

2023-2024

# Student Handbook

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## Official Student Handbook Receipt Process

The Office of Judicial Affairs will send an email inviting all students to access the online version of "Official Student Handbook" website and acknowledge receipt. Please follow the process below to obtain the Official Student Handbook and complete the electronic receipt process.

### HU Student Handbook

Follow the steps below to download your Student Handbook and acknowledge that you have received it.

#### Step 1: Fill Out the Information Below

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Last Name

HU Email Address

Student HU ID Number

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By means of this form, I indicate that I have accessed and received the digital version of the Official HU Student Handbook, 2023-2024 edition. I agree to read and to abide by its contents, as a student in good standing at Hampton University.

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1. Click on the link provided in the email from the Office of Judicial Affairs. You will be redirected to the "Official Student Handbook" website validation page.
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4. Please review the electronic copy of the "Official Student Handbook" – a confirmation email will be automatically forwarded to Judicial Affairs when you check the box.

**THIS MUST BE COMPLETED BY OCTOBER 6, 2023**



**HAMPTON UNIVERSITY**  
 Official Student Handbook  
 Living, Learning, Leadership & Service  
**2023-2024**

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**Living, Learning, Leadership, and Service:**  
The Official Student Handbook  
Authorized On-Line Edition, 2023-2024

***Edited by:***

*Barbara LeSeur Inman, Ed. D.*  
*Vice President for Student Success & Enrollment Management*

*Tracey R. Colon, Administrative Assistant*  
*Office of Student Affairs*

## Foreword

Hampton University is a unique educational institution, founded in 1868. Its chief mission has been and is now the establishment of an environment which promotes learning and espouses the philosophy of an education for life. An education for life in this context means the preparation of students to become useful citizens in society. Therefore, Hampton goes to extraordinary lengths to prepare students academically, morally, and socially for the world in which they live. This means that upon graduation, if one becomes an outstanding professional in any field of endeavor, one is expected to be a decent human being. If this is not the case, then he/she has not succeeded according to the Hampton University standard. With that in mind, all students of Hampton University should understand that a great deal of emphasis is placed on the importance of correct social and interpersonal conduct. One of the chief aspects of interpersonal conduct is that of respect for one's self, fellow students, faculty, staff, administrators, and other members of the University's constituent body. Verbal or physical disrespect toward a faculty, staff, student or administrative member of the University will subject the student to termination. Therefore, in order to remain within the University community, students are expected to maintain acceptable standards of conduct, as defined by the University.

Hampton University is also an institution which is proud of its multicultural history and multicultural future. The institution recognizes and appreciates the diversity in the world today, the diversity of its constituent population, and the diversity of its academic offerings. Specifically, although an historically African-American institution, Hampton University promotes multicultural education as a part of its institutional character. Those students desirous of the Hampton experience should know and understand the deep-rooted respect which is given to multicultural training and experiences at Hampton. Students who do not seek this kind of atmosphere should seek an institution more compatible with their expectations.

Hampton University adheres to the principle of equal education and employment opportunity and does not discriminate on the basis of race, color, national origin, sex, disability, or age. This policy extends to all programs and activities supported by the University; including the Undergraduate College, the University College, and the Graduate College. For assistance, please contact the Director of Compliance and Disability Services. For information regarding the filing of a complaint based on a perceived act of discrimination, please refer to the Official Student Handbook and the University website at [www.hamptonu.edu](http://www.hamptonu.edu).

## **Mission Statement**

The mission of Hampton is to promote learning, the building of character, and the holistic preparation of students for positions of global leadership and lives of service. The University is a historically Black, research-focused institution grounded in a commitment to an education for life, innovation, the creation of new knowledge and artistic works, and respect for diverse cultures.

***A Special Message from  
LTG. (Ret) Darrell K. Williams***



***13<sup>th</sup> President of Hampton University***





HAMPTON, VIRGINIA 23668  
(757) 727-6231

OFFICE OF THE PRESIDENT

August 2023

Dear Students:

As the 13<sup>th</sup> President of Hampton University, I am delighted to extend a warm welcome to each and every one of you as you embark on an exciting chapter of your lives here at our *Home by the Sea*. You have chosen an outstanding institution where knowledge flourishes, ideas take shape, and dreams become reality.

Our great University has a longstanding tradition of excellence. Hampton is renowned for its commitment to academic excellence, innovation, and personal growth. As a student, you will find a multitude of avenues to explore, whether it be through engaging courses, groundbreaking research, cultural and athletic events, or involvement in student organizations. I urge you to immerse yourselves fully in the diverse array of experiences available to you. Embrace the unknown, challenge yourselves, and stretch beyond your comfort zones, for it is through these ventures that you will truly discover your passions and reach your full potential.

While embracing exploration and discovery, it is equally important to emphasize the adherence to our University's policies and procedures. This handbook has been established to make your matriculation easier. Outlined in these pages is valuable information that will assist you in making informed decisions about academic and personal growth. I implore you to familiarize yourselves with our University's code of conduct, academic policies, and guidelines for campus life. By upholding these standards, we collectively create an atmosphere that is conducive to learning, collaboration, and personal development.

I wish each and every one of you a fantastic year filled with growth, friendship, and achievement. May you find joy in your studies, create lifelong memories, and forge bonds that will endure beyond your time at Hampton University. Embrace the challenges, celebrate the victories, and cherish every moment of this incredible journey.

Once again, welcome to Hampton University, I am thrilled to have you as part of our vibrant community. Your future starts here, and together, we will make it extraordinary.

Sincerely,

A handwritten signature in blue ink that reads 'Darrell K. Williams'.

Darrell K. Williams  
President

**Message from the Vice President for  
Student Success & Enrollment Management**  
**Dr. Barbara LeSeur Inman**



The Division of Student Affairs supports the academic mission of Hampton University by providing services which assist students in identifying, clarifying, and achieving their educational goals. In addition to direct assistance to students, the Division is charged with developing programming which enhances the learning environment on campus and improves the quality of life for students and others. Central to this charge are activities that promote and sustain an appreciation for the uniqueness of Hampton University; respect and appreciation of the multicultural backgrounds represented on the campus; the investigation of contemporary issues concerning the well-being and life choices of students; and a campus environment which encourages a productive interchange of ideas.

This handbook will guide you through the many rules and regulations which govern how those programs operate. Our hope is that you take some time to study the information here; doing so will help you understand your campus and could save you time and trouble later.

*Dr. Barbara LeSeur Inman  
Vice President for Student Success  
& Enrollment Management*

## NOTICE OF NON-DISCRIMINATION

Hampton University ("University") adheres to the principles of equal education and employment opportunity and does not discriminate against anyone in education or employment on the basis of age, sex, pregnancy, sexual orientation, gender identity, race, color, creed, religion, disability, genetic information, national origin, and military or veteran status or for engaging in protected activity. This policy extends to all students and employees and applicants for admission and/or employment. Further, it extends to all programs and activities supported by the University; including the Undergraduate College, College of Continuing Education, the Graduate College, University sponsored study abroad and University sponsored internships.

The following persons have been designated to handle inquiries regarding the University's policies prohibiting discrimination based on sex in accordance with Title IX of the Education Amendments of 1972 ("Title IX"):

**Kori Harris**  
Title IX Coordinator  
Wigwam Bldg. – Room 205  
(757) 727-5426  
[kori.harris@hamptonu.edu](mailto:kori.harris@hamptonu.edu)

**Terri Haskins**  
Title IX Specialist  
Wigwam Bldg. – Rm 205  
(757) 727-5426  
[terri.haskins@hamptonu.edu](mailto:terri.haskins@hamptonu.edu)

In addition, information concerning Title IX can be obtained from:

Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1475  
Telephone: 202-453-6020  
FAX: 202-453-6021 TDD: 800-877-8339  
Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

For other inquiries concerning the University's policy on non-discrimination or to make a complaint of discrimination, please contact:

**Students**  
Alecander Whitfield  
Dean of Students  
2<sup>nd</sup> Floor Student Center  
Hampton, VA 23668  
(757) 757-5303  
[alecander.whitfield@hamptonu.edu](mailto:alecander.whitfield@hamptonu.edu)

**Employees**  
Rikki R. Thomas  
Senior Director of Human Resources  
53 Marshall Avenue  
Hampton, VA 23668  
(757) 727-5250  
[rikki.thomas@hamptonu.edu](mailto:rikki.thomas@hamptonu.edu)

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the

federal Equal Employment Opportunity Commission (EEOC), the Office for Civil Rights (OCR) of the U.S. Department of Education, the Department of Justice, and/or the Virginia Employment Commission. Inquiries concerning the application of the Title IX regulations also may be referred to the Assistant Secretary for Civil Rights:

Assistant Secretary for Civil Rights  
Office for Civil Rights, National Headquarters  
U.S. Department of Education  
Lyndon Baines Johnson Dept. of Education Building  
400 Maryland Avenue, SW Washington, DC 20202-1100  
Phone: 800-421-3481  
Fax: 202-453-6012  
TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

## **DISCRIMINATION COMPLAINT PROCEDURES**

Hampton University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination and/or harassment in violation of its policies of non-discrimination, adopted in accordance with the various state and federal civil rights acts governing employees and students in education and employment including, but not limited to, Titles VI and VII of the Civil Rights Acts, Title IX of the Education Amendments Act ("Title IX"), Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Age Discrimination in Employment Act.

- **Complaints Alleging Sex Discrimination and/or Harassment in Violation of Title IX**  
Complaints by Students and Employees including Faculty alleging sex discrimination and/or harassment in violation of Title IX should be directed to one of the following University officials:

**Title IX Coordinator:**  
Kori Harris  
Wigwam Building-RM 205  
Hampton University  
Hampton, Virginia 23668  
757-727-5426  
[kori.harris@hamptonu.edu](mailto:kori.harris@hamptonu.edu)

**Title IX Specialist:**  
Terri Haskins  
Wigwam Building-RM 205  
Hampton University  
Hampton, Virginia 23668  
757-727-5426  
[terri.haskins@hamptonu.edu](mailto:terri.haskins@hamptonu.edu)

- **Complaints Alleging Discrimination and/or Harassment NOT Involving Title IX**

### **A. EMPLOYEES INCLUDING FACULTY**

Complaints by Employees including Faculty alleging discrimination and/or harassment in violation of Hampton University's policies on non-discrimination not involving Title IX should be directed to:

Ms. Rikki R. Thomas  
Senior Director of Human Resources  
53 Marshall Avenue Hampton, VA 23668

757-727-5250

Email: [rikki.thomas@hamptonu.edu](mailto:rikki.thomas@hamptonu.edu)

For details concerning these complaint procedures, please see either: Education Support Staff Handbook or Faculty Handbook.

## **B. STUDENTS**

Complaints by Students alleging discrimination and/or harassment in violation of Hampton University's policy on Non-Discrimination involving claims other than those arising under Title IX should be directed to:

Mr. Aleczander Whitfield

Dean of Students

2<sup>nd</sup> Floor Student Center

Hampton, VA 23668

Telephone: 757-727-5303

Email: [aleczander.whitfield@hamptonu.edu](mailto:aleczander.whitfield@hamptonu.edu)

## **C. STUDENT COMPLAINT PROCEDURES NOT INVOLVING TITLE IX**

- A.** The student should make the complaint verbally or in writing to the Dean of Students. If, however, the complaint involves the Dean of Students, then the complaint should be directed to the Senior Director of Human Resources and will be handled in accordance with the Educational Support Staff Handbook.
- B.** In making a complaint, the student should provide sufficient information to identify the parties involved, any witnesses, the alleged discrimination and all facts that support the allegations of discrimination.
- C.** The Dean of Students shall immediately begin an investigation of the complaint. The investigation will involve meeting with all parties and witnesses. The complainant and the person(s) against whom the allegation of discrimination have been made and their respective representatives, if any, will be provided an opportunity to submit information, written statements and documentation regarding the complaint allegations. To the extent appropriate, interim measures for the protection of the complaining party may be taken while the investigation is pending.
- D.** Within 30 days of receipt of the complaint, unless the Dean of Students has notified the parties in writing that the facts require a longer investigation, the Dean of Students shall issue a written determination as to the complaint, including the investigative findings, and provide such written determination to the complainant and the respondent. The Dean of Students will implement prompt remedial action to remedy any discrimination or harassment that he concludes has occurred.
- E.** Either party may appeal the findings of an investigation by submitting a written document within 48 hours of notification of the determination to the Vice President for Student Success and Enrollment Management, Hampton University, Hampton, VA 23668 who

shall refer the appeal to a (3) member Appeals Committee consisting of (2) Senior level administrative representatives and a Faculty representative. The appeal must specify with particularity the irregularities of the Dean of Student's determination. The Vice President for Student Success and Enrollment Management must inform the parties of the appeal decision within ten (10) working days of the receipt of the appeal.

- F.** Although Hampton University will make every effort to comply with these timelines, circumstances such as school breaks, may justify an extension of time. If such an extension is warranted, the parties will be advised in writing.
- G.** Retaliation against any person who files a complaint of alleged discrimination or harassment, participates in an investigation, or opposes a discriminatory or harassing education practice or policy is prohibited under University policy and by state and federal law. An individual who believes he or she was subjected to retaliation can file a complaint about the alleged retaliation under these procedures. If it is determined that retaliation has occurred, sanctions may be imposed, including, but not limited to, suspension or termination.

## **POLICY AND PROCEDURES ON SEXUAL DISCRIMINATION AND MISCONDUCT (TITLE IX)**

### **Title IX of the Education Amendments of 1972**

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. ~ 20 U.S Code § 1681*

#### **i. Statement of Policy**

Consistent with its mission, values and commitment to non-discrimination, the University is unwavering in its commitment to prevent sexual violence, respond promptly to reports of any type of sexual misconduct, support survivors of sexual misconduct, and investigate and adjudicate reports in a manner that is prompt, fair and equitable to all parties involved.

The term sexual misconduct, as further defined in this Policy, includes, but is not limited to, dating violence, domestic violence, non-consensual sexual contact, non-consensual sexual intercourse, sexual assault, sexual exploitation, sexual harassment, and stalking. This Policy prohibits sexual misconduct and sets forth the process by which the University will respond to and investigate sexual misconduct.

The conduct prohibited by this Policy may also violate criminal laws. As such, the University encourages members of the campus community to report sexual misconduct to both the University's Title IX Coordinator and to the Hampton University Police Department and/or Hampton City Police. The University prohibits retaliation against anyone who opposes, reports or witnesses an incident of possible discrimination or sexual misconduct. In addition, the University prohibits retaliation against any person participating in any discrimination investigation or complaint process.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, social access, opportunities and/or benefits of any member of the Hampton University community on the basis of sex is in violation of the Policy and Procedures on Non-Discrimination, Sexual Discrimination and Misconduct (Title IX Policy).

Any person may report sex discrimination, in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator.

#### **a. To Whom This Policy Applies**

This policy applies to all students who are registered to take classes at Hampton University; all University employees including full-time and adjunct faculty; full-time, part-time and temporary staff; and contractors, vendors, visitors, guests and third parties. The term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Each student shall be subject to this Policy and the process described herein from their first day on campus through the actual awarding of a degree (even though the conduct may occur before classes begin or after classes end), as well as during the academic year and during periods between terms of actual enrollment.

This policy applies to conduct that takes place on the campus of Hampton University, at University sponsored events (including academic, social and athletic events), and University sponsored internships. This policy may apply to off-campus conduct and to any actions that occur online if the

Title IX Coordinator determines the conduct falls within the scope of Title IX and policies pertaining thereto.

The purpose of this policy includes the prohibition of sexual harassment and retaliation in Hampton University programs, and is designed to help the University comply with the following statutes:

1. Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities,
2. the Violence Against Women and Department of Justice Reauthorization Act of 2005,
3. the Higher Education Act of 1965, and
4. the Clery Act, each as amended.

When an alleged violation of this policy is reported, the allegations are subject to resolution using Hampton University's Formal Grievance Process as determined by the Title IX Coordinator.

This Policy and the process described herein to respond to and investigate reports of sexual misconduct are the same for all Complainants and Respondents regardless of an individual's nationality or immigration status, gender, sexual orientation, gender identity or expression. No matter a person's sexuality (e.g. bisexual, gay, lesbian, queer, straight, etc.) or how someone identifies (e.g. female, gender expansive, gender fluid, male, questioning, transgender, non-binary etc.), all members of the University community have the same rights and access to the same level of services and support.



## HAMPTON UNIVERSITY COVID-19 GUIDELINES

The purpose of the Hampton University COVID-19 Guidelines is to maintain a healthy and safe campus environment and to minimize the spread of COVID-19 on campus and in the community.

