be closed to the public.

VI. Appeal Procedures

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

- B. An accused student or organization appealing the decision of the hearing officer should file a notice of appeal to the vice president for student affairs. Appeal forms can be obtained from the Office of Student Services/Judicial Affairs Room 325, Mills E. Godwin Center. Such an appeal must be physically received in the vice president's office within five (5) business days from the date of the letter rendering the findings in the case. The basis for the appeal must be one (or more) of the reasons shown below. It must be signed by the student or an organizational officer. The notice of appeal shall contain, at a minimum, a statement of grounds for appeal and a summary statement of the facts supporting such grounds.

Grounds for appeal include:

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

VII. Code of Student Conduct

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

- J. Unauthorized entry of University facilities or property.
- K. Unauthorized access, use, or misuse of University property including, but not limited to: attempting to leave the library with library materials which have not been properly borrowed; unauthorized use or misuse of computer equipment, computer accounts, computer software and hardware; or misuse of University telephones.
- L. Violation of University regulations or campus policies approved by either the Board of Visitors or the president and described in official University publications.
- M. Use or possession of alcohol, marijuana, narcotics, illicit drugs, or drug paraphernalia on property owned or controlled by the University.
- N. The sale or distribution of marijuana, narcotics, or dangerous drugs on property owned or controlled by the University or at functions sponsored or supervised by the University.
- O. Violation of University Residence Hall Policies. It is recognized that living in groups requires a certain amount of tolerance and conformity by all concerned. Rules controlling conduct within housing owned or controlled by the University are promulgated by the Office of Residence Life & Housing to enhance the freedom and comfort of everyone living in the residence halls. These rules are published in the Residence Hall Handbook available from the Office of Residence Life & Housing. The Norfolk State University Code of Student Conduct and disciplinary procedures apply to all students, including those who live in the residence halls. Alleged violations of the Code by residence hall students will be forwarded to the assistant vice president for student affairs.
- P. Lewd, indecent, or obscene displays or conduct on property owned or controlled by the University or at functions sponsored or supervised by the University or University-related organizations.
- Q. Drunken or disorderly behavior on property owned or controlled by the University or at functions sponsored or supervised by the University or University-related organizations.
- R. Inappropriate intimidating behavior directed toward any student, faculty member, staff member, or administrator.
- S. Failure to comply with the directions of a University official acting in the performance of his or her duties.
- T. Violation of the University's firearms, weapons, and explosives policy. These items include, but are not limited to a knife, razor, broken bottle, brass knuckles, air/gas pistols/rifles, BB gun, gun, firecrackers, or any other object used to exact or threaten injury to another.
- U. Circulating a report or warning that property under University control or supervision may be subject to a bombing, fire, crime, emergency, or other catastrophe, knowing that the report or warning is false.
- V. Tampering with safety equipment (i.e. fire extinguishers) or the inappropriate use or possession of safety equipment on property owned or controlled by the University.
- W. Giving false testimony or evidence at any official University hearing or to any University official.

- X. Conduct deemed unlawful by the criminal statutes of the Commonwealth of Virginia or the United States of America and conduct that endangers or threatens the security of the University community.
- Y. Violations of the conditions of a sanction imposed through University disciplinary procedures.
- Z. Violation of the University's sexual assault policy.
(See the Sexual Assault Policy)
- AA. The unreasonable use of complimentary materials and/or supplies provided for the benefit of or consumption by the University community.
- AB. Retaliation; to return like for like, especially for the purpose of revenge.
- AC. Gambling for money, in any form, is prohibited on campus. This does not include bingo or other games held during University-approved fund-raising activities.
- AD. **HAZING** includes actions by fraternity/sorority individuals or organizations that mistreat individual(s) in such a way as to cause or may cause bodily harm. Hazing activities that jeopardize the health of students are subject to criminal prosecution in Virginia and University disciplinary action even though the action is not severe enough to warrant criminal prosecution. Hazing is not permitted on or off campus. **The sanction(s) is issued by the presiding official of the University and can only be appealed to the president of the University.**
- AE. Violation of parking regulations, as written in the Norfolk State University Parking Brochure.

VIII. Sanctions

A. Restitution

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

B. Disciplinary Probation

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

1. Exclusion from privileged or extracurricular activities at the University not to exceed one year;

2. Mandatory participation in classes, and/or other lawful activities deemed appropriate, as a means of rehabilitating the student found in violation of the Code of Student Conduct;

C. Disciplinary Suspension

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

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

D. Expulsion

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

E. Summary Suspension

Summary suspension is the immediate separation of a student from the University and is authorized by the vice president or a designated representative when the continued presence of the student at the University constitutes a danger to the health, safety, or welfare of the University community. At the time a student is summarily suspended, he/she shall be informed of his or her right to a hearing in accordance with the procedures outlined under the heading, "Institution of Disciplinary Proceedings." Such hearing shall be held without undue delay and the student shall remain suspended until the hearing determines the student's status.

F. Minimum Sanctions for Alcohol Violations

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

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

Third Offense: Suspension for one semester, parental notification*.

G. Minimum Sanctions for Illegal Drug Violations

First Offense: Dismissal from University housing, if applicable, and disciplinary probation for one year; \$50.00 fine, mandatory workshop and parental notification*.

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

*For the purposes of paragraphs F and G, parental notification applies to students under the age of 21.

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

H. Community Service

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

I. Warning

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

J. Mediation

Students seeking to file charges against another student that have arisen out of personal or group conflict may choose mediation instead of formal disciplinary proceedings. All parties to the conflict must agree in writing to have their dispute mediated.

The assistant vice president for student affairs may assist the student in determining if the concern should be mediated or handled through the student judicial system.

Mediation is confidential and mediation agreements will be binding. Violation of such agreements may be referred to the student judicial process. The assistant vice president for student affairs, using trained mediators, will schedule mediation sessions.

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

IX. Definitions

- A. Vice President for Student Affairs: The University official who has primary responsibility for the administration of all student discipline. He/she serves as the appeals officer for cases that have been heard by the Student Court, University Judicial Council and administrative hearing officer. The vice president may delegate all or part of this responsibility to such other persons as he/she deems appropriate (such as the assistant vice president for student affairs).
- B. Code of Student Conduct: The statement of rules and regulations governing student conduct as established by the Board of Visitors, printed in Section VIII herein;
- C. Chief Justice: The head of the Student Court and presiding officer at Student Court Hearings; an associate justice shall assume the duties of the chief justice when the chief justice is unavailable.
- D. Student: A person who has been admitted to or has enrolled at the University, and has not completed a program of study for which she/he has enrolled, or has completed a program of study and has satisfied all academic requirements for the program but has not been awarded a degree at the time of the offense. Student status subsists regardless of whether the University is in session.
- E. Faculty Student Grievance Committee: A faculty/student judicial body authorized to hear and make recommendations in disputes between faculty and students.