All members of the Hampton University Community must comply with the following guidelines:

1. Take personal responsibility for your own health and be active in helping to stop the spread of COVID-19.
2. Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol.
3. Wear required facial coverings in designated areas to reduce the potential spread of COVID-19 from person-to-person.
4. Keep your clothing, belongings, personal spaces, and shared common spaces clean.
5. Submit to Nasal/Oral/Oropharyngeal type COVID-19 testing and potential subsequent self-quarantining/isolating, pursuant to University policies and guidelines.
6. Comply with the following before returning to campus if you test positive for COVID-19 and have received all COVID-19 vaccines, including the booster: must isolate for 5 days following a health care facility administered test. The individual may return to campus on day 6 without symptoms and fever-free for 24 hours without fever reducing medications. Day one is counted as the first full day after the test is administered. Upon return to campus, they must continue to monitor for COVID-19 symptoms and continue to wear a properly fitted face covering/mask for an additional 5 days.
7. Comply with the following before returning to campus if you test positive for COVID-19 and have not received all COVID-19 vaccines, including the booster: must isolate for 10 days. They may return to campus on day 11 after the isolation period has ended only if they are fever-free for 24 hours without fever-reducing medication and exhibits no symptoms of COVID-19 nor other signs of illness.
8. Stay home if you feel sick or after exposure to someone who has tested positive for COVID-19.
9. Report to the Student Health Center any known or potential personal exposure to COVID-19 in a timely manner. Email the COVID-19 lab at [HUCOVID19Clinic@hamptonu.edu](mailto:HUCOVID19Clinic@hamptonu.edu) or call (757) 728-4820.
10. Monitor yourself daily for the following symptoms: Fever of 100.4°F or higher, dry cough, shortness of breath, sore throat, headache, body aches, chills, nausea, vomiting, diarrhea, and loss of taste or smell.
11. Contact the Student Health Center or your primary care physician and follow their instructions if you develop any of the above symptoms.
12. Get a flu vaccination (unless a legitimate medical exception applies).

Following the above guidelines will help keep the Hampton University Community healthy and safe. Let us all do our part.

**Failure to adhere to the above guidelines may result in immediate separation from the University**

## Code of Conduct

Joining the Hampton Family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for students, faculty, administration, professional and other employees, and the laws of the Commonwealth of Virginia. Members of the Hampton Family embrace the core values of Exceptional Character: Respect, Professionalism, Integrity, and Community. No member shall lie, cheat or steal and each member is required to adhere to and conform to the instructions and guidance of the leadership of his/her respective area. Therefore, in maintaining The Standard of Excellence, the following are expected of each member of the Hampton Family:

### Respect:

#### 1. To respect himself or herself.

Each member of the Hampton Family will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one's own cultural background, as well as the cultural heritage from which Hampton University was born. It is only through these appreciations that the future of our university can be sustained indefinitely.

#### 2. To respect the dignity, feelings, worth, and values of others.

Each member of the Hampton Family will respect one another and visitors as if they were guests in one's home. Students, faculty, and staff should engage in behaviors that are uplifting and encouraging. Moreover, to accost, bully, cajole, or proselytize students, faculty or staff, parents or others, use vile, obscene or abusive language or exhibit lewd behavior, is in direct violation of the Hampton University Code, on or off campus.

### Professionalism:

#### 3. To foster a personal professional work ethic within the Hampton University Family.

Every member of the Hampton Family must strive for efficiency and job perfection. Each individual must exhibit a commitment to serve, and tasks must be executed in a humane and civil manner.

#### 4. To foster an open, fair, and caring environment.

The University will maintain an open and caring environment. It is understood that intellectual stimulation is nurtured through the sharing of ideas. In cases where issues arise, each member of the Hampton Family is assured equal and fair treatment.

### Integrity:

#### 5. To respect the rights and property of others.

Each member of the Hampton Family will only engage in activities that are legal and ethical, both on and off campus. No member shall lie, cheat or steal. Other transgressions include, but are not limited to, harassment of any form, possession of weapons such as knives and firearms, involvement in possession, use, distribution and sale of illegal drugs, theft, vandalism or hazing. Violators will be subject to all applicable provisions listed in the Faculty Handbook, Personnel Policies Manual for Administrative/Professional and Nonexempt Employees, the Official Student Handbook, the Hampton University Code, and statutes of the Commonwealth of Virginia.

#### 6. To practice personal, professional, and academic integrity

Personal, professional, and academic integrity is paramount to the survival and potential of the Hampton Family. Therefore, individuals found in violation of Hampton University's policies against lying, cheating, plagiarism, or stealing are subject to disciplinary action that could possibly include dismissal from the University.

### Community:

#### 7. To promote inclusion, while striving to learn from differences in people, ideas, and opinions.

Each member of the Hampton Family will support equal rights and opportunities for all regardless of age, sex, race, sexual orientation, religion, disability, ethnic heritage, socio-economic status, political, social, or other affiliation or disaffiliation.

#### 8. To promote the ethical use of technology and social media

As a Hampton Family we embrace the digital age. Each member of the Hampton Family is expected to use technology in a responsible and respectful manner. Individuals should utilize their best judgment before posting content and should specifically refrain from cyber bullying or using social media to cheat. Uses of technology or social media posts that violate any of the aforementioned tenets of this Code will subject one to disciplinary action.

#### 9. To be fully responsible for upholding the Hampton University Code.

Each member of the Hampton Family will embrace all tenets of the Code of Conduct, Policies, and the Honor Pledge and is encouraged to report all violators to the appropriate administrator or the Council for Institutional Culture and Values.<sup>1</sup>

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<sup>1</sup> Approved by Administrative Council, July 31, 2018

## The Dress Code

A Dress Code is fundamental to the Hampton University education for life experience. The Dress Code is based on the theory that learning to use socially acceptable decorum and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate decorum and dress ensures that Hampton University students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers. Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise, students at Hampton University are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

- Classroom, cafeteria, Student Center and University offices - neat, modest, or casual.
- Formal programs in Ogden Hall, the Convocation Center, the Little Theater, and the Memorial Chapel - business or dressy attire.
- Interviews - business attire (black, dark grey and blue suits or pants are appropriate).
- Social/Recreational activities, Residence Hall lounges (during visitation hours) - modest, casual or dressy attire.
- Balls, Galas, and Cabarets - formal, semi-formal and *dressy respectively*.

Examples of inappropriate dress and/or appearance include:

1. Do-rags, stocking caps, skullcaps, bonnets, scarves and bandanas (prohibited at all times on the campus of Hampton University except in the privacy of the student's living quarters);
2. Head coverings and hoods in any building;
3. Baseball caps, head coverings, and hoods in any building. This policy item does not apply to headgear considered as a part of religious or cultural dress;
4. Bare feet;
5. Shorts that reveal buttocks;
6. Shorts, all types of jeans at programs dictating professional or formal attire, such as musical arts, Fall Convocation, Founder's Day, and Commencement;
7. Clothing with derogatory, offensive and/or lewd messages either in words or pictures;
8. Undershirts and sleepwear of any color worn outside of the private living quarters of the residence halls;
9. Sports jerseys without a conventional tee-shirt underneath; and
10. Clothing that shows personal undergarments;

All administrative, faculty, and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Office of Judicial Affairs for the attention of the Vice President for Student Success and Enrollment Management.

### **Dress Code: Procedures for Cultural or Religious Head Coverings**

1. Students seeking approval to wear headgear as an expression of religious or cultural dress may make a written request for a review through the Office of the Chaplain.
2. The Chaplain will forward the recommendation to the Vice President for Student Success and Enrollment Management for final approval.
3. Students who are approved will then have their new ID card picture taken by University Police with the headgear on.

*Revised Dress Code Policy, Approved July 14, 2009; Revised August, 2022*

## **Student Rights at Hampton University**

1. The right of every student, upon entering this institution, to a clear and concise statement of his/her rights, obligations and responsibilities, as well as the rules and regulations of the University, as prescribed in the Official Student Handbook.
2. The right of a student should he/she be charged with a violation of University rules and regulations, to have his/her case heard by the appropriate judiciary body or the Administrative Hearing Committee.
3. The right of every student to be advised in writing of any charges that lead to his/her suspension, expulsion or other severe disciplinary action.
4. The right of every student to competent instruction, counseling services, and adequate library, laboratory, and service facilities.
5. The right of every student to conduct research freely, and to publish, discuss, and exchange findings and recommendations so long as such research and publication follow acceptable standards of scholarship.
6. The right of every student to establish democratic student government with the authority to administer, legislate, and adjudicate in all areas within its constitutional jurisdiction with adequate democratic safeguards against abuse of its power.
7. The right of every student organization to have a faculty advisor. The University reserves the right to approve that advisor and, in some instances, will appoint an advisor to further the educational objective of promoting learning.
8. The right of authorized student organizations and students to use campus facilities subject to such uniform regulations as are required for use of and scheduling meeting times and places, provided the facilities are used for the purpose contracted.
9. The right of authorized student organizations to hear speakers of their choice, subject to clearly stated educational policies of the institution, which have been made known to the students.
10. The right of authorized student organizations to use the name of the institution subject to uniform regulations with respect to off-campus activities.
11. The right of every authorized student organization to establish and issue regular student-directed publications, free of censorship, editorial restrictions or other pressure, as long as appropriate Hampton University rules, procedures and regulations are followed and with each edition approved by the advisor. These publications, just as any other publication at the University, must adhere to the code of common decency and shall not transgress any civil or criminal laws, including libel, copyright, pornography or indecency. If these are not adhered to, the publication will not be allowed to continue.
12. The right of every student to exercise freely his/her full right as a citizen in off-campus activities in connection with local, national, or international organizations for intellectual, religious, social,

### **Student Responsibilities at Hampton University**

1. The student is responsible for learning the content of a course of study according to the standards of performance established by the faculty.
2. The student's behavior in the classroom shall be conducive to the learning process for all concerned.
3. The student is responsible for exercising his/her right of free inquiry, expression and advocacy in the classroom in a manner that is relevant to the subject matter of the instructional program and is subject to the right of the instructor to maintain order.
4. The student is responsible for complying with the Code of Conduct, University policies, rules, procedures and regulations applicable to students and student conduct.

**Lieutenant General (LTG) Darrell K. Williams, United States Army (retired)  
President of Hampton University**

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Lieutenant General (LTG) Darrell K. Williams, United States Army (retired), hails from West Palm Beach, Florida and is the son of James Edward and Ida Mae Williams. He brings to Hampton University nearly four decades of proven strategic leadership experience and a record of accomplishment of successfully managing large, complex, domestic, international, academic, and executive sector organizations.

While a student at Hampton, President Williams was Mister Freshman, 1979-80; a Student Leader, 1980-83; a three-year Reserve Officers' Training Cadet (ROTC) scholarship cadet; a member of THE Alpha Phi Alpha Fraternity, Incorporated; and senior class president, 1982-83 academic school year.

Upon his graduation from Hampton and commissioning as a Distinguished Military Graduate into the U.S. Army in 1983, LTG Williams served throughout the Continental U.S., Europe, the Pacific, and the Middle East. Notably, he deployed to Kosovo, Kuwait, and Iraq and led 22,000 military, civilian, and contractor personnel in support of the historic sustainment and drawdown of Afghanistan in 2014 and 2015.

From 2015 to 2017, LTG Williams led the Army Combined Arms Support Command located on the Fort Lee, Virginia military installation. There, he managed the Army Logistics University and was responsible for the professional military education and training of thousands of Army logistics professionals, annually. He also led the installation's strategic engagements with Richmond, Petersburg, Hopewell, and Colonial Heights, Virginia communities. He assured the welfare and safety of over 25,000 students, staff, faculty, families, and residents.

In August 2020, LTC Williams culminated his distinguished military career as director of the Department of Defense's (DOD) Logistics Agency (DLA), where he led a global workforce of over 26,000 professionals. Annually, the DLA provided over \$40 billion in global logistical support to all U.S. military services, designated international partners and 42 U.S. whole of government organizations and federal agencies.

President Williams joined Hampton University in July 2022 from Leidos, a Fortune 250 information technology company where he served as vice president for Defense Group Logistics and subsequently as vice president and managing director of the \$9 Billion global United Kingdom (U.K.) Ministry of Defense Logistics Commodities and Services Transformation (LCST) contract.

During his first year as president of Hampton University, President Williams experienced many notable accomplishments to include being named to Inside Business 2023 Power List of Top 60 Power Players in Hampton Roads. His continued emphasis on academic excellence, innovation, and delivering the #1 student experience in America has also led Hampton University to an unprecedented 39% increase in enrollment from the previous academic year. His leadership efforts contributed to a strong retention rate from Fall to Spring Semester at 96% for freshmen and 93% for continuing students. Hampton University also secured ranking among the top 7.7% of universities across the world (source: Center for World University Rankings, CWUR). In further honoring the tradition of excellence, Hampton University announced the establishment of the School of Religion in June 2023.

President Williams' professional affiliations include membership on the board of directors for the National Industries for the Blind; founding board chair, the Mary S. Peake Fellowship; life member, the Association of the U.S. Army; life member, R.O.C.K.S., Incorporated; board member, Council of Independent Colleges in Virginia (CICV); board member, Virginia Federation for Independent Colleges (VFIC); board of directors member, Hampton Roads Alliance; board member, RVA 757 Connects; and member of THE Alpha Phi Alpha Fraternity, Incorporated.

Among numerous awards and honors, President Williams is the recipient of the U.S. Defense Distinguished Service Medal, U.S. Army Distinguished Service Medal, U.S. Defense Superior Service Medal, and the U.S. Armed Forces Bronze Star Medal. He is a member of the U.S. Army Cadet Command ROTC and the U.S. Army Quartermaster Corps Halls of Fame and a 2020 recipient of the Army Lieutenant General Arthur J. Gregg Sustainment Leadership Award. He is the recipient of the 2018 Hampton University Distinguished Alumni Award, and he was named a *Journal of Black Innovation* "2020 Fifty Most Important African Americans in Technology."

President Williams holds a Bachelor of Arts degree in psychology from Hampton Institute (University); a Master of Science degree in business administration from the Pennsylvania State University, State College; a Master of Military Arts and Science degree from the Army Combined and General Staff College, Fort Leavenworth, Kansas; and a Master of Science degree in National Security Strategy from the National War College, Fort McNair, Washington, District of Columbia as a distinguished graduate.

President Williams is married to First Lady Myra Richardson Williams, a career educator and a 1983 graduate of Hampton Institute. She was a four-year member of the concert choir and member of Delta Sigma Theta Sorority, Incorporated. Together, they have two adult children, Jocelyn Williams Cooper and Colin E. Williams, Esquire. Jocelyn is married to Mr. Gerron E. Cooper.

## About Hampton University



Hampton University has embraced the principles of "Education for Life" and "learning by doing," since its founding in 1868 during the days of Reconstruction. Originally opening its doors as Hampton Normal and Agricultural Institute to prepare promising young African-American men and women to lead and teach their newly-freed people, the University has continually sought to instill in its students the precepts of efficiency, character and service to society-standards that continue to remain both timeless and relevant.

Founded on the banks of the Virginia Peninsula by Brigadier General Samuel Chapman Armstrong, the 29-year old son of missionary parents, Hampton became an oasis of opportunity for the thousands of newly-freed people gathered behind Union lines. With the aid of the American Missionary Association, the school was established to train selected young men and women to "go out to teach and lead their people," and to build a viable industrial system on the strength of self-sufficiency, intelligent labor and solid moral character.

In 1878, Hampton established a formal education program for Native Americans, beginning the Institute's lasting commitment to serving a multicultural population. Hampton's historic Native American education program spanned more than forty years, with the last student graduating in 1923. Recent initiatives have attracted Native American students to renew their ties with Hampton.

In the early days, support for the Institute came from the Freedmen's Bureau, Northern philanthropists and religious groups, with the first classroom building erected in 1870. The first baccalaureate degrees were awarded in 1922. Two years later, the school's name was changed to Hampton Institute, reflecting college-level accreditation. In 1984, Hampton's Board of Trustees formally adopted a university structure and changed the name to Hampton University, which today represents the unparalleled standard of excellence in

American higher education.

The University offers doctoral degrees in nursing and physics (atmospheric, medical, nuclear, optical and plasma), counselor education and supervision, educational management, business administration, the doctor of physical therapy and the doctor of pharmacy. In recent years, Hampton has added dozens of programs to offer students more choices among academic majors and professional careers, including music engineering technology, marine and environmental science, entrepreneurial studies, and sports management.

Hampton Institute (the Undergraduate College), University College, and the Graduate College are the three colleges that comprise Hampton University. The Undergraduate College is comprised of seven (7) schools – James T. George School of Business, School of Engineering, Architecture, and Aviation, Scripps Howard School of Journalism and Communications, Liberal Arts & Education, Nursing, Pharmacy, and Science. Online degree programs are administered through the Hampton University Online virtual campus, which is housed in the University College. Hampton University offers bachelor's degree programs, master's degree programs, as well as the previously mentioned doctoral or professional degrees.