- F. Student Court: Students who have the duty to conduct hearings, develop findings, and impose sanctions on cases referred through informal disposition.
 - G. Plagiarism: A reproduction of someone else's work without acknowledging its source, or citing a source that has not been used. Examples of plagiarism include: submitting a research paper obtained from a commercial research service, the Internet, or from another student as if it were original work; making simple changes to borrowed materials while leaving the organization, content, or phraseology intact; or copying material from a source and supplying proper documentation, but omitting quotation marks. Plagiarism can also occur in a group project when one or more members does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group.
 - H. Administrative Action: The issuance of an oral or written warning, admonition, reprimand, and/or use of counseling procedures.
 - I. University Hearing Officer: The University official or officials assigned by the vice president for student affairs to conduct disciplinary proceedings and administrative actions.
 - J. Disciplinary Proceedings: Those proceedings initiated by a notice of charges and governed by the provisions under "Institution of Disciplinary Proceedings."
 - K. Accuser: An individual who is bringing forth the charge against a student for violating the Code of Student Conduct/University Policies.
 - L. Accused: An individual who is charged with violating the Code of Student Conduct/University Policies.
 - M. Hazing: The actions by fraternity/sorority individuals or organizations that mistreat individuals in such a way as to cause or potentially cause bodily harm. Hazing activities that jeopardize the health of students are subject to criminal prosecution in Virginia and University disciplinary action even though the action may not be severe enough to warrant criminal prosecution. Hazing is also defined as any act that causes or is likely to cause serious physical or mental harm, or which serves to actually injure, frighten, demean, or disgrace any person. Included are such acts as annoying a student by playing abusive or ridiculous tricks upon him/her, endangering his/her life, frightening, scolding, beating, or harassing him/her, or subjecting him/her to personal indignity.
 - N. Sexual assault: The acts of rape, attempted rape, forcible sodomy, attempted forcible sodomy, sexual battery, attempted sexual battery, and sexual harassment.
 - O. Mediation: The process of intervention between conflicting parties to effect reconciliation or compromise.
- X. Additional Procedures in Academic Dishonesty Cases**
- A. In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic integrity from all members of the University community. Academic honesty includes adherence to guidelines established by the University for the use of its libraries, computers, and other facilities.

1. Faculty members should clearly identify course specific standards that interpret University, college, and departmental policies related to academic integrity. These explanations should appear in course syllabi and in all other explanations of course requirements. Faculty should include the Academic Honesty Policy on all academic work submitted for grading. "Academic or academically related misconduct" includes, but is not limited to: unauthorized collaboration or use of external information during examinations; plagiarizing or representing another's ideas as one's own; furnishing false academic information to the University; falsely obtaining, distributing, using, or receiving test materials; obtaining or gaining unauthorized access to examinations or academic research materials; soliciting or offering unauthorized access to examinations or academic research materials; soliciting or offering unauthorized academic information or materials; improperly altering or inducing another to alter improperly any academic record; or engaging in any conduct which is intended or reasonably likely to confer upon one's self or another an unfair advantage or unfair benefit respecting an academic matter.
2. Faculty members who discover evidence of academic dishonesty may arrange to meet with the student(s) suspected of the alleged infraction or forward the case to the assistant vice president for student affairs.
3. If the student(s) acknowledges the act of academic dishonesty, and the faculty member is satisfied that the incident can be effectively resolved with a grade sanction:
 - a. The faculty member will assign an appropriate grade for the assignment or exam during which the cheating occurred.
 - b. The student will be placed on disciplinary probation for one calendar year.
 - c. Disciplinary proceedings will be instituted to determine appropriate disciplinary sanctions for students currently on disciplinary probation, or for students who have previously acknowledged an act of academic dishonesty and received a grade sanction as a result. Such sanctions may include suspension or dismissal from the University.
 - d. All official disciplinary sanctions, which are assigned to a student as a result of an act of academic dishonesty, will be recorded on the student's record.
4. If the student denies the allegation of academic dishonesty, or if the faculty member believes the severity of the incident may warrant a sanction more severe than disciplinary probation:
 - a. The faculty member will forward a written summary of the incident to the assistant vice president for student affairs. The summary must contain copies of all known evidence including the names of any known witnesses to the alleged act of academic dishonesty.

The assistant vice president for student affairs will refer the matter to the chair of the Faculty Student Grievance Committee.

- b. The instructor should not assign a grade penalty until the case is resolved, including the processes of hearing the student's appeal, if any. If the charges cannot be resolved prior to the end of the semester, a grade of "I" should be assigned by the instructor pending final disposition of the case against the student.
- c. The faculty member will be notified of the committee's recommendation in order that the appropriate grade may be assigned.
- d. Students may file a grade appeal if a grade penalty for an alleged academic dishonesty violation occurs without proper adherence to the above procedures, which results in a denial of rudimentary due process.

XI. Copy of Judicial Proceedings

If an accused/accuser wishes to obtain an audio copy of the record of proceedings, a fee of **\$5.00** will be charged. Forms may be obtained from the Office of Student Services/Judicial Affairs, located in Room 325 of the Mills E. Godwin Student Center. Cash is **not** accepted. Money orders are to be made payable to **Norfolk State University**. Upon advance receipt of the fee, a copy of the proceeding will be produced and made available within three to five working days.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BY-LAWS

CONSTITUTION

Preamble

We, the students of Norfolk State University, in order to foster greater unity and cooperation between the Administration, Board of Visitors, and the community at large, maintain an atmosphere conducive to high scholastic achievement, prepare ourselves to face the challenges of the future and provide beneficial activities, do hereby establish this Constitution for the Student Government Association.

Article I: Name and Organization

The name of the organization shall be the Norfolk State University (NSU) Student Government Association (SGA).

Article II: Authority

The Norfolk State University Student Government Association derives its authority from three sources:

- A. The Board of Visitors
- B. The president of the University
- C. The NSU Student Body
 1. All enrolled part-time and full-time students of NSU are eligible to vote for their student representatives during general elections.
 2. All enrolled students meeting the qualifications stated in this constitution and its accompanying by-laws are eligible to represent the students as elected officials in the SGA.

Article III: Executive Branch

The Executive Branch shall consist of SGA officers, chairs and vice-chairs of standing committees.

Section 1. Officers

- A. Officers shall be elected by the student body during the general elections as stipulated in the elections rules outlined in the by-laws of this constitution.
- B. Officers may also be appointed to their offices in accordance with the provisions of the by-laws of this constitution.
- C. The term of office for officers shall be from the day after spring commencement until the day of the following spring commencement.
- D. There shall be two (2) elected officers for the student body and two (2) elected officers for each class: the president and the vice president.
- E. There shall be an executive administrator, finance manager, and a parliamentarian who will serve as unelected officials appointed by the student body president.

Section 2. The student body president shall

- A. be responsible for the general supervision of all SGA activities and make certain that the actions of the SGA are for the general welfare of the student body.
- B. represent the student body at University functions.
- C. preside at meetings of the General Assembly and the Executive Committee.
- D. have the power to convene the senate at any time he/she deems necessary, with due notice given to all members.
- E. have the power to appoint ad hoc committees and create standing committees.
- F. be an ex-officio member of all senate committees.
- G. have the power to veto an action of the General Assembly or Executive Committee within three (3) school days of the action by giving formal written notification to the body whose action is being vetoed. (The president's veto may be overturned by a two-thirds (2/3) vote of the General Assembly at the next meeting.)
- H. uphold the constitution and by-laws of the Norfolk State University Student Government Association.

Section 3. The vice president shall

- A. assume the duties of the president in his/her absence and preside over meetings if the president chooses to yield the chair.
- B. preside over senate meetings.
- C. see to the prompt and proper execution of Student Senate actions as they relate to the University community and other groups outside the Student Senate.
- D. assist the student body president.
- E. serve as a liaison to the Faculty Senate.
- F. chair standing committees.
- G. perform other duties as assigned by the student body president.
- H. perform other duties as stipulated in the by-laws.

Article IV: Legislative Branch

Section 1. Purpose

The Student Senate is organized to act as the legislative branch of the SGA. It functions to serve as a forum for debate and discussion of important issues of concern to the NSU student population; to enact legislation after such debate/discussion; to make final decisions binding and take an official stance; and to act as a balance of power mechanism of the student government political structure.

Section 2. Composition

- A. The four class presidents and vice presidents (elected by their perspective classes)
- B. A representative from each residence hall
- C. A president designate of commuter students
- D. Two senators appointed by each class president
- E. An SGA presidential appointee if the number of senators is even

Section 3. Powers and Duties

- A. Remain in good academic and social standing
- B. Attend all student body meetings
- C. Legislate on matters concerning student affairs, including college policies and community affairs
- D. Receive and act on all petitions from the student body
- E. Propose, by 2/3 vote, amendments to this constitution
- F. Ensure that all students are informed of all legislative acts
- G. Override a presidential veto when necessary, by 2/3 vote of the full senate at a duly constituted meeting
- H. Create as many ad hoc committees as deemed necessary
- I. Make rules and regulations governing student conduct with the assembly's approval, subject to approval by the University administration
- J. Make certain national membership regulations, as well as the rules of the University administration and the SGA are upheld
- K. Petition the University administration to take such action which it considers to be in the best interest of the student body
- L. Dismiss representatives if, in the judgment of the senate, these members become negligent in performing their duties as senators or unfit to serve as senators
- M. Conduct regular senate sessions at least once a month, and meet within the first three weeks of the fall and spring semesters

Article V: The Judicial Branch

Section 1. The **Student Court** shall include a chief justice, eight associate justices, a prosecution body, and a defense body.

Section 2. Election and Appointment

- A. The chief justice shall be chosen by popular vote of the student body.
- B. The eight associate justices shall be appointed by the SGA president and shall be subject to approval by the senate.
- C. The defense and prosecution bodies shall consist of three members, each with a head person of each body, appointed by the chief justice.
- D. The term of office shall be one (1) academic year.
- E. The chief justice must meet the same qualifications as SGA elected officers. Other appointed members of the court must meet the same requirements as senate appointees.

Section 3. Duties

- A. The Student Court shall interpret legislative acts of the senate.
- B. The chief justice shall preside over all meetings of the Student Court and make recommendations to the Office of Student Services/Judicial Affairs for the execution of judgments made in cases brought before the court.
- C. Associate justices shall sit in judicial review with the chief justice when necessary.

- D. The prosecution body shall act as student government attorneys in the prosecution and rendering of evidence against persons allegedly accused of violating rules or regulations of the University, to be accomplished justly with the welfare of the student body and protection of its members as its primary objective.
- E. The defense body shall act as legal counsel in the defense of persons allegedly accused of violations and present any and all evidence on their client's behalf.
- F. A majority vote of the associate justices shall be acceptable for a verdict in cases waiving a jury, with the chief justice voting only in the case of an even split.

Section 4. Jury

- A. The defendant in any case heard before this court may request, and be granted, a trial by jury of six NSU students in good academic standing.
- B. The defendant may waive a jury trial in order to be judged by the Board of Associate Justices.
- C. A vote by secret ballot of 2/3 of the jury shall be an acceptable requisite for a verdict; cases in which a 2/3 agreement cannot be reached must be tried with a new jury.

Section 5. Appeal

Decisions of the Student Court may be appealed to the vice president for student affairs.

Section 6. The Student Court shall meet regularly to establish its procedures. Special meetings may be called by the chief justice, when necessary, if at least twenty-four hours notice has been given for the same.

Section 7. The chief justice shall appoint students--with the approval of the court--to non-official positions as may be created by the court as necessary to carry out its functions.

Section 8. The senate shall enact such legislation as necessary to carry out the mission of the Student Court.

Article VI: By-Laws

Section 1. This constitution shall be accompanied by a set of by-laws which shall complement the articles herein.

Section 2. The by-laws shall not supersede any article or provision in the constitution.

Section 3. The by-laws may be amended by majority vote of the Executive Committee and a two-thirds (2/3) vote of the General Assembly.

Article VII: The General Assembly

Section 1. The General Assembly shall be open to every student enrolled at the University. The SGA president shall preside over the General Assembly as a non-voting member. The executive administrator shall serve as the administrator of the assembly.

Section 2. The student body vice president and senators shall be voting members of the General Assembly.

Section 3. In the case of an even number of senators present at the General Assembly meeting, the student body president shall appoint a temporary senator from among the students present.

Section 4. The assembly may discuss and recommend to the senate that appropriate action be taken on any matter which, in its judgment, is in the best interest of NSU.

Section 5. The assembly shall, upon its own initiative, have the authority to direct the senate to request any faculty committee to reconsider any decision reached by the said committee which directly affects the student body.

Section 6. Special meetings of the assembly may be called by the student body president.

Article VIII: Standing and Ad-hoc Committees

Section 1. Standing Committees

- A. The NSU SGA shall provide for a number of standing committees in its by-laws as required to carry out its responsibilities.
- B. Standing Committees shall be assigned to the supervision of the SGA vice president.
 - 1. The vice president shall attend meetings as often as possible. Attendance requirements for standing committee meetings shall not apply to the vice president.
 - 2. The vice chairs of the committees shall choose finance and administrative personnel.
- C. Standing Committees shall have a faculty advisor to be chosen by the members of the committee in a popular vote. The advisor for the previous year shall remain advisor unless a new advisor is voted in.

Section 2. Ad Hoc Committees

- A. As the need arises, ad hoc committees shall be formed to handle specific, short-term assignments of significant importance.
- B. Ad hoc committees shall be formed
 - 1. upon the request of the student body president;
 - 2. upon a 2/3 vote of the Executive Committee; or
 - 3. upon a majority vote of the senate.
- C. The members and the chair of executive ad hoc committees shall be appointed by the student body president and the Executive Committee within ten (10) days of the formation of the committee.
- D. Ad hoc committees shall be given their assignments in written form, including an expected date of completion, by the student body president or appointing body of the ad hoc committee upon appointment of the chair.
- E. The chair and vice chair of the ad hoc committee shall be directly responsible for holding meetings and ensuring the prompt, proper, and complete execution of the task to which the committee was assigned.
- F. Ad hoc committees shall not remain active beyond the completion date of assigned tasks or beyond the academic year.

Article IX: Meetings

Section 1. General Assembly and Standing Committee Meetings

- A. The frequency of general assembly meetings shall be at least three times per semester; standing committee meetings shall be at least bi-monthly.
- B. A quorum for General Assembly meetings and standing committee meetings shall be one-half (1/2) of the voting members plus one.

Section 2. Executive Committee (Cabinet) Meetings

- A. Regular scheduled meeting times shall be once a week.
- B. Special meetings may be called at the discretion of the student body president.
- C. A quorum for Executive Committee meetings shall be one-half (1/2) of the voting members plus one.

Section 3. Student Forums (Town Hall Meetings)

- A. Meetings of the Student Forum shall be called
 - 1. at the request of the student body president, or
 - 2. upon a majority vote of the General Assembly.
- B. An ad-hoc committee shall be formed to plan and arrange the meetings of the Student Forums (Town Hall Meetings).

Section 4. The Senate shall follow the same meeting guidelines as the General Assembly.

Article X: Impeachment and Removal from Office

Section 1. Starting the Impeachment Process

- A. Any elected or appointed officer of the SGA may be impeached for
 - 1. infractions of the provisions of this constitution;
 - 2. infractions of the Code of Student Conduct;
 - 3. infractions of local ordinances, the statutes of the Commonwealth of Virginia or the United States; or
 - 4. malfeasance, misfeasance or nonfeasance.
- B. The impeachment process may begin
 - 1. by the petition of ten (10) senators, or
 - 2. by the petition of five percent (5%) of the student body.
- C. The petition shall specifically cite alleged violations.
- D. Copies of the petition shall be given to all members of the Executive Committee.
- E. The Executive Committee shall call a General Assembly meeting within one (1) week of receipt of a petition for impeachment.
- F. A majority vote of the General Assembly shall be required for an impeachment hearing, to be scheduled within one (1) week of the General Assembly meeting and to be called by the Executive Committee.