Hampton is the first historically black college or university to offer the Ph.D. in nursing. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges and the Department of Education of the Commonwealth of Virginia. Various schools and departments within the University also maintain specialized accreditations of their own. The University holds membership in the Council of Graduate Schools, the Council of Independent Colleges in Virginia, and the American Council on Education.

Our exceptional faculty includes distinguished scholars in a range of academic disciplines, as well as accomplished professionals from business, government, science and technology, and the arts. The result is a





synthesis of classroom theory and practical experience that permeates virtually every facet of campus life. Each year, Hampton faculty members are cited for outstanding achievement in a range of scholarly activities, including teaching, research, writing, and the arts. Some 72 percent hold doctoral or other terminal degrees -- and all share a commitment to excellence in education.

The student-to-faculty ratio of 13:1 provides for more personalized instruction and advice for each student, and enables the University to more effectively track and support individual student progress. Interactive classroom activities are complemented by experiences that extend learning far beyond the boundaries of the campus. Research projects, internships, international study, and numerous other activities are integral to the Hampton experience. You will learn from nationally and internationally noted guests -- including visiting scholars, professional experts, and artists -- further expanding the array of learning opportunities to prepare you for tomorrow's competitive global marketplace.

Visitors to the Hampton campus in recent years include: Ruth E. Carter, HU alumna and the first African-American to win the Academy Award in the Costume Design category; radio celebrity and alumnus, Raashaun 'DJ Envy' Casey; Katherine G. Johnson, former NASA mathematician, 2015 Presidential Medal of Freedom recipient and one of the leading inspirations behind the Hollywood feature film, *Hidden Figures*; Michael Eric Dyson, Author and Radio Host; Dr. Regina M. Benjamin, U.S. Surgeon General; Bishop T.D. Jakes; Sheila Johnson, Co-Founder of Black Entertainment Television; Arne Duncan, former U.S. Secretary of Education; former President Barack Obama and former First Lady Michelle Obama; U.S. Senator Cory Booker; television celebrity and alumnus Spencer Christian; former President George H. Bush; former Vice President Mike Pence; former U.S. Secretary of Education Betsy DeVos; former NAACP President Kweisi Mfume; U.S. District Judge and alumna, Vanessa Gilmore; Rev. Jesse Jackson; authors Ernest Gaines, Toni Morrison and Alice Walker; journalist, author and former Dean of the School of Journalism and Communication, Tony Brown; former Essence magazine editor, Susan Taylor; poet, Dr. Maya Angelou; actor, Lou Gossett, Jr.; Miss America, Debbye Turner; scholar, Lani Guinier; actor, Danny Glover; author, Bebe Moore Campbell; comedian and actor Sinbad; former Secretary of Energy Hazel O'Leary; Congressman Robert C. "Bobby" Scott; former Virginia Senator, George Allen; U.S. Senator Tim Kaine; former Virginia Governor Terry McAuliffe, and former Virginia Governor, Ralph Northam.

**ACADEMIC AFFAIRS  
OFFICE OF THE EXECUTIVE VICE PRESIDENT & PROVOST**

**Academic Information**

This section of the Official Student Handbook and the Academic Policies and Regulations sections of the Academic Catalog should be read in their entirety at the student’s earliest opportunity and used constantly for reference. These publications contain regulations and essential information about requirements for graduation, classification of students, selecting and changing programs, grades, examinations, scholarships, attendance and numerous other topics of importance. **Students seeking specific information about academic procedures, admission to the undergraduate or graduate programs, policies, academic programs or departments, and other requirements should consult the documentation available in the Academic Catalog, also available online.**

Please be advised: Should there be a conflict with any academic information, policies, rules or regulations found in the Academic Section of the Official Student Handbook and the Academic information in the Hampton University Academic Catalog, the Academic Catalog would supersede the Official Student Handbook. The Office of the Executive Vice President & Provost will make the final decision regarding all matters that are academic in nature. This includes, but is not limited to disciplinary matters regarding academics, dishonesty, plagiarism, cheating, and the like.

**Academic Organization**

Hampton Institute (The Undergraduate College), University College, and the Graduate College are the colleges that comprise Hampton University. Information and policies that apply to the three colleges are found in the *General Information* section of the **Academic Catalog**. Items that apply specifically to undergraduate and professional degree programs are provided in the Undergraduate College section of the Catalog. The Honors College implements honors programs in support of the Undergraduate College. The Summer Session implements academic programs for Hampton University during the time period between Commencement and the beginning of the Fall Semester for all academic units, with the exception of Hampton U Online.

The Undergraduate College is comprised of seven Schools: Business, Liberal Arts and Education, Engineering, Architecture and Technology, Journalism and Communications, Nursing, Pharmacy, and Science. Hampton University offers major programs of study leading to the Bachelor of Arts (B.A.) and Bachelor of Science (B.S.). The undergraduate/pre-professional portions of the programs leading to the Master of Architecture (M. Arch.), Master of Business Administration (M.B.A.), Master in Teaching (M.T.), and Doctor of Pharmacy (Pharm. D.), degrees are provided through the Undergraduate College. Degree program requirements and Minor programs of study are outlined in the department descriptions under the school and department or program in the **Academic Catalog**.

**HAMPTON INSTITUTE – THE UNDERGRADUATE COLLEGE**

<b>School/Unit</b>	<b>Major and/or Minor</b>
<b>Honors College</b>	Freddie T. Davy Honors Program
<b>Leadership Institute</b>	Leadership Studies
<b>James T. George School of Business</b>	Accounting, Business Administration (5-Year MBA), Economics, Entrepreneurship, Finance, Management, Marketing
<b>School of Engineering Architecture, and Aviation</b>	Architecture, Aviation, Chemical Engineering, Computer Engineering, Electrical Engineering
<b>Scripps Howard School of Journalism &amp; Communications</b>	Journalism and Strategic Communication

<b>School of Liberal Arts and Education</b>	AROTC, Criminal Justice and Criminology Cyber Security, English and Foreign Languages, History, International Studies, Liberal Studies, Music, Music Recording Technology, Music Audio Production, Political Science, Psychology, Sociology, Theatre Arts, Interdisciplinary Studies for Elementary Education, Kinesiology, Sport Management and Aquatics
<b>School of Nursing</b>	Nursing (Traditional BS) Health Sciences (Community Health Promotion, Policy & Administration)
<b>School of Pharmacy</b>	Pre-Professional Pharmacy, BS Pharmaceutical Science, and Professional Pharmacy
<b>School of Science</b>	Biology, Chemistry and Biochemistry, Communicative Sciences and Disorders, Computer Information Systems, Computer Science, Cyber Security (Computer Science Track), Marine Science, Mathematics, NROTC, Physics, Atmospheric and Planetary Sciences (Minor Only), Nanoscience (Minor Only)
<b>Hampton University Online</b>	General Studies, Paralegal Studies, Religious Studies, Aviation Management, Business Management, Criminal Justice, Public Safety Administration, Systems Organization and Management, Nursing (Accelerated RN to BS), Emergency and Disaster Management, Emergency Medical Systems Management, Fire Administration Systems Organization and Management.

**Important Academic Information Reference Note:** Persons seeking information about the following academic procedures and policies should consult the **Academic Catalog**. This information should be referenced for questions regarding any of the following topics:

**{International Students; Health Record; Re-Entering Student Applicants; Acceptance Notice Arrival On Campus; Special/Non-Degree Students; Advanced Standing; Advanced Placement Examinations; Life Experiences; Veterans/Active Duty Military; Registration For Classes; Changes In Registration}.**

### **Class Attendance Requirements<sup>2</sup>**

Faculty members should establish attendance requirements in each of their courses. Instructors are responsible for clearly informing the students in the course syllabus at the beginning of the semester of the attendance requirements and the consequences of poor attendance.

Additional Regulations:

1. Absence from class does not relieve any student of the responsibility for completing all class assignments. Instructors are not obligated to provide make-up work for students who have missed classes unless the student is able to render a satisfactory explanation for his or her absence. The student shall be responsible for arranging make-up work with the instructor, who shall be the sole judge of the satisfactory completion of the work.
2. Students may not be allowed to make up or complete work, which is missed as a result of suspension or dismissal from the University. Suspension or dismissal before the end of the semester involves the loss of academic credit for the entire semester.

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<sup>2</sup> Class Attendance, Revision Approved by Administrative Council, December 7, 2010

### **Tardiness Policy**

Classes are scheduled to provide students with 10-15 minutes for transition to their next class, depending upon the day of the week. Specifically, classes scheduled for Monday, Wednesday, or Friday end 10 minutes before the hour (e.g., 9-10:50), giving students 10 minutes to transition to their next class; classes scheduled for Tuesday or Thursday end 15 minutes after or 15 minutes before the hour (e.g., 9-10:15 or 10:30-11:45), giving students 15 minutes to transition to their next class. Students will be given an additional five minutes to arrive for class without penalty (e.g., 9:05 or 10:35). Students who enter class after the five-minute period will be governed by the tardiness policy stated on the course syllabus. Instructors are expected to end their classes promptly at the announced time.

### **Class Absences:**

1. As a general rule, students will be responsible for resolving class absences directly with the instructor. It will be the instructor's responsibility to excuse or not excuse an absence as he or she so judges in accordance with the explanation and documentation rendered by the student.
2. Any student who is ill should notify his or her instructors that he or she will not be attending classes because of illness.
3. It is the responsibility of a student planning a prearranged absence for personal or school purposes to notify his or her instructors at least 24 hours prior to the absence. Absences for school purposes may be verified by the staff or faculty member directly involved with the activity.
4. A student who is absent because they are affected by a death, mitigating circumstances, or for an extended period of time should inform the Office of Judicial Affairs. That office will notify the student's instructors of the absence.
5. Instructor absence:
  - a. An instructor who, for any cause, is unable to meet his or her class will make arrangements for a substitute to carry on the work or for the students themselves to carry on the class activities.
  - b. If no such arrangements have been made, the students may assume, after the first ten minutes of the class period, that the class will not be held. Supplementary rules on attendance not inconsistent with these general rules may be adopted by the academic departments of the University. The Executive Vice President & Provost has the authority to dismiss or expel any student who fails to meet scholarship requirements or to abide by academic regulations.

### **GRIEVANCE PROCEDURE FOR ACADEMIC MATTERS**

#### **Step One START AT THE SOURCE OF THE PROBLEM.**

- A) Schedule a conference with the instructor of the course.
- B) Be prepared to discuss issues of concern clearly. Do not speculate.
- C) Proceed to the next level of authority if the problem or concern is not resolved.

#### **Step Two SCHEDULE A CONFERENCE WITH ACADEMIC ADVISOR.**

Repeat steps B and C as stated in Step One.

#### **Step Three SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT.**

Repeat steps B and C as stated in Step One.

#### **Step Four SCHEDULE A CONFERENCE WITH DEAN OF THE SCHOOL.**

Repeat steps B and C as stated in Step One.

#### **Step Five SCHEDULE A MEETING WITH GRIEVANCE COUNCIL OF THE SCHOOL.**

Repeat steps B and C as stated in Step One.

**Step Six**                    **SCHEDULE A CONFERENCE WITH THE EXECUTIVE VICE PRESIDENT & PROVOST OR DESIGNEE.**

*NOTE:                    If steps one through five have been omitted, the Executive Vice President & Provost will refer the case back to the step that was omitted. Hampton University has policies which have been established to resolve student problems and issues in a fair and impartial manner. Our most important business is to help students learn while maintaining high academic and ethical standards.*

*It is recommended that each learner “follows the counsel of those wise faculty members who have dedicated their lives to meeting the needs of students who are willing to take responsibility for their own education.”*

**The General Education Program**

The general education program is predicated on the belief that a particular body of knowledge and a particular set of competencies exist which are common to liberally educated people and which enable them to function as whole persons in a pluralistic society. In essence, the purpose of the general education program is to prepare all students to function as individual contributors to society, as members of the larger society, and as members of their native social and political environment. Since the underlying assumption of the general education program is that there exists a common body of knowledge which binds together all human experiences, then all courses and activities which comprise the general education curriculum are designed around a common set of goals: to acquire, organize, evaluate knowledge and communicate knowledge.

As a result of the general education core and the companion discipline requirements, every Hampton University student prior to graduation should attain the following Core Competencies:

1. **Critical Thinking** is the ability to identify how to act after careful evaluation of the evidence and reasoning in a communication.
2. **Ethics** is the ability to identify ethical ideas, issues and apply ethical principles and relating to personal, professional and academic conduct.
3. **International Diversity** is the ability to understand the social customs, traditions, and artifacts of a culture.
4. **Information and Technology Literacy** is the ability to use electronic media to support research activities and the ability to locate, evaluate, and use effectively the needed information and its sources.
5. **Oral Communication** is the ability to deliver a spoken message of depth and complexity in a way that elicits a response from an audience of understanding, appreciation, assent or critical inquiry.
6. **Quantitative Reasoning** is the ability to use numeral, geometric, and measurement data and concepts, mathematical skills and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions in professional, financial, and/or real world situations.
7. **Scientific Reasoning** is the ability to describe, understand, predict, and control natural phenomena by adherence to a self-correcting system of inquiry, the scientific method, and reliance on empirical evidence.
8. **Written Communication** is the ability to develop and express complex ideas clearly, coherently, and logically in a style appropriate for both purpose and audience and demonstrate mastery of accepted standards of written communication.

**The Dr. Freddy T. Davy Honors Program**

Honors College is the premier component of the Dr. Freddy T. Davy Honors Program at Hampton University. It includes a special honors curriculum geared toward students who are highly motivated and willing to seek success and who have the courage to take intellectual risks. It is designed to promote the development of intellectual ethical leadership skills while fostering excellence in education, commitment to the learning process, experimentation, and a sense of a learning community. The wide range of service activities required as a part of the program includes the W. E. B. Du Bois

Conference, which provides an opportunity for college bound middle school and high school students to interact with Honors College scholars in activities that incorporate the Du Bois<sup>3</sup> concept of “The Talented Tenth.”<sup>3</sup>

During graduation there are “honor” graduates and “honors” graduates. “Honor” recognizes institutional achievement with designations cum laude, magna cum laude and summa cum laude. The “honors” graduates have not only achieved this institutional designation, but they have also completed the Honors Program.

Honors at Hampton University encompasses more than just grades and a grade point average. Honors is a program that is designed to augment, enhance and extend the undergraduate academic experience through community, exposure and expectations.

Honors programs are divided into two groups: programs for those who choose, and programs for those who are chosen. Students who choose to participate in the Honors Program must take the initiative to apply. Students who are chosen are offered scholarships and/or awards based upon prior achievement, such as: Trustee, Presidential, Hampton, Achievement and Merit Scholars, SEMS, COR, MELON, MARC, HBCU/NSFS, UNCF/Mellon honors programs, or they are invited to become members of Honor Societies.

### **Honor Societies**

Honor Societies at Hampton University include the Accounting Honor Society, Alpha Kappa Delta (Sociology), Alpha Kappa Mu (General), Alpha Mu Gamma (National Foreign Languages), Alpha Psi Omega (Dramatics), Alpha Phi Sigma (Criminal Justice), Beta Kappa Chi (Science), Delta Sigma Rho/Tau Kappa Alpha (Debating), Chi Alpha Sigma (Student Athletes), Golden Key (General), Kappa Delta Pi (Education), Kappa Tau Alpha (Journalism and Mass Communication), Mu Kappa Tau (Marketing), National Society of Scabbard and Blade (AROTC, NROTC), Omega Chi Nu (Counseling), Phi Alpha Theta (History), Pi Sigma Alpha (Political Science), Psi Chi (Psychology), Rho Chi (Pharmacy), Sigma Beta Delta (Business), Sigma Pi Sigma (Physics), Sigma Tau Delta (English), Sigma Theta Tau (Nursing), Tau Sigma Delta (Architecture), and Upsilon Pi Epsilon (Computer Science).

### **Procedures and Penalties for Academic Dishonesty**

#### **Cheating**

A student caught cheating on an examination or plagiarizing a paper will be subject to course failure and/or dismissal from the University. A student is considered to be cheating if, in the opinion of the person administering an examination (written or oral), the student gives, seeks, or receives aid during the process of the examination; the student buys, sells, steals, or otherwise possesses or transmits an examination without authorization; or, the student substitutes for another or permits substitution for himself/herself during an examination.

#### **Plagiarism**

Plagiarism is defined as “taking and using as one’s own the writing or ideas of another.” All materials used to meet assigned written requirements of a course, from any source, must be given proper credit by citing the source.

All cases of cheating or plagiarism shall be reported by the instructor to the chairperson of the department in which the violation occurred, to the school dean/division director and to the Executive Vice President & Provost.

#### **Penalties for Academic Dishonesty**

Cases of academic dishonesty are initially investigated and reported by members of the instructional faculty to the chairperson of the department in which the cheating occurred, to the school dean, division director and to the Executive Vice President & Provost. Penalties for minor violations of academic dishonesty are to be recommended at the discretion of the instructor. The penalties for academic dishonesty on examinations and major course requirements may include one of the following:

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<sup>3</sup> Du Bois – William Edward Burghardt Du Bois, (1868-1963), author, historian, scholar, poet, editor, Pan-Africanist, sociologist, civil rights activist, early founder and key leader of the NAACP, editor of the NAACP *Crisis* magazine. He died in Ghana on the eve of the historic March on Washington, August 27, 1963.

1. A grade of "F" on the examination or project.
2. A grade of "F" on the examination or project and dismissal from the course.
3. A grade of "F" on the examination or project, dismissal from the course and from the University.

When dismissal from the University is the recommended penalty, the chairperson of the department submits the details of the case to the Executive Vice President & Provost who schedules an academic dishonesty hearing.

No penalty shall be imposed until the student has been informed of the charge and of the evidence upon which it is based and has been given an opportunity to present his/her defense. This review should take place in a meeting convened with the student and the instructor. If the faculty member and the student cannot agree on the facts pertaining to the charge, or if the student wishes to appeal a penalty, the issue may be taken to the department chairperson. Each party will present his/her case to the chairperson who shall then call a meeting of all involved parties. If the issue is not resolved at the departmental level, the dean shall conduct a hearing. If the issue is not resolved at the school level either party may appeal the decision at the school level to the Executive Vice President & Provost who shall convene the appropriate individuals and conduct a hearing in order to resolve the issue.

### **Administrative Action**

The Executive Vice President & Provost has the authority to dismiss or expel any student who fails to meet scholarship requirements or to abide by academic regulations.

### **Disruptive Behavior in Academic Settings**

Students' or student organizations' behavior and activities are not to interfere with, alter or otherwise disturb the learning environment. Disruptive behaviors, as identified below or as may be identified are specifically prohibited during these academic activities to include: while in classrooms; faculty, administrative and university offices; the William R and Norma B. Harvey Library, the University Museum, lecture hall settings, conferences, meetings, public forums or entertainment programs (including concerts or shows). This means that appropriate student decorum is expected at all times when students are in the learning environment, the residence halls, the cafeteria and while in attendance at University functions. Students who fail to observe appropriate decorum will be subject to disciplinary action by the Vice President for Student Success & Enrollment Management.

If a student becomes disruptive (e.g., refuses to quit talking; blocks an entryway; throws things; uses profane, intimidating, or abusive language; use of telecommunication or computer devices, repeatedly interrupts others' speech; initiates movement within the classroom without authorization) an instructor should first direct the student to comply with appropriate behavior guidelines, and, if compliant behavior is not received, he/she may dismiss the student for the remainder of the class period. The student should follow that directive and leave the classroom without further disruption.

## **RESERVE OFFICERS TRAINING CORP**

### **Army ROTC**

The Department of Military Science (ARMY ROTC) provides elective courses in Military Science to all full time students who may desire to earn an Army ROTC scholarship and a commission in the Reserve Component or Active Army. Students entering the basic course must be at least 17 years old, and/or have not passed their 28th birthday; must be a citizen of the United States and medically fit to undergo physical exercises. A student must be at least seventeen (17) years old to accept an Army ROTC Scholarship.

Those students who complete the basic course and wish to qualify for a commission as Second Lieutenant in the U.S. Army may be selected to enter the advanced course. A minimum grade of "B" in all courses at the advanced course level is considered essential for continuance in Military Science. Advanced course students must satisfactorily complete Military Science III and IV and satisfactorily complete a four (4) week advanced camp, generally attended between the junior and senior years of college in order to be commissioned. Applicants are admitted to these courses if they meet the standards for selection set by the U.S. Army.

Credits gained in Military Science are counted in the hours needed for graduation. Those students successfully completing all Military Science courses and the academic requirements leading to the bachelor's degree are offered commissions as Second Lieutenant in the United States Army Reserve Component or Active Duty Army.

Two-and three-year Army ROTC Scholarships are available to selected cadets who are strongly motivated toward a career in the Army. The scholarships are awarded on a competitive basis. The scholarship covers full tuition and required university fees, while providing a yearly book allowance, and a monthly subsistence allowance.

### **Navy ROTC**

The Hampton Roads Consortium consists of five schools (ODU, NSU, HU, RU, TCC), making it one of the largest Naval ROTC Units in the nation. Our location, close to the world's largest naval base, allows us to offer our students unparalleled leadership and hands-on training opportunities.

Navy ROTC offers a variety of practical training and leadership opportunities to prepare students for their career as a Navy or Marine Corps Officers. The mission of the program is to develop Hampton University NROTC students morally, mentally, and physically, and to imbue them with the highest ideals of duty, honor, and loyalty.

Students partake in physical training 2-3 times a week, participate in weekly lab periods, and receive world class instruction on a wide variety of Navy-related topics.

The Navy ROTC program offers three great scholarship programs for high school graduates or college freshman with less than 30 credit hours: The Four-Year National Scholarship, the Navy Minority Serving Institute Scholarship Reservation (MSISR) Scholarship, and the Frederick C. Branch Marine Corps Scholarship. These scholarships cover:

1. Four years of tuition and fees
2. A stipend for textbooks
3. \$250 per academic month living allowance (increases by \$50 each year)
4. All scholarship students participate in exciting one-month training opportunities with active Navy and/or Marine Corps units stationed around the world each summer.

Textbooks, uniforms, and equipment for Naval Science classes are furnished without expense to the student. These articles are on loan from the United States Government.

One of the programs that many of our incoming freshmen choose is the Non-Scholarship College Program Basic Course, which allows you to "walk-on" to the NROTC program, participate in Naval Science courses and lab, with the ultimate goal of earning a two or three-year side-load scholarship or Advanced Standing and your commission.

Both scholarships and Advanced Standing are nationally competitive and a requirement to continue in the program beyond junior year. Advance Standing does not pay for college, but it does guarantee a commission upon graduation.

Upon earning a bachelor's degree, scholarship or advanced standing students are required to serve a minimum of 5 years of Active Duty service in one of the following unrestricted line warfare communities: Surface Warfare, Aviation, Nuclear Power, Special Operations, Cyber Realm, and Marine Corps. These are the ONLY options coming out of NROTC.

### **Veterans Affairs**

The University provides assistance to veterans and active duty service personnel who will utilize Veteran Administration Educational Benefits through the personnel of the Office of the Registrar, Veteran Affairs Clerk.

Students that are planning to attend Hampton University as a new or transfer student must be accepted into Hampton University before using any Veteran Affairs Benefits. Military members must meet the service requirements in order to be eligible to receive or transfer Veteran Affairs benefits.

Dependent of an active duty member must have the benefits transferred. Once approved for the transfer of eligibility benefits to the student, the student will need to apply to utilize the Veteran Affairs benefits. If you are a dependent of a retired or non-active duty member, the student will need to apply for the benefits. If you are a dependent of service



member who died in the line of duty after September 10, 2001 you can also apply. If you are a reservist, you will also need to obtain a Notice of Basic Eligibility (NOBE) from your reserve unit and attach it to your application materials that need to be submitted to the VA. You may apply online at [www.gibill.va.gov](http://www.gibill.va.gov) or, if you are not able to apply online call 1-888-GIBLL-1 (1-888-442-4551). Once you have completed the application process, you will receive a Certificate of Eligibility. You will need to provide a copy of the Certificate of Eligibility to the Office of the Registrar, Veteran Affairs Clerk for processing.

The university is a part of the Yellow Ribbon Program. There are a set number of slots for this program at Hampton. Yellow Ribbon is supplemental funding and is not guaranteed to all students. Students may request Yellow Ribbon and once all slots have been filled, names will be added to a wait list.

Active duty military personnel and veterans can receive advanced credit, depending upon rank, length of service, duty specialty, and service schools completed. Veterans and active duty personnel must submit copies of DD Form 214 or DD Form 295. The University grants the following academic credits to veterans of two or more years of honorable service in the United States Armed Forces who are enrolled in regular degree granting programs. A maximum of four semester hours for military service for veterans in pay grade of E8 and six semester hours for any grades of E7 and below (these credits can be used to meet the social science requirements, except for History 101, 102, 105, 106, or 108). A maximum of three semester hours in oral communication is allowed for veterans in pay grades of E8 and above.

Active duty military personnel and veterans may receive transfer credits from any accredited institution of higher education. The grade must be C- or higher. All grades for the major or related area of the major must be a C or higher. Accepted transfer credits will reduce the number of hours required for graduation.

Effective August 1, 2019

**Background:** Section 103 of PL 115-407, 'Veterans Benefits and transition Act of 2018, amends the Title 38 US Code 3679 by adding a new subsection ( e ) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

**Hampton University Policy:**

In accordance with Title 38 US Code 3679 subsection ( e ) of the Veterans Benefits and Transition Act of 2018, Hampton University will not impose a penalty on any student using veterans' education benefits under Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 GI Bill ®) because of the individual's inability to meet his or her financial obligations to the University due to the delayed disbursement of funding from the Department of Veterans Affairs (VA).

Hampton University will not:

- Prevents the student from attending or participating in the course of education during periods in which there is a delayed disbursement;

Assesses a late payments fees if the financial obligation is fully funded by the Department of Veterans Affairs (VA);

Require the student to secure alternative or additional funding for delayed disbursements;

Denies access to University facilities and services (e.g. access to grades, transcripts, and registration) available to other students who have satisfied their tuition and fee bills.

However, Hampton University will require that such students adhere to the following:

- Produce the VA's Certification of Eligibility by the first day of class,
- Provide written request to be certified, and

- Provide additional information needed to properly certify. (All students must complete the enrollment form stating that he/she would like to use their benefits and a copy of their class schedule each semester)

All students receiving benefits should only register for courses listed in their degree program. Students will not be certified for courses outside of their major.

The School shall report all courses in which a Veteran or eligible person is enrolled without delay to the Department of Veterans Affairs (DVA). The school will also report any interruptions or terminations of such course work or enrollment changes to the DVA based on the last day of pursuit.

All students should follow the Student Grievance Procedure, page 26 of the Academic Catalog. Veteran/Military students should follow this policy and if the situation is not resolved at the school, the beneficiary should send a complaint to [SAA@dvs.virginia.gov](mailto:SAA@dvs.virginia.gov) (Virginia State Approving Agency – SAA).

If you have questions, please contact the Registrar at <http://registrar.hamptonu.edu/veteran.cfm>.

## **UNIVERSITY LIBRARIES**

The Libraries support the University's mission to promote learning and excellence in teaching through providing access to a wide array of information resources, services and facilities. Hampton University students, faculty, staff, researchers and scholars constitute the primary users of the University Libraries. The resources of the campus libraries are enhanced as a result of membership in several networks and consortia serving academic libraries. The university library system is a member of the Virginia Tidewater Consortium (VTC), the Virginia Independent College and University Library Association (VICULA) and the Virtual Library of Virginia (VIVA). The sharing of resources by the network of academic libraries is accomplished through the use of interlibrary loan, reciprocal borrowing, the shared cataloging of materials, online access to holdings, bibliographic databases and cooperative purchasing. Hampton University's libraries include the William R. and Norma B. Harvey Library (main) and satellite units in the Department of Architecture and the Department of Music.

### **The William R. and Norma B. Harvey Library**

The William R. and Norma B. Harvey Library was dedicated and opened officially on January 26, 1992. This five-story facility houses the main library collection which includes over 450,000 volumes including monographs and bound periodicals and more than 640,000 microforms. Electronic editions of major newspapers and selected print periodicals are also received on a continual basis.

Three special collections add depth to the general holdings: (1) the selective U. S. Government documents depository which is a designated Association of Southeastern Research Libraries(ASERL) Center of Excellence for government documents for the U.S. Commission on Civil Rights, (2) the George Foster Peabody Collection of more than 33,000 cataloged items by and about African Americans, and (3) the 2008 U.S. Presidential Election Collection consisting of more than 700 monographs and ephemera by and about the presidential candidates.

Users gain access to the library's holdings through the Hampton University Online Web-based Catalog (HUWebCat). New bibliographic records are available for adaptive cataloging through the OCLC subscription service. The library management system is the most recent version of the SIRSI/Dynix Symphony client based system of software and equipment. The library also participates in the NACO program, contributing standardized name records to the Library of Congress Name Authority File.

Electronic resource access is available from the University Library homepage. Online access to citations, abstracts, full-text articles, electronic journals, eBooks, government documents, dissertations, and other reference sources is provided. Students, faculty, and staff are able to access electronic resources from the library's website both on and off-campus. The library maintains licensed agreements to several aggregated and specialized databases, electronic journals, and e-books. Library instruction and web tutorials are provided to help users effectively access resources.

In addition to the above, open shelves afford users the privilege of direct access to most bound periodicals and books. The main library provides individual study areas on each floor and also has group study rooms, faculty carrels, a 24-hour study room, a vending area, and a multi-purpose meeting room seating 100. The library has an electronic

classroom, a conference room and wi-fi connectivity. Computer access is provided through the presence of multiple desktop stations located on the first floor of the building.

### **Library Decorum**

The University Library is the focal point of the academic environment at Hampton University. It is a resource for the enhancement of teaching, learning and research. Therefore, it is expected that all patrons will demonstrate the highest respect for the professional staff and library resources. The library is not to be used as a place for social gatherings, but as a place for quiet reflection and as an invaluable resource for academic success.

Failure to demonstrate proper personal decorum could lead to disciplinary action and/or separation (suspension or expulsion) from Hampton University. Please be advised that each patron is required to follow the regulations below.

1. Talking should be limited to a low voiced- tone so as to not disturb or distract others from studying.
2. Headphones must be used when listening to electronic media.
3. Bringing food, candy or any snacks into the library (to consume or not) is prohibited. Food s that are should only be consumed in the atrium, 24-hour study area and vending area. Patrons may consume beverages throughout the building.
4. Smoking in the library and bathrooms is prohibited.
5. Making illegal use of computers and electronic equipment is prohibited.
6. Removing library resources from designated areas is prohibited.
7. Using abusive language to fellow students, library employees and other patrons is prohibited and will lead to immediate removal from premises by security.
8. Defacing furniture and mutilating library resources will subject the student to disciplinary action.
9. Leaving debris of any type on tables, carrels, or floors is prohibited.
10. Stealing of library resources or personal property of patrons or of others is prohibited.
11. Sitting on tables, carrels, or any items other than chairs or proper lounge furniture is prohibited.
12. Wearing of hats and caps by males inside the library is prohibited, unless there is proof that such is worn for religious reasons.
13. Using alcohol or illegal drugs within the library will subject the student to immediate removal from premises by security.
14. Social club and Greek organization activities must be held in the library Meeting or Conference Rooms. These activities must be scheduled through the Localist System with the Office of Student Activities and approved by the Library Administration Office.

Any violation of the above regulations or demonstration of other negative behavior will be reported to the appropriate body for disciplinary action.

### **Harvey Library Policy on Circulation**

Books checked out of the Harvey Library circulate for thirty (30) days. However, the Circulation Department may need to recall the book after fifteen (15) days, if there is additional demand for the material. The charge for overdue books is twenty cents per day, per book with a maximum fine of \$10.00. Overdue reserve materials are charged \$5.00 per material, per day with no maximum fine limit.

### **Policy on Destruction and/or Theft of Library Resources**

The library books and other instructional materials are regarded as major resources at Hampton University. Thus, persons who take pages from documents, destroy or deface any University instructional resources, steal or attempt to steal instructional materials from libraries, laboratories, instructional centers and other places where instructional resources are housed, will be subject to severe penalties, which may include but are not limited to the following:

1. A fine of \$100.00 plus payment for the cost of repairing or replacing library materials or equipment;
2. Probation for a minimum of one (1) semester;
3. Payment for the cost of replacement or restoration of documents, etc., and;
4. Possible suspension from the University.

The library website is <https://home.hamptonu.edu/library/>. Patrons may call 757-727-5372 or email [ereference@hamptonu.edu](mailto:ereference@hamptonu.edu) for additional questions or assistance regarding the university libraries.

### **COVID-19 Protocols**

The William R. and Norma B. Harvey Library follows university protocols regarding responses to COVID-19.

### **THE CENTER FOR INFORMATION TECHNOLOGY (CIT)**

The mission of the CIT is to provide cutting edge technology, technical leadership and highest levels of support for all Hampton University personnel. In its unique role, the CIT serves as the primary resource for information technology services and support for all students, faculty, staff and authorized guests.