Section 2. The Impeachment Hearing

- A. The impeachment hearing shall be held during a special General Assembly meeting at which no other business may be conducted.
- B. No one being impeached may chair the impeachment hearing.
- C. The accused shall be allowed to present evidence, bring witnesses, and/or address the General Assembly.
- D. Any voting member of the General Assembly shall be able to question the accused and to present evidence, bring witnesses, and/or address the assembly either in behalf of or against the accused.
- E. At the close of the presentation of evidence, the General Assembly shall go into executive session, at which time the General Assembly shall deliberate without the accused being present.
- F. At the close of deliberations, the General Assembly shall vote publicly. The accused member(s) shall retain the right to vote as to their removal from office.
- G. A two-thirds (2/3) vote shall be required for the accused to be removed from office, with voters' decisions made public and kept as a written record.
- H. The findings of the General Assembly shall be announced publicly.

Article XI: Resignations

Section 1. Senators

- A. Any senator may resign from his/her office by submitting a letter of resignation to the student body president and/or to the General Assembly.
- B. Upon acceptance of the resignation by either the student body president or the General Assembly, the senator shall be relieved of his/her duties.

Section 2. Vice President

- A. The vice president may resign from his/her office by submitting a letter of resignation to the student body president, the Executive Committee, and the General Assembly.
- B. Upon acceptance of the resignation by the three bodies stated in Article XI, Section 2A, the resigning vice president shall be relieved of his/her duties.

Section 3. Student Body President

- A. The student body president may resign from his/her office by submitting a letter of resignation to the Executive Committee and the General Assembly, the vice president for student affairs and the University president.
- B. Upon acceptance of the resignation by the four bodies stated, the student body president shall be relieved of his/her duties.

Section 4. General Information

- A. Vacating a currently held position to succeed to a higher position shall not be construed as a resignation.
- B. All letters of resignation must be submitted fourteen (14) days prior to resigning.

Article XII: Vacancies

Section 1. Vice President

- A. If a vacancy occurs, the student body president shall appoint a replacement within thirty (30) days.

Section 2. Student Body President

- A. The vice president shall vacate his/her office and assume the duties of student body president should the position become open; he/she shall then appoint a successor to the position of vice president.
- B. If the vice presidency is also vacant, there shall be a special election within thirty (30) days in which a president and vice president shall be elected.
- C. Rules for succession below the vice president shall be made by presidential appointments.

Article XIII: Summer Sessions and University Holidays

Section 1. During the summer session and University breaks beyond two weeks, the student body president shall have the power of the Executive Committee in the event that more than one-half ($\frac{1}{2}$) of the members of the Executive Committee are unable to attend meetings.

Section 2. The student senators shall take the initiative in informing themselves on the actions and decisions of the SGA president during these periods.

Section 3. In the event that the student body president is prohibited from serving in the capacity of his/her office due to distance or any other factor, the vice president shall assume the duties as acting student body president in accordance with the rules of succession.

Section 4. Attendance shall not be enforced during the summer session or during University breaks extending beyond two weeks.

Article XIV: Amendments

Section 1. Amendments to this constitution shall be brought in written form before the General Assembly.

- A. The General Assembly shall then lay the proposed amendments on the table until the next General Assembly meeting, which shall not be held within twenty-four (24) hours.
- B. At the next meeting, the General Assembly shall discuss and vote upon the proposed amendments.

Section 2. A $\frac{2}{3}$ majority vote of the General Assembly shall bring an amendment into full effect and force.

Article XV: Precedence of Rules

Section 1. The Student Government Association shall operate under the following rules in order of precedence:

- A. Federal Law
- B. State Law
- C. Local Ordinances
- D. University Policy
- E. This Constitution
- F. Student Government Association By-Laws

Section 2. The by-laws shall contain other rules under which the Student Government Association shall operate.

Article XVI: Validity of Constitution

Section 1. The enactment of this constitution shall make null and void all previous constitutions of the student governing body of NSU.

Section 2. The provisions of this constitution shall be effective immediately upon ratification.

BY-LAWS Introduction

These by-laws are meant to supplement the articles of the Student Government Association Constitution.

Article B.I: Officers

A. The student body president shall

1. appoint students to University committees on advisement of the Executive Committee.
2. attend as many Executive Council meetings as possible.
3. ensure the proper execution of the duties of the vice president.
4. designate, where appropriate and permissible, a suitable replacement to attend meetings which the student body president can not attend.
5. appoint, immediately upon winning election, an executive administrator, finance manager, and a parliamentarian.

B. The vice president shall perform duties as outlined in the NSU Constitution.

C. The executive administrator shall

1. keep the minutes of Executive Committee and General Assembly meetings.
2. perform such administrative functions as designated by the SGA president.
3. keep a schedule of the SGA president's meetings and activities.
4. designate persons to assist in his/her duties if necessary.
5. keep a list and file of all standing and ad hoc committees and reports.

D. The finance manager shall

1. receive and maintain all financial records and transactions of the SGA.
2. be responsible for making the business and financial arrangements for projects and functions of the SGA, along with the SGA president.
3. have available a financial report at each regular Executive Committee and General Assembly meeting.
4. designate persons to assist in duties.
5. work with finance persons of each standing committee for collaboration on financial matters.

E. The parliamentarian shall

1. advise the student body president on proper parliamentary procedure as outlined in "Robert's Rules of Order".
2. instruct all officials and committees on the proper procedures for conducting meetings.

If no such persons may be found, it is the responsibility of the student body president to become sufficiently familiar with parliamentary law to keep order in meetings.

F. Student senators shall

1. serve on committees at the request of the president.
2. attend all student forums.
3. perform other reasonable duties as assigned by the officers.
4. post office hours in the class presidents' office.
5. observe their office hours regularly.

Article B. II: Standing Committees

A. The Executive Committee shall

1. be composed of the SGA president, vice president, finance manager, executive administrator, parliamentarian, the class presidents, and the vice chairs of each standing committee (with the exception of the Campus Queens Committee).
2. serve as an advisory board to the SGA president.

B. Student Activities Committee (SAC) shall

1. be composed of the four class presidents and vice presidents, a person appointed by each class president from the student body, and four screened students from the student body.
2. have the senior class president act as vice chair of this committee.
3. work with Student Activities as the leading committee of students coordinating campus activities.
4. work with the finance manager.

C. Campus Queens Committee (CQC) shall

1. be composed of Miss NSU and the four campus queens and the Miss NSU runners-up.
2. appoint Miss NSU act as the chair of this committee, with the senior class queen as vice chair.
3. participate in Homecoming activities.

4. have Miss NSU represent NSU at official and designated functions, including alumni functions.
5. have Miss NSU represent the University in local/state/national pageants.
6. set up, schedule, promote and participate in community service activities.
7. have qualifications for the class queens established by the Elections Commission.
8. meet at least twice a month on regular days and times.

D. Homecoming Activities Committee (HAC) shall

1. be composed of the SAC and the CQC.
2. appoint the senior class president vice chair of this committee.
3. meet every week beginning the first week of the fall semester and every week until the actual dates.
4. meet to plan spring events beginning the first week of the spring semester and every week until the actual dates.
5. report all matters to the vice president for student affairs.
6. work with the finance manager.

E. Residence Hall Committee (RHC) shall

1. be composed of a representative from each residence hall other than senator representatives. These members shall be appointed by the senator representatives.
2. meet at least twice a month.
3. choose the vice chair and the administrator.
4. make recommendations to the SGA president on all matters concerning the residence halls.
5. make public to the residence halls all information discussed at meetings.
6. make sure that each floor of each residence hall has a representative who will collectively make up residence subcommittees for each residence hall, electing its own officers where the president of the residence hall shall also be the senator representative, and the vice president shall be the RHC representative.

Article B. III: Elections

A. General Information

1. Uncontested candidates shall be declared winners by acclamation and shall not be placed on the ballot; however, they shall still be subject to all applicable rules in these articles.
2. Officer candidates for president and vice president must run on a slate.
3. Changes may not be made to the slate after the deadline for submission of application; therefore, if either candidate (president or vice president) fails to qualify, the entire slate will be disqualified.
4. Cabinet appointment applications for the positions of executive administrator, finance manager, and parliamentarian must be submitted for approval by the last day of the spring semester. Cabinet appointment applications for freshman officers must be submitted for approval within two (2) weeks of the freshman class elections.
5. Graduate student candidates must be accepted by the Office of Graduate Studies and/or matriculate as a full-time student (nine (9) credit hours) by date of application submission.

B. Voting Qualifications

1. Each enrolled student may not vote more than once in each student body election.
 - a. Voters may only use official ballots distributed and authorized by the Elections Commission and its authorized poll workers.
 - b. Only students matriculated in one of the academic colleges may vote for candidates.
2. Before being given a ballot, students must present a current, valid NSU student ID card.
3. A student directory listing, recent to within two weeks, shall be kept at all polling stations.
 - a. The name and student I.D. number on the I.D. card must be in the student directory listing to make a student eligible to vote.
 - b. Once a student has voted, it shall be indelibly indicated in the student directory listing that he/she has voted.
 - c. The preceding rule shall be clearly posted at each polling station.

C. Qualifications

1. Candidates for officer positions (president, vice president, chief justice, associate justice, executive administrator, finance manager, parliamentarian and University and class queens and kings) MUST: be full-time matriculating students; have a minimum NSU cumulative 2.50 GPA; have a most recent semester minimum NSU 2.00 GPA completing a minimum of twelve (12) credit hours; and maintain a minimum 2.00 GPA to remain in office. The GPA will be reviewed at the end of each semester. The status of each officer candidate must be verified by Judicial Affairs, to ensure that candidate is not on disciplinary probation and the Registrar to ensure that candidate meets minimum GPA, classification, and semester hour requirements. Grades of "I" (Incomplete) subject candidate to disapproval and will be assessed on an individual basis.
2. Candidates for officer positions must have been enrolled the immediate two prior consecutive semesters, with the exception of freshman class candidates.
3. Candidates for all senator positions must have a minimum NSU cumulative, and most recent semester minimum 2.00 GPA completing a minimum of twelve (12) credit hours; and must maintain a minimum 2.00 GPA to remain in office; GPA will be reviewed at the end of each semester.
4. Each officer candidate must plan to enroll as a NSU student until the day of spring commencement of the following year.
5. The candidate must have completed semester hours appropriate with classification stated on electoral application, i.e., senior must have completed a minimum of 90 semester hours.

D. Results

1. The candidate receiving the greatest popular vote shall be declared the winner.
2. The vote shall be counted by members of the Elections Commission only, or by machine under the operation of a person duly authorized by the Elections Commission.
3. The vote shall be counted within twenty-four (24) hours of the close of the last polling station. Partial vote results shall not be disclosed.
4. The results of the vote shall be made public by the Elections Commission immediately after the conclusion of the tabulation of the votes.
5. Upon written demand of a candidate, within twenty-four (24) hours of the announcement of the results, the Elections Commission shall conduct a recount.
6. All terms shall be for one academic year duration.
7. A representative for each candidate shall be present to observe the tabulation of the votes.

Article B. IV: The Elections Commission

- A.** The Elections Commission shall consist of 15 persons--8 faculty members and 7 students.
- B.** The chairperson shall be appointed by the vice president for student affairs.
- C.** The chairperson shall vote only in case of a tie.
- D.** The student members shall be the four class presidents, two senators, and an SGA presidential appointee.
- E.** No student running for an office (SGA president, SGA vice president, class president or vice president, or chief justice) shall serve on the Elections Commission during the election. If any vacancies occur, the SGA president shall fill the position with a senator(s).
- F.** Faculty members shall be appointed by the vice president for student affairs.
- G.** The responsibility and authority of the University Elections Commission shall be to:
 - 1. conduct and supervise the election of officers for the Student Government Association;
 - 2. control all activities related to the election;
 - 3. establish rules for election publicity;
 - 4. make known the qualifications for candidacy as well as duties pertaining to the office which the candidate is seeking;
 - 5. establish deadlines for filing and the submission of applications and related materials by the candidates;
 - 6. determine and announce/post the campaign period;
 - 7. design, print and control ballots;
 - 8. publicize the date, time and place(s) of voting;
 - 9. secure polling (voting) place(s) and volunteers to assist with voting;
 - 10. secure a list of persons eligible to vote;
 - 11. verify the academic and judicial qualifications of candidates;
 - 12. tabulate (count) votes and certify the election results;
 - 13. make known all information concerning the election of the SGA officers at a formal General Assembly meeting held before the first day of campaigning; and
 - 14. ensure that campaign regulations are adhered to and enforce appropriate disciplinary sanctions if violations occur.
- H. Campaign Regulations**
 - 1. Candidates may hang approved posters and distribute approved literature on campus until election day.
 - 2. On **ELECTION DAY**, all posters and/or literature must be removed from the floor of, and/or the immediate vicinity of the polling site before 8:00 a.m. All other materials may remain on display until the day after the election; however, candidates are responsible for removing and disposing of all hung or posted campaign materials within twenty-four (24) hours of polls closing.
 - 3. The campaign period shall be scheduled by the Elections Commission.

I. Campaign Procedures

1. No person(s) outside of the student body shall be allowed to campaign for any candidate, nor may candidates campaign off campus.
2. All campaign materials (flyers, posters, pictures, buttons, etc.) must be approved by the Office of Student Activities before they are distributed, hung, or posted.
3. All campaign literature distributed posted and/or hung **without an appropriate signature will be promptly removed.**
4. All campaign materials, including speeches, must be free of slanderous and libelous content, and any use of profane and/or obscene language or symbols is **strictly prohibited.**
5. There shall be **ABSOLUTELY NO CAMPAIGNING ON THE FLOOR, OR IN THE IMMEDIATE VICINITY OF THE POLLING SITE ON ELECTION DAY.** (This includes the distribution of campaign literature and/or vocalized expressions of support.)
6. In the event of a tie, a run-off election will be held between those tied. The Elections Commission will decide the time and date.

J. Violations

1. Any alleged campaign violation(s) must be submitted, in writing, to the Elections Commission within twenty-four (24) hours of said violation(s).
2. The Elections Commission will then hold hearings, when deemed necessary, within forty-eight (48) hours of receipt of the letter indicating the alleged violation(s).
3. The decision will be rendered within that same 48-hour period.
4. The decisions of the Elections Commission are final.

Article B. V: Meetings Format

A. Meetings Format

1. Call to order
2. Roll call
3. Committee reports
4. Old business
5. New business
6. Announcements
7. Adjournment

APPENDIX

DATE OF COMPLETE CONSTRUCTION: December 9, 1997
CONSTRUCTOR: Opio Lumumba Sokoni (Senior Political Science/Pre-law Student)
DATE RATIFIED: March 21, 1998
EXECUTIVE COUNCIL: Accepted April 9, 1998
DATES AMENDMENTS WERE RATIFIED:

***Norfolk State College, by an act of the Virginia State Legislature, was designated Norfolk State University on July 1, 1979.**

AMENDMENTS

(Amendments to this Constitution shall be numbered and placed under this section)

STUDENT ORGANIZATIONS AND ACTIVITIES

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 chapter.