The CIT is under the direction of the Vice President for Information Technology. The services and resources included in the CIT are the Academic Technology Mall (ATM), Help Desk, Computer Center, Education /Blackboard Services, Enterprise Resources Programs (ERP), Media Productions, Network Services, and Web Services.

At some point during their stay, most students will require the assistance of the Help Desk professionals. The Help Desk is located on the 5th floor of the Harvey Library. This team strives to address all user IT concerns and the work to support the computer needs of the University. The Help Desk personnel also maintain and manage the operations of the ATM area. This area consists of a computer lab with approximately 50 computer workstations - both Windows and Apple platforms. They also assist authorized users with color/black & white printing and copying capabilities. For IT issues that they are not able to address, they serve as liaisons and guide users to the proper resource personnel for assistance. If you need to contact the Help Desk email [HelpDesk@hamptonu.edu](mailto:HelpDesk@hamptonu.edu) or call 757-727-5959. Unless otherwise noted, the Help Desk regular hours of operation are as follows:

- Monday-Thursday      8:30 a.m. – 11:45 p.m.
- Friday                    8:30 a.m. – 4:45 p.m.
- Saturday                9:00 a.m. – 4:45 p.m.
- Sunday                    3:00 p.m. – 11:45 p.m.

### **Policy on Appropriate Use of Technology**

Hampton University provides and maintains technologies that advance teaching, learning, encourage research, and support administrative activities in support of the University's mission. The University views access to all of its technology resources as a privilege that is granted to members of the University community so long as it is accessed responsibly. Reference the full version of the CIT policies at the CIT website's documentation section. Hampton University reserves the right to monitor and investigate violations or suspected violations of policy and security.

Students utilizing technology resources shall be held to the standards of conduct set forth elsewhere in the Student Handbook. All faculty and staff shall be held to the standards of conduct set forth elsewhere in the Faculty and Staff Handbooks, respectively. All University rules, particularly those pertaining to the Code of Conduct and the consequences of acts of dishonesty, harassment, plagiarism, piracy and illegal or inappropriate use of software are applicable to the use of computers, cell phones, and other technologies.

Users can have a reasonable expectation of privacy, except those times when the system/network administrators, under the direction of the Vice President for Information Technology need to investigate Internet Protocol (IP) addresses for purposes related to operations and compliance with University Policy and federal/state laws. The Vice President for Student Success & Enrollment Management will process violations of University Policy by students. The Director of Human Resources and the Provost will manage University Policy violations by faculty and/or staff. Infringements made known to the Vice President for Information Technology by the Recording Industry Association of America (RIAA), Business Software Alliance, MGM, and NBC Universal Properties and the like will be processed by the CIT with written notification to the Vice President of Student Affairs or Director of Human Resources and/or Provost where applicable. Users found in violation of this policy may direct appeals to the Vice President for Student Success & Enrollment Management, the Director of Human Resources and/or the Provost within three business days. A written response will be provided to the user within ten business days.

The following is intended to ensure that all members of the University computing community can be afforded privacy in his/her work; that no one will be unwillingly subjected to abusive behavior of others using the system; that the resources available to the community are not consumed by only a few individuals; and that electronic vandalism does not destroy computer resources. It should be understood clearly that the following points are illustrative and not all-inclusive.

- Only authorized persons defined as students, faculty, staff and members of Hampton University sanctioned programs (e.g., TEMP employees), may use Hampton University's computing facilities and equipment (computers, printers, networks, software, etc.) for legitimate purposes relating to teaching, coursework, research, and administration at Hampton University. Guest/visitors will be granted access to Hampton University's computing facilities and equipment on an as needed basis. Approval will be processed by the Vice President for Information Technology with written notification to the Vice President of Student Affairs or Provost where applicable.
- Members of an academic community are entitled to privacy of their work. It is a violation of University policy for an individual faculty, staff or student to share their own login information with others to use, to obtain a password that belongs to someone else, or to access another user's files or e-mail account on the network. These violations are forms of theft and will not be tolerated.
- Any faculty, staff or student may not access any file or message that is not their own unless that file has been made publicly accessible or granted permission by the file or message owner. This access prohibits the reading, writing, and editing of directories and passwords belonging to others. This prohibition includes, but is not limited to, files left on a computer hard drive or any removable storage device, i.e., mobile devices/phones, thumb drive, CD-ROM/DVD. Posting, creating, or modifying a file or message under another user's identity is prohibited.
- Taking advantage of another user who inadvertently leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter, or destroying property. Accessing another user's computer without permission is prohibited. Users must log off or lock their computers when leaving their desk or away from the computer.
- Using any technology resource to annoy, harass, surreptitiously record or defame is prohibited. This applies to but is not limited to the use of phone, mail, electronic mail, conferencing, news group bulletin boards, information systems (e.g., Blackboard Learning Management System, and message facilities. This includes but is not limited to flooding individuals or news groups with large volumes of electronic mail designed to disrupt and/or annoy.
- The Virginia Code, Section 18.2-372 & 374 sets forth the definition of obscene material. The code also states that the distribution, production or sale of obscene items is illegal, and punishable by law. Federal law also criminalizes the transportation of such materials in interstate commerce.

Hampton University must comply with these laws and will enforce them among all students, faculty, staff and visitors. Furthermore, the use of Hampton University computers and network services to create or post pornographic and/or obscene material on a Hampton University computer, server, website, portal, or on any social media site is a violation of University policy. Additionally, the use of social media to participate in cyber bullying, the inappropriate posting of photos and videos (selfies and others), or abusive or derogatory comments that are damaging to an individual's character, or damaging to the Hampton brand will not be tolerated on any device or network. Violators will be subject to the disciplinary action up to expulsion and/or termination.

- Knowingly engaging in any activity that might damage the operating systems and/or the data stored on any computer, server, or peripheral by removing or modifying the system files, or disrupting services is a violation of University Policy. Violators will be subject to the disciplinary action up to expulsion and/or termination.

- Knowingly distributing a virus, malware or attempting any attack on the network resources or on any individual computer or peripheral is a violation of University Policy. Violators will be subject to the disciplinary action up to expulsion and/or termination.
- Disseminating chain letters, sending unauthorized mass emails, or using any University IT resources for personal gain and other “spreading schemes” is an inappropriate use of the network and IT resources. Users participating in such activities may have their email, applications, or information system’s privileges restricted or revoked and may also be subject to disciplinary action of expulsion and/or termination.
- The Virginia Code 18.2-152.5, states, a person is guilty of the crime of computer invasion when he uses a computer network and intentionally examines without authority any employment, salary, credit or any other financial or personal information relating to any other person. “Examination” under this section requires that offenders to review the information relating to any other person after the time at which the offender knows or should know that he is without authority to view the information displayed.

Hampton University must comply with these laws and will enforce them among all students, faculty, staff and visitors.

- Attempting to circumvent the action of system software written to implement protection mechanisms is prohibited. Protection mechanisms include but are not limited to the establishment of accounts, passwords, disk quotas, and time and space limitations. Any attempt to get around the protection mechanisms established by the University is a violation of the disciplinary code. If you find that some action on your part has placed you in violation of the mechanisms, you must report the incident to the Vice President for Information Technology and/or the Office of Judicial Affairs.
- Unauthorized copying and/or downloading of music, software, or other media, including streaming video from illegal sites without agreement, constitute a violation of copyright laws. Such behavior is a violation of University Policy and the United States laws. Activity not authorized by copyright owners, their agents, or the law is prohibited and may be punishable by law. The system administrator, under the direction of the Vice President for Information Technology, will remove all unauthorized media or files from the network without notification and/or warning. The potential consequences of illegal downloading and file sharing are severe. Given the civil and criminal penalties for illegally downloading and file sharing, violators will be subject to disciplinary action up to expulsion and/or termination.
- The University's systems or networks cannot be used for personal gain; for example, selling access to your USER ID or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university. This includes accessing websites or conducting day trading investments (e.g., eTrade, AmeriTrade, etc.).
- Any website associated with Hampton University, or using the designations “Hampton University,” “Hampton Institute”, “Hampton U,” “HU,” or other Hampton University-associated name, nickname, abbreviation, or symbol, whether established by an academic or administrative unit, a foundation or center, a group or individual, must adhere to the rules and regulations provided in this policy.
- Website content must comply with all official University policies, standards and practices and in the current University Standards, policies on the use of the University seal, logo, and other HU symbols. The website may not be linked to non-University sites that in any way are made to appear as official university sites or content. (i.e. spoofing, redirecting, etc.).

To assure compliance, the following procedures must be followed prior to the implementation of such websites:

- a. Students interested in developing a Hampton University related website must present website plans to the Director of Student Activities or designated Student Activities official. These plans will be shared with the Office of Web Services and Vice President for Information Technology for final approval.

- b. Technical plan for the website, including name, technical requirements, support requirements, source of content and security provisions must be reviewed by the University Office of Web Services and approved by the Vice President for Information Technology.
- c. Content plan for the website, including name, use of University logo, and other HU symbols, general content, schedule for review and updating of the website content and the HU office to be responsible for compliance monitoring, must be reviewed and approved by the Office of Web Services.
- d. University, symbols, logos and other trademarks on commercial websites (i.e., “.com” and other domain names that may be developed) must be approved by the Office of Web Services and like will be processed by the Vice President for Information Technology prior to use.
- e. The Office of Web Services will regularly review all websites with names related to Hampton University for compliance with this policy and procedures. Any websites not in compliance will require immediate resolution or removal. Failure to comply with these policies and procedures may result in appropriate civil or criminal action against the website developers/providers/owners.

**HAMPTON UNIVERSITY ARCHIVES**

Located on the first floor of the University Museum in the historic Huntington Building, the University Archives preserve a part of the rich heritage and tradition of the University. The collection is one of the nation's largest and most comprehensive collection of materials on the history and culture of African-Americans and Native Americans. Among the archive's holdings are more than 8 million documentary items and over 50,000 photographs and glass negatives reflecting Hampton's role in American education, educational philosophy, political activities, labor issues, and business and international relations.

Within the collection are approximately 2 million items and 19,000 photographs relating to the American Indian Education Program. Among these photographs are historic images taken on western reservations that exist nowhere else in the world.

Additionally, Hampton University has the most complete student records of any historically black college or university in the United States, making it a very valuable source for researchers in black education. Specific types of documents in the archives include letters to and from the university campus by past presidents and faculty; minutes from faculty meetings, discipline books, and individual files on students who have attended Hampton, many of which begin prior to the student's arrival at Hampton and continue after his/her departure. Appointments are recommended. Call 757.727.5374.

**University Archives Hours of Operation**

Monday – Friday	8 a.m. – 5:00 P.M.
Saturday	CLOSED

**HAMPTON UNIVERSITY MUSEUM**

The Hampton University Museum is a unique institution and a national treasure. Located in Hampton, Virginia, in the heart of our historic Hampton University campus, the Museum is the oldest African-American museum in the United States and one of the oldest museums in the state of Virginia. The collections feature over 9,500 objects including African-American fine arts, traditional African, Native American, Native Hawaiian, Pacific Island, and Asian art; and objects relating to the history of the University.

The Collection began in 1868, only a few months after the founding of the school. In its earlier days, the University Museum had a unique role to play, since it was the only museum in the South open to African-Americans until at least the 1920's.

The Museum offers a wide array of educational activities to students of all ages, both within the Museum and at various sites off-campus. Pre-K programs are offered through the Museum's Curiosity Room for children ages pre-kindergarten through grade 1. The Museum also features Tree House, a children's membership program. Elementary, Middle School and High School programs are structured to facilitate exploration of the Museum's collection.

The Museum is housed in the Huntington Building, formerly the Huntington Memorial Library. In 1997, the University completed a \$5 million renovation of the structure in preparation for relocating the museum to the site. The new facility contains approximately 34,300 square feet, including 12,000 square feet of gallery space and a 1,123 square foot education center. Permanent and changing exhibitions are displayed in ten galleries. A new wing opened March 30, 2023 adding 3500 square feet to the existing building creating more room for innovation exhibitions and programs.

The University Museums' Laurel Tucker Duplessis Gift Shop is located on the first floor of the Museum. It carries a unique array of handcrafted art objects, jewelry, art books and children's book, posters, note cards, and more. You may also purchase items on the Museum's website <https://home.hamptonu.edu/msm/>.

**University Museum Hours of Operation:**

Monday – Friday	8:00 a.m. - 5:00 p.m.
Saturday	Noon - 4:00 p.m.

***The Museum is closed during major and campus holidays.***

**THE INTERNATIONAL REVIEW OF AFRICAN-AMERICAN ART**

Published two times a year, *The International Review of African-American Art* covers the visual and material culture of African descended people in the Americas. It publishes general issues on a variety of topics and special issues on single themes such as 19th century African-American artists, the art of 1960s' Cultural Revolution and social change, collecting African-American art, and "Design Force 2000" (African-American graphic designers, architects and other designers anticipate the new century).

**INTERNATIONAL OFFICE**

The Hampton University International Office (HUIO) houses the Designated School Official (DSO) who assists the University's international students who are on F-1 visas in complying with regulations of the United States Department of Homeland Security. Additionally, it houses the Responsible Officer (RO) who assists the University's international students, scholars and faculty who are on J-1 and H-1B visas. Upon arrival on campus, all new and transfer international students are required to check-in with the International Office which is located in the Armstrong-Slater Building, first floor. New and transfer international students are to present their initial I-20, a copy of their schedule for the semester, proof of valid health insurance, passport, visa, and their I-94 admission number; which can be retrieved online at 194-Official Website (dhs.gov) within 24 hours of arriving in the United States. The Director/Coordinator of the HUIO or the P/DSO will validate their full-time status and sign their I-20s (if necessary).

The Office provides special orientation programs and workshops for international students and scholars to assist international students in maintaining their visa status as they pursue their degrees. Topics include enrollment requirements and the time frame for completing their program of study; special registrations that may be required from time to time; permission to work under certain authorized circumstances; and travel regulations. Continuing international students *must continue to report to the HUIO during the first week of each semester* to provide a copy of their course detailed course schedule; a copy of passport and visa renewals, if any; proof of health insurance for the academic year; a current and signed I-20 form; complete/updated student data card; and a recent printout of their I-94 number/record if they traveled out of the United States. A new I-94 admission number must be obtained each time an international student enters the United States.

The HUIO also provides students and faculty with tools and resources for study abroad, internships, research, and volunteer abroad opportunities. Students interested in studying abroad programs are required to complete all of the HUIO registration materials, i.e., Study Abroad Procedures and Agreement with data and budget sheet, CSRT Form, Statement of Responsibility and Assumption of Risk Form, Student Agreement on Registration for Study Abroad Form, and the Study Abroad Pre-Approval Course Selection and Transfer of Credit Form. The Pre-Approval Course Selection and Transfer of Credit form requires the review, approval and signature of the student's Academic Advisor, as well as the approval of the student's corresponding HUIO Study Abroad School Dean's and Advisor's signatures. The HUIO Study Abroad Program allows for faculty to organize non-credit and credit faculty-led study abroad programs for groups of students from a particular department or school. It can be open to other departments' students or it can be



for a closed group, i.e., students enrolled in a specific course. Faculty interested in organizing a faculty-led study abroad trip must contact the HUIO for the IO Study Abroad Faculty-Led Program Guidelines. Resources include strategies to secure funding, scholarship opportunities, pre-departure orientation guidelines, policies and procedures outlined by the U.S. Department of State's Smart Traveler Enrollment Program (STEP). The HUIO is housed under the Office of the Executive Vice President & Provost.

## **OFFICE OF THE REGISTRAR**

### ***General Academic Policies and Regulations***

#### **Release of Information from Student Academic Records**

1. Reports: The University periodically sends written reports of the student's academic progress to the student.
2. Access to student records is governed by the Federal and State of Virginia Freedom of Information Acts/Policy and the Policy of Hampton University.
3. Access to student records by officers and staff of the University is based on need to know in one's official capacity.
4. Access to his or her own permanent official academic record by the student is achieved by ordering a transcript of courses attempted and grades earned. Access to various temporary and other work files in operating offices in the University is by application to the individual office. All attempts will be made to quickly satisfy legal and reasonable record access requests of the student to his or her own record. However, an appointment up to four weeks from the date of the written request from the student may have to be used during periods of the University closing and unavailability of staff to provide data and to monitor their review.
5. All persons other than staff of the University and the individual student of legal age may access a student's record only with the student's written permission. The original signature of the student must be on the written request identifying the allowed access given to the University office of record for the student's information. No access is allowed to a student's information on file at the University except for standard directory information and access by those legal entities and agencies as allowed under the Privacy Acts of the Federal Government and the State of Virginia.
6. A student may request transcripts of his or her academic record as necessary. A fee is charged for each transcript.