BECOMING AN OFFICIAL ORGANIZATION

A group shall become an official campus organization when formally recognized by the Student Government Association (SGA) and the University's Executive Council. Groups seeking such status shall 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 addresses of proposed officers to the assistant vice president for student affairs for review, who will then forward the information to the SGA for approval. The SGA presents the submitted material to the Student Senate for approval. (Organizations that do not require a constitution must include a statement of purpose and objectives with the application.)
2. If the SGA/Student Senate approves the organization, the application, constitution, supporting materials, and its recommendations are forwarded to the vice president for student affairs. The vice president for student affairs will submit the same to the Executive Council for approval.
3. Written notification of the Executive Council's action shall be given, in writing, to the vice president for student affairs.
4. Copies of the written approval and the organization's approved constitution shall be distributed to the SGA, the organization's advisor and the assistant vice president for student affairs by the vice president for student affairs.
5. If the Executive Council approves the organization for official recognition, the organization must then register with the Office of Student Activities.

NOTE: The Executive Council, the major policy-making committee of the University, functions primarily in the area of internal policy. The Council is composed of 18 members (one-third faculty, one-third students, and one-third administrative officers). The president of the University serves as chairman of the Executive Council.

Student organizations that have been approved by The Executive Council and wish to use the University's name, facilities or property to solicit thereon, must submit a completed Student Organization Registration Form prepared by the organization's advisor within the first three weeks of the fall and spring semesters. The registration form is available on the University network, Orion "O" Drive, in the Student Activities Folder. Registration is effective from the date of receipt and approval by the Office of Student Activities until the end of the academic year.

Student organizations must maintain a minimum of ten (10) members to be recognized and considered active. However, the Office of Student Activities 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 Pan-Hellenic Council or the Council of Independent Organizations.

MEMBERSHIP

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

Membership in student organizations shall be open to any student who is willing to subscribe to the stated aims and meet the stated objectives of the organization and the University.

SUPERVISION

The Office of Student Activities is responsible to the director of student activities/university center for the supervision of student organizations and activities with the exception of the Student Government Association, which, along with an advisor, is supervised by the vice president for student affairs.

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 Office of Student Activities. Organizations are also requested to have co-advisors who will work with the advisor and assume responsibilities in the advisor's absence. Organizations must submit names of the advisor(s) to the Office of Student Activities, which will obtain clearance/approval from the director of student activities/university center.

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 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. A current copy of the organizational constitution and by-laws or statement of purpose and objectives must be on file in the Office of Student Activities. An amended or revised constitution must be submitted to the Executive Council for approval.
2. A listing of new officers must be submitted to the Office of Student Activities within three (3) weeks of their election.

3. The organization must be registered in order to conduct activities. The Office of Student Activities will not recognize student organizations that have failed to meet the conditions for maintaining active status.
 - a. The organization will be deactivated if the aforementioned conditions are not met.
 - b. The organization may request to be returned to active status once it has met the necessary qualifications.
 - c. 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 Office of Student Activities will withdraw “active” recognition from the organization.

USE OF CAMPUS FACILITIES

Registered student organizations, faculty, and staff desirous of using campus facilities for university meetings and/or activities are required to complete a **General Activity Requisition Form (GARF)**. This form is used to verify the availability of facilities and equipment for activities. Organizations should adhere to the following guidelines for processing space requests:

1. The **GARF** may be obtained through the Event Management Systems (EMS) icon on the University’s website and must be submitted electronically. GARFs are time stamped electronically and are processed on a first-come, first-served basis. The **GARF** should be submitted ten (10) working days prior to the activity date to allow processing for approval by the student organization’s advisor(s) and University department officials.
2. The **GARF** is not to be altered in any manner after it has been approved or disapproved by the Office of Student Activities.
3. Persons using facilities must have an approved copy of the **GARF** present throughout the activity and shall show it, upon request, to University officials.
4. The organization’s advisor(s) must be present THROUGHOUT all activities (excluding bake/candy sales).
5. No contractual agreements or binding arrangements are to be made by the sponsoring organization or group until receipt of an approved **GARF**, nor should fliers or announcements of the event or activity be submitted to the Office of Student Activities for approval for posting until an approved GARF with required signatures has been received.
6. The University reserves the right to deny an organization’s activity when it is determined that a particular activity may present an inherent danger to the University or its constituents.
7. **ALL GARF CHANGES** must be submitted on a **General Activity Requisition Change Form**. The Change Form may be obtained through the Event Management Systems (EMS) icon on the University’s website and must be submitted to the Office of Student Activities **IN WRITING** no less than six (6) days prior to the date of the event to allow for departmental processing.
8. **ALL GARF CANCELLATIONS** must be submitted on a **General Activity Requisition Cancellation Notice Form**. The Cancellation Notice may be obtained through the Event Management Systems (EMS) icon on the University’s website and must be submitted to the Office of Student Activities **IN**

WRITING no less than five (5) days prior to the date of the event to allow for departmental processing. Due to limited scheduling space, failure to comply with this policy may result in the

organization being charged with a NO SHOW/NO CANCELLATION NOTICE booking. Disciplinary sanctions may incur if a total of three (3) violations are recorded.

9. All media equipment requests (i.e. VCR, TV, overhead projector, and screen) **MUST** be made directly through the Office of Information Technology (OIT) at ext. 3-2386 or via email to cmriddick@nsu.edu at least seven (7) days prior to the event.
10. Microphone service requests for activities held after 5:00 p.m. or on weekends **MUST** be prepaid to Facilities Management (ext. 3-2451) prior to GARF approval.
11. All facility requests for Scott-Dozier Dining Hall and/or catering **MUST** be made directly through Catering Services (ext. 3-8304). Requests for food provided by outside vendors, i.e., picnics, require a food waiver which must be obtained from Catering Services. A copy of the food waiver must be submitted to the Office of Student Activities prior to GARF approval.
12. Approved fundraisers, (i.e., Bake/Candy Sales) are to be held only in Mills E. Godwin Student Center.
13. Bake/Candy Sale items must be prepackaged, store-purchased items and are not to be opened for serving.
14. The type of fundraiser must be specified on the GARF at the time of submission. Failure to do so will result in automatic disapproval.
15. Seminars/lectures must have complete speaker and content information included on the GARF at the time of submission. Failure to do so will result in automatic disapproval.
16. The sponsoring organization or group is responsible for any damages that occur to a facility during the activity. The facility must be left in a **clean** and **orderly** manner. Failure to comply with these regulations may cause the organization or group to be deprived of future use of University facilities.
17. Approved fliers are to be posted only on bulletin boards. Posting of fliers on windows, doors, lamp posts, etc. is prohibited. Failure to adhere to this policy will subject the organization to disciplinary sanctions.

Note: Submission of the GARF does not guarantee approval

Further details regarding the processing of the **General Activity Requisition Form (GARF)** may be obtained from the Office of Student Activities.

OFFENSES

Offenses, as defined below, are punishable when committed by members of student organizations.

1. Interference, coercion or disruption which implies, impairs or disrupts college missions, processes or functions, or interferes with the rights of others on University property, or the rights of other registered student organizations.
2. Conduct that is disorderly, abusive, violent or excessively noisy. Conduct and/or expressions which are observed, or which are patently offensive (open to public inspection) to the prevailing standards of the academic community are prohibited.

3. Discrimination against any person because of race, color, sex, national origin, or religious affiliation or belief, except when the expressed and legitimate purpose of the organization requires limitations on the basis of sex.
4. Knowingly electing, appointing, or retaining as an elected or appointed officer or committee chairman any student on academic probation, or under disciplinary sanctions which prohibit him/her from holding office.
5. Any violation of University rules, regulations or policies that apply to registered student organizations or their use of University facilities or property.
6. Violation of University regulations pertaining to initiation for membership.
7. Hazing.

SANCTIONS

Organizations in violation of stated policies and procedures may be suspended or placed on probation by the assistant vice president for student affairs pending a hearing by the Student Organization Hearing Committee. Individual member(s) in violation subject themselves to adjudication through the University's judicial system.

RIGHT OF APPEAL

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

FUND-RAISING

All student organization projects to raise funds, other than through normal membership fees, must follow the same procedures for obtaining approval as for non-fund-raising activities; i.e., the required activity requisition must be submitted to the Office of Student Activities, and the necessary approvals obtained. Also, specific details of the activity/event (prizes, if any, to be awarded, date, time and place of drawings, etc.) are required.

SALES AND SOLICITATIONS

Any individual, organization, or group (other than officially recognized campus groups/organizations), 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 enterprises prior to doing so.

SPEAKERS/PRESENTERS

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.

Note: 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(s) or the University.

POLICIES AND PROCEDURES GOVERNING THE NATIONAL PAN-HELLENIC COUNCIL AND THE COUNCIL OF INDEPENDENT ORGANIZATIONS

The administration of student organizations shall rest with the Office of Student Activities.

I. Requirements for fraternities & sororities to be eligible to conduct activities:

- A. Must have at least one (1) faculty/staff advisor and be properly registered with the Office of Student Activities
- B. Must process all on-campus activities through the Office of Student Activities General Activities Requisition Form (GARF) for approval
- C. Must submit a Letter of Intent for Off-Campus Activity form signed by the advisor and the president, for all off-campus activities to the Office of Student Activities

II. 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 that they have received, understand, and will adhere to the University's Hazing Policy.

- A. The semester of membership intake, a prospective member must:
 1. be at least a sophomore having completed a minimum of 30 credit hours;
 2. be a full-time, matriculating student enrolled in a minimum of 12 credit hours; (**Exception:** graduating seniors who need less than 12 credit hours to graduate; however, the student must carry a minimum of 9 credit hours.)
 3. have been a full-time student completing a minimum of 12 credit hours at Norfolk State University during the preceding semester; and
 4. have a minimum cumulative GPA of 2.50, and a minimum GPA of 2.50 the preceding semester. Grades of "I" (incomplete) subject the prospective member to disapproval and will be assessed on an individual basis.
- B. Transfer students must have completed a minimum of 30 credit hours (12 credit hours must have been completed at NSU) and must have been enrolled the preceding semester as a full-time student completing a minimum of 12 credit hours at NSU with appropriate GPA as stated in #4 above.

- C. Prospective members must be listed on the Pan-Hellenic Council/Council of Independent Organizations Membership Intake Form which must be forwarded to the Office of Student Activities for processing. Names must be alphabetized, contain each prospective member's student I.D. number, and be accompanied with a signed AUTHORIZATION INFORMATION/ACKNOWLEDGMENT OF RECEIPT OF HAZING POLICY form for each prospective member. The following offices must approve each prospective member:
1. **Student Services/Judicial Affairs** -- For verification that the student is not on "disciplinary probation"
 2. **Registrar** -- For verification of required GPA, classification and semester hours completed
 3. **Office of Student Activities** -- For overall approval
- NOTE: The Office of Student Activities requires a minimum of seven (7) working days to process Membership Intake roster.**

III. Membership Intake Activities

- A. All membership intake activities must take place during the fall semester within the dates designated by the Office of Student Activities. This includes interest meeting, induction, and all related activities. Extenuating circumstances may be addressed to the director of student activities/university center for consideration.**

Organizations are required to have an interest meeting prior to membership intake. An announcement/flier including the date, time, place and attire for the interest meeting must be posted prominently throughout the campus at least five (5) days prior to the meeting. A copy of the announcement/flier must be on file in the Office of Student Activities.

- B. Organizations must submit a letter to the Office of Student Activities requesting permission to conduct membership intake activities. The letter must be signed by the organization's advisor(s), president, and vice president. This letter must be submitted at the beginning of the semester and must list membership intake activities and dates. Approval or denial of the request will be forwarded to the advisor and president within one week of receipt.
- C. No membership intake activities may be held until approval is submitted to the advisor, in writing, by the Office of Student Activities.
- D. There shall be no contact between current members and prospective members, except through the organization's advisor, prior to and during the membership intake period.
- E. All membership intake activities must be held on campus (unless otherwise approved by the Office of Student Activities), begin and end on the approved designated dates, be approved and supervised by the organization's advisor(s), and must not interfere with classroom attendance or academic progress.**
- F. All graduate/visiting members must be approved by the advisor prior to participating in any membership intake activities. The organization will be responsible for the conduct and behavior of all participants.

IV. Disciplinary Sanctions

- A. Internal chapter or national suspension of a candidate, member, or chapter by the organization must be reported, in writing, to the assistant vice president for student affairs by the advisor of the organization, in writing, within twenty-four (24) hours of sanction.
- B. Organizations in violation of stated policies and procedures may be suspended or placed on probation by the assistant vice president for student affairs pending a hearing by the Student Organization Hearing Committee.
- C. Individual members in violation of stated policies and procedures subject themselves to adjudication through the University's judicial system.

D. Hazing Policy

No organization shall conduct hazing, and/or, pre and/ or post pledging activities. Hazing activities are defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment or harassment (to include but not limited to physical, mental, emotional, verbal, sexual, or financial ridicule). Such activities may include but are not limited to the following:

- Use of alcohol
- Paddling in any form
- Creation of excessive fatigue or deprivation of sufficient sleep (six consecutive hours per day is considered to be a minimum)
- Late work sessions which interfere with scholastic activities
- Physical and psychological shocks
- Treasure hunts, scavenger hunts or quests
- Road trips (involuntary excursions)
- Wearing public apparel that is conspicuous and not normally in good taste
- Engaging in public stunts and buffoonery; morally degrading or humiliating games and activities
- Requiring exposure to uncomfortable elements
- Requiring the consumption of any food or beverage
- Psychological hazing which is defined as any act which is likely to: (a) compromise the dignity of a member or prospective member (b) cause embarrassment or shame to a member or prospective member, and/or (c) cause psychological harm, substantial emotional strain or damage to one's self esteem
- Any other activities that are not consistent with city, state, University, or organizational policies

Hazing activities that jeopardize the health of students are subject to criminal prosecution in Virginia and University disciplinary action even though the action is not severe enough to warrant criminal prosecution.

The sanction(s) is/are issued by the president or other presiding official of the University and cannot be appealed. For specific details, see Section 18.2-56 of the Code of Virginia.

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* and the *Spartan Reflections* Yearbook. The *Spartan Echo* is the student newspaper, which is operated by students under the supervision of a faculty advisor who is a member of the Journalism Department's staff. Though mainly devoted to news of campus life, the *Spartan Echo* also features articles of national importance and interest to the campus community. The paper, under the leadership of a student editor, is published 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.

For further information regarding student publications, please contact the Office of Student Activities.