#### **Release of Information Policy - FERPA**

This is to inform students that Hampton University intends to comply fully with the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the corrections of inaccurate or misleading information and complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. The policy can be read in the Office of the University Registrar. This office also maintains a directory of record, which lists all education records maintained on students by this institution.

Hampton University designates the following information as public or directory information. Such information may be disclosed by the institution at its discretion: name, address, telephone number, dates of attendance, previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Registrar, First Floor, Whipple Barn no later than 10 days after classes have started. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office.

Hampton University assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure. You may contact FERPA at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

#### **Student Affairs Division Records**

The Release of Information Statement of Policy is applicable to all student confidential records in the Student Affairs Division. Hampton University fully complies with the provisions of the Family Educational Rights and Privacy Act of

1974 (FERPA) and will require signed authorization from students and graduates to disclose disciplinary records, except where notification to parents of separations from school and administrative hearings are specifically cited in disciplinary matters.

### **Registration for Classes**

All students at the University must be properly admitted in order to register for classes. Registration has no official standing until fully validated by having courses in the system, medically cleared by the Health Center and financially cleared by the Business Office.

Student must meet the requirements of the Academic Catalog that is enforced at the time of the student's admission to the University. If the student's course of study is interrupted by failure to enroll for successive terms or because of a change of major, the student must then meet the university, school, and departmental graduation requirements in force at the time he or she re-enrolls and/or enters the new major.

Program planning is the responsibility of the individual student. Each regular degree-seeking student, whether part-time or full-time, has a faculty advisor assigned to assist him or her in planning a program and sequence of courses. The University Catalog lists the courses required in each program and shows typical sequences of the courses for meeting the requirements for the various degree and major programs of study. Each academic department prepares materials to assist student in program planning and keeping requirement of the major field of study up to date and coordinated with current professional certification, licensing and other requirements. Each student should review his or her own person plan before each early registration period and be prepared for the preregistration conference with his or her academic advisor.

Early registration is conducted in mid-semester for the following semester. It is to each student's advantage to pre-register for classes and make early financial arrangements. The student meets with his or her advisor as scheduled, and completes all pre-registration forms for courses in the advisor's office or major department. Billing shortly follows, and all early registration for the next semester can be completed before the end of the current semester. The student avoids a portion of the registration fee, and can return for the semester with minimal check-in processing.

### **Changes in Registration**

After an initial registration for a group of courses is fully validated, a student may make adjustments in courses or sections, if approved by the faculty advisor or major department chairperson, using HUNet (online registration). The change, if allowable, and if done before the published deadline, will be recorded in the student's computer-based record. It is the student's responsibility to correct any "errors"/misinterpretations before leaving HUNet. A course change made personally by the student in this manner is recorded in the system and the student should print a copy of his/her schedule as a personal record of transactions completed. The University recognizes that any change made is binding upon the student. Should the student experience problems or need special help, each school has a help area for assistance.

### **Grades and Grade Reports**

A grade report is sent at the end of each semester to each student. Mid-term evaluations are sent to the student at mid-semester. The mid-term evaluations are not recorded on the student's permanent record. The student's local address of record is used for all reporting and other communication during the semester, and the student's permanent address of record is used at semester's end and other times. Student will not receive grades and will not be able to obtain an official or unofficial transcript if there is a delinquent balance.

#### **The Grading System Effective Fall 1994**

<b>Letter Grade</b>	<b>Numerical Grade</b>	<b>Quality Points</b>
A +	98- 100	4.1
A	94 - 97	4.0
A-	90 - 93	3.7
B +	88 - 89	3.3
B	84 - 87	3.0
B-	80 - 83	2.7

C +	78 - 79	2.3
C	74 - 77	2.0
C-	70 - 73	1.7
D +	68 - 69	1.3
D	64 - 67	1.0
D-	60 - 63	0.7
F	Below 60	0.0

### The Grading System Effective Spring 2020

Letter Grade	Numerical Grade	Quality Points
A +	97 - 100	4.1
A	93 - 96	4.0
A-	90 - 92	3.7
B +	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C +	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D +	67 - 69	1.3
D	63 - 66	1.0
D-	60 - 62	0.7
F	Below 60	0.0

- AU Audited work. Not computed in, and not applicable to, cumulative grade point average (GPA).
- I Incomplete work. Not computed in and not applicable to cumulative grade point average (GPA) but converts to "F" if work not completed within a year for undergraduate students and to a "Z" after one semester for graduate students. The student does not need to be enrolled to remove an "I" grade. A grade of "I" indicates that the student has maintained a passing average, but for reasons beyond his or her control, some specific item such as an examination, a report, a notebook, or an experiment has not been completed. The student holding a grade of "I" is responsible for taking the initiative in arranging with the instructor for changing the grade.
- IP Students separating from the University because of mobilization in the Armed Forces will receive grades of "IP" ("In Progress") and will have up to three years from the date "IP" grades were issued to remove the "IP" grades. During that three-year period, the students will not be charged tuition for attending courses in which "IP" grades were awarded.
- S Satisfactory at the "C" or higher grade for undergraduate courses, or "B" or higher for graduate courses. Not computed in the cumulative GPA, grade point average.
- U Unsatisfactory below the "C" level (i.e. C-, D+, D, D-, F) for undergraduate courses or "B" level for graduate courses. Not computed in the cumulative GPA grade point average.
- WP Withdrew Passing - Not counted in cumulative average.
- WF Withdrew Failing - Not counted in cumulative average.
- Z Blank/No grade submitted.

### Repetition of Courses

All courses taken and grades for them will appear on the student's record. A student may not elect the Satisfactory/Unsatisfactory basis for a repeated course. Repeated courses will be calculated in the cumulative grade point average. However, a course may be counted only once toward the degree, regardless of the number of times taken. All grades earned are used in the calculation of the Cumulative Grade Point Average for graduate students. Effective Fall 2006, undergraduate students may repeat any course taken Fall 2006 and beyond in which a final grade of "C-" through

"F" has been earned. All grades remain on the permanent record with an indication that the course has been repeated on both the original and the most recent grade. However, only the most recent grade will be calculated in the cumulative GPA. This policy is applicable only to courses taken at Hampton University.

Graduate students will have all grades earned calculated in the cumulative grade point average.

For undergraduate students, English 101 and 102, Communication 103, and all required major courses must be passed with a "C" (2.0) or better. A Grade of "C-" or below in these courses will require repeated enrollment until the required minimum grade has been attained for each such course. Each major degree program may impose a minimum grade requirement upon other courses as specified in the program description Catalog.

### **Grade Appeals**

If a student suspects that a final course grade was unfairly or inaccurately awarded, then the grade appeal process must be completed. The student will have 10 days from the first day of classes of the next semester to complete the grade appeal process, beginning with the instructor of the course. If the concern about the grade in question is not resolved with the instructor, the student may file a written appeal with the higher levels of authority i.e., the department chairperson, the school/college deans and finally the Office of the Executive Vice President & Provost.

Grade changes require the use of a grade change form. The instructor must complete the grade change form, obtain all necessary signatures and submit the approved form to the Registrar's Office for processing.

### **Change of Grade Policy**

Only under exceptional circumstances is it possible to have grades changed once they have been placed on a student's permanent record. One exception is the changing of a grade of "Incomplete." A grade reported and recorded can only be changed upon the instructor of record's written request. Requests for grade changes must be submitted on a change of grade form. The instructor of record must complete the form, obtain all of the necessary signatures, (i.e., department chairperson, school dean/director, and Executive Vice President & Provost) and submit the approved form to the Registrar's Office for processing. Such a change can be approved only upon certification by the instructor of record that the originally reported grade was in error.

If the instructor of record is not available for justifiable reasons, a three (3) member Change of Grade Panel, comprised of faculty members appointed by the Executive Vice President & Provost, will evaluate the change of grade request to determine if the change is warranted. If approved by the Committee, a change of grade form will be forwarded to the Office of the Registrar. The Registrar will not record the change until the request has been approved and properly signed by the appropriate administrators. Violations of the grading policy will result in an official letter of reprimand. Repeated violators may be subject to dismissal for cause by the Executive Vice President & Provost.

**Information concerning the following items may be found in the online catalog: {Repetition of Courses; Auditing A Course; Satisfactory/Unsatisfactory (S/U) Option; Withdrew Passing/Withdrew Failing (WP/WF); Taking Courses at Another Institution; Concurrent Registration; Transfer Credit}.**

### **Calculation of Grade Point Average**

The Grade Point Average (GPA) is computed by dividing the total number of grade points earned (also called quality points, QPTS) by the total number of academic **quality** hours (GPAHRS). All courses recorded on the student's undergraduate transcript with a final grade ranging from "A+" through "F" generate quality points that are included in the total number of quality points. The grade point average for graduate students is determined by grades in graduate courses only. The number of quality points from each course is the product of the credit hours attempted times the quality point value for the grade as listed in the table "The Grading System." The credit hours attempted for these courses are included in the total number of quality hours. Courses with no grades (e.g., transfer credit, credit by examination or advanced placement credit) and those with other grades (AU, I, IP, S, U, WF, WP and Z) are excluded from the grade point average. For example, the grades in the table below produce a grade point average of 2.208 obtained from 26.5 Total Quality Points divided by 12.0 Total Quality Hours.

### Sample Grade Point Average Calculation

Course	Credit Hours (CrHr)	Final Letter Grade	Earn Hours (EHrs)	GPA Hours (QHrs)	Quality Points (QPts)	Grade Point Average
BIO 101	3.0	F	0.0	3.0	0.0	-
ENG 101	3.0	C+	3.0	3.0	6.9	-
HEA 200	2.0	B+	2.0	2.0	6.6	-
HIS 106	3.0	B	3.0	3.0	9.0	-
MAT 151	4.0	S	4.0	N/A	N/A	-
UNV 101	1.0	A	1.0	1.0	4.0	-
Totals	16.0	-	13.0	12.0	26.5	2.208

#### **Examinations and Other Graded Work**

Each course has periodic examinations and a final examination or evaluation. Final examination schedules are published in the Course Registration Guide. Students know the examination schedule prior to the beginning of a given term. Students are required to take all of their final examinations at times scheduled. The University does not authorize re-examination, nor will changes in final examination times be permitted unless the student has an examination conflict or has four or more examinations scheduled in one calendar day.

Absence from examinations should be discussed with the instructor before the examination so that the instructor can determine if there is sufficient reason to excuse the student or re-schedule the examination for the student.

Absence from the final examination or otherwise not completing course assignments within the scheduled time of the course is generally not excusable. Only debilitating illnesses or other emergencies are considered reasonable causes for being excused from final examinations and not completing course assignments as scheduled. If the final examination or other assignments are postponed with the consent of the instructor, an "I" is recorded on the student's record to show the course work is "Incomplete." If the work/examination is not completed within one calendar year, the "I" automatically becomes an "F" for undergraduate students. Graduate students have only one semester to remove an "I" grade and if not removed, the grade will be converted to "Z".

*Postponed examination and other assignments:* If a student has been excused by the instructor from taking an examination or completing other course work at the scheduled time, a deferred examination is provided by the instructor. The student must arrange with his or her instructor to take the missed examination or complete the missing assignment as soon as possible. Except under very extraordinary conditions, the student is not permitted to postpone the taking of a deferred examination beyond the second occasion provided by the instructor.

#### **Separation from the University**

Leaving the University for any reason is separation from the University and is categorized as:

##### **Official Withdrawal**

As defined by the University, "withdrawal" means that the student ceases to attend all classes and is no longer considered enrolled in the University. \*Please refer to the section on Medical Leave of Absence (MLOA). Official withdrawal follows from the student informing the Office of the Registrar of intent to withdraw and completing the University Separation form. A student who withdraws before the end of the course drop period will have his or her entire semester registration record removed from the permanent record. Withdrawing after the end of the drop period, but before 4:00 p.m. on the last day of classes, causes "WP" or "WF" entries for each course of the student's current enrollment. Withdrawing after the last day of classes results in grades as earned for the term being recorded in the permanent record.

## **Admissions**

Hampton University has the right to rescind offers of admission under certain circumstances, such as if a student fails to graduate from high school or misrepresents information on the application for admission or engages in behavior that raises questions about the student's moral character.

## **Academic Dismissal**

Dismissal for Academic Deficiencies results when a student does not meet the minimum academic standard. A minimum cumulative grade point average of 2.000 is the standard for all undergraduate students, but there is a sliding scale standard rising to 2.000 at 63 semester hours attempted. The purpose of the rising sliding scale standard is to allow time for the insufficiently prepared student to make up deficiencies in academic preparation for college work. Students who maintain a cumulative grade point average at or just above 2.000 place themselves in jeopardy of being dismissed without any other warning any time their semester average drops below 2.000. Students cannot take online courses at any other institution.

## **Social Dismissal**

Dismissal for not meeting generally accepted social standards and levels of decorum may occur at any time a student violates his or her trust in these matters. The University reserves the right to separate any student from the University for non-payment of accrued charges, for ill health, or for disciplinary reasons.

## **Unofficial Withdrawal**

Unofficial withdrawal results when a student, who is matriculated for a degree and is in good standing does not enroll in a consecutive semester (excludes summer school). If an undergraduate student leaves during a term and does not file a separation form or submit a letter requesting to be withdrawn he or she is considered officially enrolled. A student who withdraws unofficially has not established an official date of separation and consequently cannot be given a pro-rated refund for which he or she otherwise may be eligible. An unofficial withdrawal may also obligate the student to repay loans more quickly or in higher amounts than expected.

Readmission to the Undergraduate College after separation, for whatever reason (including all types outlined above) requires a current formal application for admission to Hampton University. Admissions procedures are enumerated in this catalog's section on admissions.

## **Transfer Credit**

A student may elect to take a course at any accredited institution of higher education. To protect the student and to ensure that the student is able to have the course and its credit, not quality points, transferred back to his or her program at Hampton University, the student must secure permission from his or her academic advisor, department chairperson, and school dean before the end of the Hampton semester prior to taking the course(s) at the other school. Standard forms and instructions may be obtained in each department. Transfer credit can only be posted record to the student's record if the student is currently registered when the transaction is received in the Registrar's Office. The student is responsible for having an official transcript mailed to the Registrar's Office when the work has been completed. Credit hours will be awarded for approved courses carrying a letter grade of "C-", or better for undergraduate courses and a "B", or better for graduate courses. No credit will be awarded undergraduate students for courses with grades of less than "C-". Courses with a grade of "C-" will not count toward major courses. All major courses must be completed with a grade of "C" or higher. The appropriately approved, posted transaction will appear on the student's record when the current term is completed. No online courses from another institution will be accepted as transfer credit for students matriculating in the Undergraduate College.

The cumulative grade point average of each student will be calculated on work (courses) taken at Hampton University, excluding the transferring of quality points between Hampton U Online, the Graduate College and University College. All credits earned at other institutions, including those earned by students seeking re-entry to the University, as well as those with approved permission to take courses at another institution, will be treated/classified as transfer credits. They may be used to reduce the number of hours required for graduation. However, they will not be used in calculating the cumulative grade point average.

## **Transfer of Academic Credits between Colleges of the University**

Students attending Hampton University may transfer up to a maximum of 6 credit hours between Hampton Institute (the Undergraduate College), the University College (i.e., Accelerated Evening Programs and Hampton U Online).

Beyond this limit, academic credits are non-transferable between the Colleges. Any exceptions to this policy may be granted by the Provost, with the signed approval of the Dean. All exceptions must be reported to the Administrative Council. When an exception is made, the academic credits shifting between Colleges are to be treated as transfer credit and may not be calculated into a student's institutional grade point average. All military personnel enrolled in any degree program during the time of their active service duty are exempt from this policy; they may transfer up to 60 academic credits between the Colleges. Students enrolled in University College may earn credit through Hampton U Online, Continuing Studies or a combination of both, to meet graduation requirements. Any student completing an associate degree in University College may transfer those credits to a baccalaureate degree program within Hampton University.

### **Good Academic Standing**

Students whose cumulative averages are equal to or greater than the average for their tenure and who have met their financial obligations, and whose conduct is in keeping with the standards of membership in the university will be considered in good academic standing. Students in good academic standing are entitled to continue registration and class attendance and are eligible to apply for a degree upon completion of the necessary requirements. They are entitled to all the privileges of membership in the university, including residence, class attendance, examinations, participation in student activities (except as set forth below) and use of facilities under the regulations of the university. They are entitled to receive regular reports of their progress, to have transcripts and other official documents issued upon request, and to use the placement and other student services of the university. Any student on academic probation may be retained in accordance with the university's regulations. An undergraduate student placed on probationary status is allowed to retain status as a student with the following provisions:

1. The student may not register for more than thirteen hours per semester. Exceptions to this rule must be approved by the Executive Vice President & Provost.
2. The student may not participate in extracurricular activities, which are not class-related; and the student may not travel in the name of the university or at university expense. Exceptions to this rule must be approved by the Vice President for Student Success & Enrollment Management or the Executive Vice President & Provost.