STUDENT PUBLICATIONS COMMITTEE

The Student Publications Committee is a standing committee chaired by the assistant vice president for student affairs and has the following responsibilities:

1. Promotes excellence of student publications
2. Makes budget recommendations for student publications
3. Appoints editors
4. Removes editors for just cause within guidelines established and published with the consent of the Executive Council
5. Reviews and screens all applications for new student publications which would be forwarded to the Executive Council for final approval
6. Evaluates all applicants for any student publication editorships

Office of Student Activities

List of Officially Recognized Student Organizations

Revised July 2006

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| <ol style="list-style-type: none"> 1. Accounting Association 2. Airway Science Club 3. Alpha Delta Mu National Social Work Honor Society 4. Alpha Epsilon Rho 5. Alpha Eta Rho Fraternity, Inc. 6. Alpha Kappa Alpha Sorority, Inc. 7. Alpha Kappa Delta 8. Alpha Kappa Mu Honor Society 9. Alpha Phi Alpha Fraternity, Inc. 10. Alpha Phi Sigma National Criminal Justice Honor Society 11. Alpha Sigma Lambda 12. American Chemical Society 13. American Marketing Club (See Pi Sigma Epsilon Fraternity, Inc.) 14. American Physics Society 15. American Production and Inventory Control Society 16. Association for Computing Machinery 17. Association of Black Communicators 18. Association of Concerned Sociologists 19. Association of General Contractors of America 20. Association of Information Technology Professionals 21. Athletes in Action 22. Banking & Finance Club 23. Baptist Student Union 24. Beta Gamma Sigma Honor Society 25. Beta Kappa Chi National Scientific 26. Beta Psi 27. Biology Society 28. Caribbean Student Association 29. Catholic Campus Ministry 30. Cheerleaders 31. Chemistry Club 32. Chess Club 33. Chi Alpha Campus Ministry 34. Chi Eta Phi Sorority, Inc. 35. Circle K International 36. Collegiate Secretaries International 37. Concert Choir 38. Consumer Services & Family Studies Club 39. Cooperative Education Club | <ol style="list-style-type: none"> 40. Council of Independent Organizations (C.I.O.) 41. Data Processing Management Club 42. Delta Sigma Theta Sorority, Inc. 43. Determined Educated Sisters Taking Initiative N Encouraging Dreams (D.E.S.T.I.N.E.D.) <i>Approved April 2006</i> 44. Diplomats' Circle, The 45. DNIMAS Student Association 46. Early Childhood Education Club 47. Eboni Rage Fashion Society 48. Economics Club 49. English Club 50. English and Foreign Language Major Club 51. Elements of Style 52. Entrepreneurship Club 53. Epsilon Tau Sigma 54. Family & Consumer Sciences 55. Finance and Banking Association 56. Food Science and Nutrition Club 57. French Club 58. Freshman Class 59. Girls in Science, Engineering & Technology (GISET) 60. Golden Key National Honor Society 61. Gospel Choir 62. Grace Church Ministries <i>Approved April 2006</i> 63. Graduate Student Association 64. Guild of Fine Arts 65. Habitat for Humanity 66. Health Information Management 67. Health/Physical Education & Exercise Science Majors Club 68. Health Services Management Association 69. History Club 70. Honor Society of Nursing <i>Approved April 2006</i> 71. Hotel, Restaurant and Institutional Management Club 72. Industrial Education Technology Club 73. Institute of Electrical and Electronic Engineers 74. International Food Service Executive Association 75. International Student Organization 76. International Technology Education Collegiate Association |
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- 77. Iota Phi Theta Fraternity, Inc.
 - 78. Junior Class
 - 79. Kappa Alpha Psi Fraternity, Inc.
 - 80. Kappa Delta Epsilon
 - 81. Kappa Kappa Psi Fraternity, Inc.
 - 82. Kappa Omicron Nu
 - 83. Kappa Omicron Tau Society
 - 84. Leading the Education of Gay and Straight Individuals (L.E.G.A.S.I.)
 - 85. League of Gamers Inspiring Culture (L.O.G.I.C.) *Approved April 2006*
 - 86. Lyman B. Brooks Debating Society
 - 87. Mass Communications Student Association
 - 88. Material Advantage (ACerS-ASM-TMS)
 - 89. Mathematics Club
 - 90. Medical Records Student Association
 - 91. Medical Technology Society
 - 92. Minority Association of Pre-Health Students
 - 93. Music Educators National Conference
 - 94. National Association for the Advancement of Colored People (NAACP)
 - 95. National Association of Black Accountants (NABA)
 - 96. National Association of Blacks in Criminal Justice
 - 97. National Broadcasting Society
 - 98. National Council of Negro Women
 - 99. National Pan-Hellenic Council
 - 100. National Society of Black Student Engineers
 - 101. National Society of Minorities in Hospitality
 - 102. National Society of Pershing Angels Sorority, Inc.
 - 103. National Society of Pershing Rifles Fraternity, Inc.
 - 104. National Student Nurses Association
 - 105. Omega Psi Phi Fraternity, Inc.
 - 106. Optical Society of America, NSU Student Chapter
 - 107. Phi Alpha Theta
 - 108. Phi Beta Delta (Honor Society for International Scholars) *Approved April 2006*
 - 109. Phi Beta Lambda
 - 110. Phi Beta Sigma Fraternity, Inc.
 - 111. Phi Delta Psi Fraternity, Inc.
 - 112. Phi Mu Alpha
 - 113. Phi Mu Alpha Sinfonia of America, Inc. *Approved April 2006*
 - 114. Physical Education & Exercise Science Club
 - 115. Physics & Engineering Club
 - 116. Pi Gamma Psi Fraternity, Inc.
 - 117. Pi Sigma Alpha Honor Society
 - 118. Pi Sigma Epsilon Fraternity, Inc. (Previously American Marketing Club)
 - 119. Political Science Association
 - 120. Pre-Alumni Club
 - 121. Pre-Medical Society
 - 122. Psi Chi (Psychology)
 - 123. Psychology Club
 - 124. Public Relations Student Society of America
 - 125. Resident Hall Association
 - 126. Rhetorician, The
 - 127. SDX
 - 128. Senior Class
 - 129. Sigma Gamma Rho Sorority, Inc.
 - 130. Sigma Tau Delta Honor Society
 - 131. Society for the Advancement of Management
 - 132. Society of Manufacturing Engineers
 - 133. Society of Physics Students
 - 134. Sociology Club
 - 135. Sophomore Class
 - 136. Spanish Club
 - 137. Spartan Alpha Tau
 - 138. Spartan Cavalry/Student Government Association
 - 139. Spartan Legion Marching Band
 - 140. Speech Pathology and Audio logy Club
 - 141. Student Affiliate of the American Chemical Society
 - 142. Student Ambassadors
 - 143. Student Athlete Advisory Committee
 - 144. Student Government Association
 - 145. Student National Technical Association
 - 146. Student Nurse Association
 - 147. Student Virginia Education Association
 - 148. Students in Free Enterprise
 - 149. Students Standing 4 Sickle Cell
 - 150. Taekwondo Club
 - 151. Tau Beta Sigma National Honor Band Sorority, Inc.
 - 152. Technology Education Collegiate Association
 - 153. Thurgood Marshall Pre-Law Club
 - 154. University Dance Theater
 - 155. University Players
 - 156. Veterans Club
 - 157. Virginia Family and Consumer Sciences
 - 158. Vocational Industrial Clubs of America
 - 159. Wesley Westminster Club
 - 160. Whitney Young Social Work Club
 - 161. World Changers
 - 162. Young Democrats
 - 163. Young Republicans
 - 164. Zeta Phi Beta Sorority, Inc.
 - 165. Spartan *Echo* Newspaper
 - 166. Spartan *Reflections* Yearbook

The Norfolk State 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.