### **Satisfactory Progress**

Any undergraduate student enrolled as a regular degree student who maintains the cumulative average required by regulations and is enrolled in at least twelve (12) semester hours of course work each semester shall be considered to be maintaining satisfactory progress toward a degree. As an exception, a student's cumulative grade-point average may fall below 2.00, but not less than the minimum set forth below for the number of quality hours attempted during which time he or she shall be placed on academic probation. Failure to achieve the required minimum cumulative grade-point average in the following semester, the probationary student is subject to dismissal.

Any graduate student enrolled as a regular degree student who maintains at least a 3.00 cumulative GPA and is enrolled in at least nine (9) semester hours of course work each semester shall be considered to be maintaining satisfactory progress toward a degree.

All students are reviewed for progress towards the completion of their degree. This process takes place during the pre-registration period of each semester by the academic advisor. A student cannot receive his/her registration pin number without being advised by his/her major advisor.

The Office of the Registrar will also check each veteran/military student's course enrollment schedule to ensure that their enrolled courses are required for the completion of their major degree program. Students will not be certified for courses not listed in the major program. This may reduce the number of full time hours submitted to the Office of Veteran Affairs. All students must check their schedule for accuracy.

Persons seeking information about the following academic procedures and policies should consult the **Academic Catalog**. This information should be referenced for questions regarding any of the following topics: **{Regulations for Probation and Academic Dismissal of Undergraduate Students; Academic Probation and Dismissal; Regulations for Probation and Academic Dismissal of Graduate Students; Continuance in The Undergraduate College -**



**Minimum Standards for Continuance; Academic Probation; Academic Dismissal; Appealing A Dismissal for Academic Deficiency; Academic Warning; Credit by Examination}**

**Declaration of Major**

The undergraduate student should declare a major program of study not later than the end of his or her freshman year, or the completion of 30 semester hours of credit. A Student's Petition Form for Declaration or Change of Major must be filed with the Office of the Registrar. Each academic department reserves the right to approve the student's application to major in that department. No candidate for graduation may change a major or minor during the semester he/she plans to graduate. All changes must be made no later than the semester prior to graduation.

**Dual Majors**

Students who plan to graduate with dual majors must satisfy all requirements in each major, including all related courses, with separate courses. The General Education sequence must be completed once. Students choosing dual major options are required to maintain at least a 2.5 GPA. In order to declare a dual major, students must be accepted as a major by both departments. They must be assigned an academic advisor in each department and complete all requirements in force at the time of acceptance for each major. Students, who desire a dual major, must file a dual major form in the Office of the Registrar on or before the end of their sophomore year. Students who satisfy all graduation requirements for the dual major shall receive a single diploma listing both majors. To change from a dual major back to a single major requires the completion of the Change of Major/Minor form not later than the semester prior to graduation.

**Minors**

Students who wish to declare a minor must complete one-half (1/2) of the credit hours for the major with a minimum of 18 credit hours. Meeting the requirements for the minor should be independent of meeting the major requirements for graduation. Courses for the minor may not be taken on an S/U (Satisfactory/Unsatisfactory) basis. Students must earn a passing grade of at least a "C" in courses counted toward the minor. The offering department will determine the course requirements for the minor. To change a minor requires the completion of the Change of Major/Minor Form no later than the semester prior to graduation. Course requirements for the minor are specified in the program disciplines for the associated major or interdisciplinary programs in the academic catalog.

**Classification of Students**

Undergraduate students are classified according to the number of semester hours of credit earned:

Freshman	Less than 30 semester hours
Sophomore	30 to 59 semester hours
Junior	60 to 89 semester hours
Senior	90 or more semester hours

Professional students are classified by their progress or year in the professional pharmacy education program as P1, P2, P3 and P4 or architecture program as AP.

**General Requirements for Baccalaureate Degrees**

The graduation requirements of the University, which must be met for completion of an undergraduate degree program, are those published in the Academic Catalog in force at the time of the student's admission to the University. The departmental chairperson, with the school dean, may request to waive or substitute course work for departmental requirements subject to approval of the Provost. If the student's course of study is interrupted by failure to enroll for successive terms or because of a change of major, the student must then meet the university, school, and departmental graduation requirements in force at the time he or she re-enrolls and/or enters the new major. See departmental and school program listings (Curriculum Outlines) in the Catalog for specific major and additional requirements. A graduating student whose financial account is delinquent will not be permitted to participate in the Commencement Exercises or receive his/her degree.

**University Baccalaureate Requirements:**

1. A minimum of 120 semester hours. Although a student may have waivers for degree requirements, he or she must still meet the minimum of 120 semester hours of credit accepted by the University.

2. An Application for Graduation must be submitted one full year prior to the expected graduation date and include the final combination of majors and minors.
3. A minimum cumulative grade point average (GPA) of 2.000.
4. A grade of at least "C" (2.0) in all courses in the major area of study.
5. Students may not register (without special permission from the chair or dean) for courses for which they have not met the published prerequisites.
6. Courses in the General Education Sequence totaling 33-34 semester hours.
7. Courses in the major field, related subjects, and free electives totaling a minimum of 74 semester hours. The minimum number of credits needed to graduate is 120.
8. A minimum of thirty semester hours of credit earned at Hampton University; the student must be in residence the final 30 semester hours prior to the completion of degree requirements.
9. Passing of English 101-102 and Communication 103 with grade of "C" (2.0) or better.
10. Developmental level courses (100 or below) - i.e., reading, mathematics, English 100 - do not count towards graduation.
11. Learning to Learn (EDU 295) does not count towards graduation.
12. The student's graduation cumulative grade point average (GPA) is based on all enrolled courses. There can be no missing grades. Courses with incomplete grades ("I") will be converted to an "F" grade, if not completed, and then calculated into the cumulative grade point average (GPA).

### **Policy Concerning Provisional Graduation Candidacy Participation**

University policy allows undergraduate students with six or fewer hours from meeting graduation requirements to participate in the en masse Commencement Ceremony. These students are considered as provisional candidates and are not eligible to receive a diploma; therefore, they cannot participate in the school ceremony.

### **Honors Designations**

Undergraduate students who have demonstrated high academic achievement are recognized at the end of each semester on the Dean's Lists. The first Honors List is composed of the names of students who have earned not less than 3.5 times as many quality points as quality hours in a full-credit program (Minimum of 12 semester hours). The second Honors List is composed of the names of students who have earned not less than 3.0 times as many quality points as quality hours in a full-credit program (Minimum of 12 semester hours). High achieving students are also encouraged to join one, or more, honor societies.

Upon completion of the undergraduate degree program, a student who has demonstrated high academic achievement as measured by his/her cumulative grade point average (GPA) is recognized at Commencement by one of the following designations.

### **Graduation Honors**

Valedictorian:	Highest Grade Point Average (GPA) of any graduating senior in the Undergraduate College. A tie Grade Point Average would be resolved by a count of the number of "A+"s. The GPA is calculated for this purpose on all letter grades received from all institutions with a minimum of four (4) full-time semesters (60 semester hours) at Hampton University.
Salutatorian:	Second Highest Grade Point Average of any graduating senior in the Undergraduate College-calculated as for Valedictorian.
Summa Cum Laude:	3.8 GPA and above
Magna Cum Laude:	3.6 – 3.799 GPA

Cum Laude: 3.4 – 3.599 GPA  
Honors: 3.0 – 3.399 GPA  
Departmental: 3.5 and above in major.

Departmental Honors are awarded to graduates with a 3.5 or higher grade point average in their major.

# FINANCIAL AID

## STUDENT FINANCIAL AID

The financial aid programs at Hampton University are designed to assist eligible students with meeting their reasonable cost of education expenses (i.e. tuition and comprehensive fees, room and board, books and supplies, personal expenses and transportation). In addition, students and their families are expected to contribute, wherever possible, sacrifice of earned resources (i.e., savings and earnings from employment, retirement and investment incomes, etc.) toward the cost of education. In sum, eligible students should note that financial aid should be considered as a supplement to the financial support of the family. In some cases, without the expected family contribution or assistance from a third party source may not be enough to cover the gap between the amount of aid awarded and billable charges.

## Application Process

The Free Application for Federal Student Aid (FAFSA) is the application for financial aid at Hampton University. All students applying for aid must complete the FAFSA and submit it to the Federal Processor on or before October 1<sup>st</sup>. Applications should be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## When to Apply

Students should apply after October 1<sup>st</sup> of each year. Complete and correct applications processed by February 15th are given priority consideration, for those who meet eligibility requirements, for campus-based aid programs; funding is limited and is not guaranteed. To qualify as a priority filer, you must meet certain eligibility requirements, to include income guidelines, and have demonstrated need, as determined by the FAFSA report, including a valid Expected Family Contribution (EFC), by February 15. All awards of campus-based aid are based on the availability of funds.

## General Eligibility Criteria

### The applicant must:

- Be a U.S. citizen or eligible non-citizen;
- Have a valid social security number (with the exception of students from the Republic of Marshall Island, Federated states, Federated States of Micronesia or the Republic of Palau);
- Be enrolled as a regular, degree-seeking student in an eligible program;
- Be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25);
- Maintain satisfactory academic progress, as defined by the Financial Aid Office
- Be enrolled or accepted for enrollment as regular student in an eligible degree or certificate program;
- Be enrolled at least half-time to be eligible for Direct Loan Program funds;
- Sign the certification statement on the Free Application for Federal Student Aid (FAFSA) stating that-you're not in default on a federal student loan and do not owe money on a federal student grant and you will use the federal student aid only for educational purposes;
- Must demonstrate you're qualified to obtain a college education by having a high school diploma or recognized equivalent such as a General Education Development (GED) Certificate; completing a high school education in a home school setting approved under state law;
- Complete all outstanding items as requested by the Financial Aid Office
- Must not be in default or owe a repayment on a government grant
- Must meet all program requirements—as defined by the U.S. Department of Education
- Must not have exceeded the federal funding limits, as listed on the FAFSA

## Financial Aid Award Process

In general, criteria for financial aid awards are established student aid program rules and regulations by the federal, state and Hampton University. Every valid FAFSA application is reviewed and analyzed on an individual basis to determine financial need. Financial need is the difference between the “cost of attending college” and the “expected family contribution. Financial aid awards are made on the basis of financial need (as applicable), eligibility, and program funding limits. Awards are prorated based on the student's enrollment status. Federal Aid Applicants who apply early (October 1) with the greatest amount of demonstrated need are awarded on a first-come-first-serve basis, within applicable program guidelines and funding limits from the campus-based aid programs.

### Satisfactory Academic Progress Policy

In accordance with the Office of Financial Aid guidelines, students who apply for federal assistance must meet those minimum standards of satisfactory academic progress (SAP) be equal or stricter than the standards required of students who are not receiving financial assistance. Generally, all periods of the student's enrollment count when evaluating a student's SAP, include periods in which the student did not receive federal funds. The Office of Financial Aid is required by federal student aid regulations, to institute standards of satisfactory progress for all classifications of students receiving Title IV assistance.

**What is Satisfactory Academic Progress (SAP)?** There are two components: Qualitative, i.e., cumulative grade point average; for undergraduates (2.0); for Graduates (3.0), for Professionals (2.0). Quantitative (time limit) measure of a student's progress toward completing a program of study. For undergraduates, approximately 70% of the course work-attempted; for Graduates, approximately 80% of the course work-attempted; for Professional, approximately 80%.

**Why Must Schools Maintain and Enforce Satisfactory Academic Progress Standards?** For students receiving federal student assistance, schools must enforce the laws of the Higher Education Act (HEA 484) and Code of Federal Regulations (34 CFR). In sum, in order to receive any grant and/or loan assistance under this title, a student must meet satisfactory academic progress standards imposed by the Financial Aid Office. A student is maintaining satisfactory academic progress at the University if they meet the minimum guidelines at the end of each academic year, or its equivalent.

### SAP Quantitative Standard

All students receiving Title IV financial assistance will be required to complete their degree-seeking program within the following maximum time frames:

#### Undergraduate

	Attempted Hours	Minimum No. of Earned Credit Hours Per Semester
Full-time	12 hours or more	10
3/4 time	9-11 hours	9
Part-time	6-8 hours	6
Less than 1/2	5 and below	Must complete whatever attempted

**Academic Year:** Full-time enrollment for two semesters equals one academic year. The academic year is prorated for less-than full-time students. Hampton University uses the number of credit hours a student is enrolled in at the end of the first week of classes to determine full-time or less-than full-time enrollment status for evaluating academic progress.

**Academic Work Evaluated:** Hampton University's Satisfactory Academic Progress policy applies to all academic work taken, irrespective if the student received financial aid in every term.

### SAP Qualitative Requirements

Below you will find the Cumulative Grade Point average requirements for undergraduate students as they progress.

Academic Years Attended	No. of Semesters	Cum. Grade Point Average (CGPA)
1	2	2.0
2	4	2.0
3	6	2.0

### **Maximum Time Frame**

The Hampton University Catalog sets forth degree requirements on a four year completion basis; approximately 40 percent of students (nationally) require five years for completion. **Federal regulations stipulate that undergraduate students must complete their academic programs within 150 percent of the established program length. For example: Your program requires 120 hours to complete, to determine your maximum time frame the following computation is used. 120 hours x 150% = 180 hours.**

**NOTE:** Hours earned by Advanced Placement or CLEP are considered toward meeting the semester hour requirement only for a student's first academic year.

**Full-time** (12 hours or more per semester) students must earn a minimum of 20 credits per academic year to receive financial assistance. Students will be allowed six academic years in which to complete an undergraduate degree. Less than full-time students will be extended on a pro rata basis not to exceed the equivalent of 12 semesters of full-time enrollment.

**Three-quarter time** (9-11 hours per semester) students must earn a minimum of 18 credits per academic year to receive financial assistance.

**Half-time** (6-8 hours per semester) students must earn a minimum of 12 credits per academic year in order to receive financial assistance.

The number of credit hours in which the student is enrolled on the day following the published last day to add/drop a class will be used as the official enrollment status for the purpose of financial assistance awarding; full-time status is 12 or more hours. If a student withdraws from classes after the date cited above and reduces their enrollment below the awarded status (the number of hours recorded as of the add/drop date), the student will not be meeting the minimum number of hours to be earned in one academic year. The deficit hours must be made up in the spring or summer semesters immediately following the deficient term otherwise, the student may be ineligible for further financial assistance.

**(Rationale:** Use of the last day to add/drop as the cut-off date will allow the Office of Financial Aid to standardize the evaluation point in the semester. It will also provide students a definitive answer to the question, "How will my financial aid be affected if I drop a course?" Awards will be adjusted based on the enrollment status at that time).

An **Incomplete (I) grade** indicates that a student has not completed all course-work required for a grade; students are allowed up to one academic year to complete the work. An **Incomplete** will not count as hours passed until a final grade is determined.

### **Repeated Courses**

Repeated courses are NOT counted towards meeting satisfactory academic progress for number of semester hours earned. Failure to meet the minimum academic requirements given above makes the student ineligible to receive financial assistance. A student who is suspended for a given semester is not eligible to receive any financial assistance until the student has been reinstated to a satisfactory academic progress level.

### **Academically Dismissed Students**

Students who are allowed to return to the University via the Readmit process cannot receive Federal Student Aid until they demonstrate that they are capable of earning a minimum cumulative semester GPA of 2.0 or better. The student must earn a semester GPA of 2.0 and have a cumulative GPA of at least 2.0. Otherwise, the student can apply for non-federal educational loan assistance. The Office of Financial Aid will only permit a total of two appeals for reinstatement for students who have been academically dismissed. Students who become academically dismissed after the spring semester cannot receive Federal Student Aid for the summer session.

**NOTE:** Part-time students who have been academically suspended and are allowed to return to the University, must attend one semester and complete a minimum of six (6) credit hours and earn a minimum semester grade point average

of 2.0 before being reinstated to the financial aid programs. The student must also complete all hours attempted and earn a minimum semester grade point average of 2.0 each semester thereafter, in order to remain eligible in all federal-based financial aid programs.

**Transfer Students**

The amount of time given a transfer student to complete his/her degree program is prorated based on the number of credit hours that are transferred to Hampton University. For example, if you transferred 50 credits toward your degree program, we would prorate, using the following formula: 50/120 (required cumulative credit hours that must be earned by the end of each of the six academic years) x 6 years equal 2.5 years, irrespective if you received financial aid during any of those years. The total number of transfer credits plus your hours attempted and earned here at Hampton University is used to quantify academic progress. The student cannot attempt more than 180 credits, including transfer credits. Insofar as qualitative standard applies, your transfer credits cumulative grade point average is not counted toward your Hampton University cumulative grade point average, only those credits earned here at Hampton University are counted. All transfer students applying for federal student aid, must have a high school diploma, GED, or a recognized equivalent on file with the Office of Admission or Financial Aid. All Transfer students admitted to the University must meet the required minimum, cumulative grade point average, based on their classification status, for any subsequent term of enrollment (to include the summer session(s)). Questions regarding eligibility to receive aid – must be directed to the Office of Financial Aid.

**Readmitted Students** will be reviewed on previous academic records in order to determine eligibility for financial assistance, irrespective of the time elapsed; or awarded financial aid, since the student's last attendance, or program of study, and/or degree program.

**Provisionally Admitted Students**

Provisionally admitted students who are required to take preparatory coursework before they can be considered for full admission into a graduate and/or professional degree-seeking program, may apply to receive a “Direct Subsidized Stafford Loan, up to \$5,500, to include a Direct Unsubsidized Stafford loan, up to \$7,000 for one calendar year only (twelve consecutive months).

**Non-Credit Remedial Courses** are eligible for Title IV aid, only if the student has been accepted into an eligible program of study. No more than one year’s worth of remedial coursework may be counted in determining a student’s enrollment status.

**Change in Major**

For students who have changed their major, are evaluated the same, there are no exceptions.

**Graduate Eligibility**

To be in compliance with the Satisfactory Academic Progress standards, graduate students must meet the following requirements: The student must have a cumulative grade point average (GPA) of 3.0 or better. The student must complete, with passing grades, and at least 80% of the total number of quality hours carried for the academic year.

*See the following chart:*

Academic Years Attended	No. of Graduate Credits Earned	Min CGPA
1	18	3.0
2	36	3.0
3	54	3.0

**Note: Full-time graduate (nine (9) hours per semester)** students will be allowed three (3) academic years to complete a degree.

**Half-time graduate (four (4) hours per semester)** students must earn a minimum of 8 credits per academic year to maintain eligibility to receive assistance. Less than full-time graduate students will be extended on a pro rata basis not to exceed six (6) semesters of full-time enrollment.

The number of credit hours in which the student is enrolled on the day following the published last day to add/drop a class will be used as official enrollment for financial assistance purposes; full-time status is nine (9) or more hours. If a full-time student withdraws from classes after the date cited above and reduces his enrollment below the full-time status, the student will not be meeting the minimum number of credit hours to be earned in one academic year. The deficit hours must be made up in the spring or summer semesters immediately following or the student will be ineligible for further financial assistance.

An **Incomplete (I) grade** indicates that a student has not completed all course-work required for a grade; students are allowed one academic year to complete the work. **Incomplete** grades will not count as hours passed until a final grade is determined.

### **Repeated Courses**

Repeated courses will not be counted to determine whether a student has met the satisfactory academic progress requirement, but will be counted towards your academic progression for number of semester hours completed.

### **Professional Eligibility**

To be in compliance with the Satisfactory Academic Progress standards, Professional Students must meet the following requirements:

- A. The student must maintain a cumulative grade point average (GPA) of **2.0** or better throughout the program.
- B. The student should complete no less than twelve (12) quality credit hours per semester and must earn no less than 24 quality credit hours per academic year.

### **Time Frame**

A professional student will have up to 6 years or 12 semesters to complete the academic requirements.

### **Satisfactory Academic Progress (SAP) Review Process**

All students, irrespective of classification, who do not meet SAP will receive a financial aid notice. Students are required to submit an appeal for consideration of reinstatement to the Financial Aid Office. Generally, a student can be cited for not meeting the SAP requirements at the end of the academic year. All students will be evaluated for SAP requirements at any-time upon returning to the university. For those students who are on financial aid probation at the end of the academic term; upon review, if found not in compliance with the SAP requirements, they will receive a financial aid suspension notice.

### **Mitigating Circumstances**

Waivers for Satisfactory Academic Progress will be given only to those students who have suffered undue hardships such as death of an immediate family member or illness. If the student has undergone undue hardship because of death of a relative of the student, an injury or illness of the student, or other unusual circumstances as determined by the Financial Aid Management Team. Students are required to provide documentation to support the reason(s) for the waiver request. The decision to deny any such petition for waiver is the sole responsibility of the Financial Aid Management Team. There is no further avenue of appeal at the University or with the U.S. Department of Education.

### **Appeal Process**

Students may appeal if:

1. There is an error in the student's current grades.
2. There is a change in the student's G.P.A. due to enrollment in another period (ex. Summer School, first semester).
3. Other mitigating circumstances



All students will be notified, at a minimum, via email, if they are not meeting the Satisfactory Academic Progress requirements. Students are only allowed to appeal 3 times during their academic career. After notification the student must follow the steps below to appeal:

- Use the Satisfactory Academic Progress Appeal Form to write your appeal, clearly stating why you failed to meet the conditions cited and attach additional documentation if necessary.
- Submit your completed appeal packet and all supporting documents within 14 days of receipt of your notification.
- Allow two to three weeks for the processing of the appeal and receipt of the decision letter.
- Please be aware the decision rendered by the financial Aid Office is FINAL and not subject to further appeal.

Students with appeals regarding transfer hours in some cases where the number of transfer hours are in dispute, the student must get written confirmation from his/her chairperson or Dean in regards to the actual number of hours being counted toward the student's current degree program. This information must accompany the student's appeal and will become a part of the student financial record.

No appeals will be reviewed during periods of registration.

### **Assistantships**

A limited number of teaching, research, and laboratory or resident hall assistantships as well as fellowships are available to qualified graduate students. Must be admitted as a regular degree seeking student by the Graduate College. Selection of candidates for assistantships are made contingent by the Private Investigator assigned to the grant, approved by the Graduate College. All students applying for aid are required to file a Free Application for Federal Student Aid (FAFSA) Application. Awards typically range from \$3,200 to \$15,000 and may include partial or full tuition coverage. Students cannot be obligated for more than 20 hours of work per week for these assistantships. Generally, awards made by the Private Investigators from the department of which the student is enrolled. In most cases, the student may be awarded a stipend for duties performed. Graduate Assistants are not permitted to work multiple work assignments in different units during the same enrollment period.

Moreover, "Assistantships" can apply to a variety of campus related opportunities (i.e., teaching, residential, research), so long as it meets the expectations outlined in the grant, or, does not negatively impact the student's primary course work.

These responsibilities should bear a meaningful relationship to the student's course of study.

### **Eligibility for Graduate Assistantship**

Students must complete all Graduate College admission requirements in the time period specified in the current Graduate Catalog or in the acceptance letter. Students must be enrolled in a degree program and in good standing at Hampton University. (3.0 cumulative GPA or higher on 4.0 scale)

In general, students may not hold more than one graduate assistantship at one time. Multiple awards are appropriate if the awards include graduate fellowships that do not require a work obligation on the part of the student. For example, it would be permissible to have one award to cover tuition and fees and another provide stipend support.

Graduate students must satisfactorily perform the duties assigned by their supervisors. Students cannot be paid for completing work associated with courses for which they receive academic credit. In cases where they are paid to work on projects related to academic requirements, the work responsibilities must reflect time and effort beyond that required for credit.

### **Duties**

The graduate assistant will perform research and related duties assigned by his or her supervisor. Graduate assistantships require an average of 20 hours of work per week. Students cannot be paid for more than 20 hours per week.

## **Federal Work-Study Program**

Provides part-time jobs to financially needy undergraduate and graduate/professional students. Jobs must, to the extent possible, be related to students' academic or career goals. Eligible students (undergraduate and graduate) main campus must have a completed FAFSA for the award year on file, be in academic good standing and enrolled full-time and meet general program requirements, as determined by the financial aid office.

## **Appointments**

In general, awards must be approved by the Office of Financial Aid, to include the Dean or their designee for the department the student is assigned. Required forms at present include the Student Aid Employment via website: [www.hamptonu.edu/faculty/staff](http://www.hamptonu.edu/faculty/staff). All students must also complete the Employment Eligibility Verification (I-9, federal form) that must be completed annually by the student and can be online, and monthly time sheets will be generated by the Office of Payroll. Changes in conditions of employment must be cleared through the Office of Financial Aid. .

## **Reappointments**

Reappointment is subject to the availability of funds as well as to the student's acceptable work performance and maintenance of the academic standards of Hampton University. The duration of the work-study appointment should not exceed the usual length of time needed to complete the degree program.

## **Payments**

Work-study recipients are paid once each month (generally the 15th of the month following the time period worked) through the payroll department after time sheets are completed, signed (by both student and supervisor/principal investigator) and submitted in a timely manner. In some cases, work-study recipients may be eligible to receive remission of tuition on the first nine-credit hours only and should check with their supervisor. For policy guidelines on remission it is recommended that the student confer with the Office of Human Resources.

## **Financial Assistance for Summer School**

Satisfactory academic progress for summer school will be based on the number of semesters completed, number of hours completed and the cumulative grade point average on record at the time the student's file is reviewed. To apply for summer financial assistance, a separate HU financial aid application must be completed in the Office of Financial Aid typically, around April 15 - 30. Eligibility for financial assistance is based on any unused aid from the fall or spring semesters. A student must have been enrolled (and have completed the FAFSA with an applicable deadline) at least halftime. In most cases, students and their families may be required to apply for assistance via a private education loan program. All students who apply to receive assistance during the session(s), must meet the Federal Guidelines for the Satisfactory Academic Progress Policy (SAP), as administered by the Office of Financial Aid.

## **Mitigating Circumstances (Summer School)**

Waivers for satisfactory academic progress will be given only to those students who have suffered undue hardships such as death of an immediate family member or illness during the most recent semester for which the course work was undertaken. If the student has undergone undue hardship because of the death of a relative of the student, an injury or illness of the student, or other unusual circumstances as determined by the Financial Aid Administrator, the student is required to provide acceptable documentation to support the reason(s) for the waiver request.

## **Appeal Process**

Students may appeal if (1) there is an error in the student's current grades or (2) there is a change in the student's G.P.A. due to enrollment in another period (ex., summer school, and first semester).

## **Steps to the Appeal Process:**

1. Students must first request an appeal in writing to the Financial Aid Office.
2. Students must submit all necessary documents (grade change, latest grade report) with the appeal request.
3. The student's request for appeal will be reviewed within two weeks of receiving the request and all necessary documents.
4. Students will be notified of the decision regarding reinstatement or continued denial of financial aid.
5. If the student is determined eligible for reinstatement of financial aid, he/she will be considered for aid available at the time of reinstatement.

6. In some cases, students may be referred to the University Assessment Center for one-on-one counseling.
7. No student appeals will be reviewed during periods of the Registration Process.
8. The decision to reinstate aid is the sole responsibility of the financial aid office; there is no further avenue of appeal at the University or the U.S. Department of Education.

### **Virginia Tuition Assistance Grant Program (VTAG) (Domiciled Residents Only)**

The State Council of Higher Education administers the VTAG for Virginia in coordination with the Office of Financial Aid. To be eligible for an award under this program, students must be domiciled (as determined by the Financial Aid Office) full-time and meet Virginia residency requirements. TAG for Graduate Degree programs is restricted to health-related professional programs only. For additional program requirements, please contact the Financial Aid Office. Students cannot exceed the program limits for receiving TAG; the sum total of all previous awards from other schools will be factored. Students who have reached program length for TAG cannot appeal for a waiver to the Financial Aid Office or the State Council of Higher Education (SCHEV) of Virginia. For a complete list of policy guidelines, students may contact the Office of Financial Aid.

### **Other Sources for funding for students**

Other sources of support may be available to students through schools or departments at the University, to include the scholarship links available on the Financial Aid Office's Website.

### **Student Employment – Federal Work-Study Program**

Eligible for financial aid, full-time, undergraduate and graduate students can receive federal work-study assistance; funding is very limited. In some cases, students will need to consult with their financial aid advisor to see if they qualify in whole or in part for assistance via the Federal Work Study Program. Generally, work-study funds are used for the fall/spring semesters. Federal Work-Study can also be used for summer, depending on the availability of funds.

***The preferred method for contacting the Financial Aid Office is:  
[www.hamptonu.edu/studentservices/financialaid/contact](http://www.hamptonu.edu/studentservices/financialaid/contact)***

## **BUSINESS AFFAIRS**

### **Senior Vice President for Business Operations & Finance**

#### **STUDENT FINANCES**

1. All students should be thoroughly familiar with the Statement of Expenses. Particular attention is called to the following portions of this statement: (a) the Explanation of Fees; and (b) the Schedule of Fees for the School Year. The Business Office prepares an updated Statement of Expenses each year and current information concerning fees can be obtained at the Hampton University homepage ([www.hamptonu.edu](http://www.hamptonu.edu)) as follows select Current Students and then select Business Office. The right menu options include the selection Tuition and Fees. This information may also be obtained from the Student Accounts staff.
2. All bills for the semester, including tuition, meals, room and other fees are due and payable in full by August 1<sup>st</sup> for the first semester and December 1<sup>st</sup> for the second semester, as indicated in the Catalog.
3. In addition to general expenses (tuition, room and board, comprehensive fee), students majoring in Music, Nursing, and Architecture will be charged an additional fee each semester. This fee for the first and second semester and subsequent bills for miscellaneous charges are due and payable on the 1st of the month following receipt of the bill.
4. Students whose bills are ten days or more past due are considered delinquent and are subject to suspension from classes.
5. Students whose bills are thirty (30) days or more past due are subject to dismissal.
6. All payments must be in the form of a certified check, cashier's check, money order, MasterCard, VISA, American Express, Discover card or Debit card. Personal checks will not be accepted. Online payment is available by credit/debit card at [www.hamptonu.edu](http://www.hamptonu.edu) (click Current Students then select Student Account Payment).
7. Students will not receive grades nor be able to obtain an official or unofficial transcript with a delinquent balance. A graduating senior whose account is delinquent will not be permitted to participate in the Commencement Exercises or receive his/her degree.
8. Students withdrawing from the University will have their accounts adjusted according to the refund schedule. A petition of separation must be initiated by the student and cleared through proper channels (See Official Withdrawal, Page 52).
9. The University provides a service of cashing personal checks for students, with a \$100 limit, per day. Should a check cashed by a student be returned by the bank for any reason the student will be charged a \$25.00 return check fee and we will cancel the check cashing privileges for that student. In addition, a 24-hour ATMs are located in front of the Collegiate Bookstore and inside the Student Center. The Dining Facility also houses an ATM that is available during operating hours.
10. The University will not be responsible for the loss of clothing, money, jewelry, or other valuables in residence halls, dining facilities or elsewhere on campus.

#### **STUDENT FOOD SERVICES**

Welcome to the Luxe Life!

#### **What You Can Look Forward To:**

- First Fridays: Luxe Life Day Party (each first Friday in the Dining Hall)
- Turn Up Tuesdays (Tastings each first Tuesday in Student Center)
- Birthday Celebrations (once a month in the Dining Hall)
- Monthly Events & Promotions
- Monthly Online Magazine with Conversations That Matter to the HU Community
- Monthly Online Cooking Shows, Talk Shows, and Interviews That Enhance Your Dining Experience
- Health & Wellness Information to Develop Your Personal Wellness Journey
- Perks for Joining the DeLuxe Squad, Our VIP Dining Group
- Variety of Dining Options for All Dietary Preferences & Convenience

## **Where to Eat On Campus**

### **University City Market (Formally University Café)**

City Market Café is a food hall style all-you-care to eat facility with eleven unique restaurants to enjoy. It will serve as the nucleus of the on-campus dining experience and include monthly programming to enhance the program.

1. ALT- Vegan & Vegetarian Kitchen
2. Turntable- Homestyle Fusion
3. Rolling Dough- Pizzeria
4. Wok Steady- Made-to-order Stir-fry & Ramen
5. Jawn Voyage- Cheesesteaks
6. Showdown- Grill Classics
7. Sugar Rush Bakery
8. Passport- International Cuisine
9. Day N' Nite- All Day Breakfast
10. Top That Salad Studio
11. **DELIGHTFUL**- Made to order Deli

### **Student Center**

1. Chick-fil-A
2. Pizza Hut
3. Be Right Burger @ Pirate's Grill
4. On the Go @ Pirate's Place

## **Meal Plans**

The meal plan is included in the fee structure for on-campus residents. Commuting students may also obtain the meal plan by separate purchase during registration. Meal authorization is encoded in the student ID card, which may be used for dining privileges in the University Dining Facility. The Dining Facility will be open on the day new students arrive and will close after the last meal on Commencement Day. Meal hours and schedules will be posted.

### **Meal Plan & ID Cards**

Student dining authorization is confirmed during registration. The Student ID Card also serves as the meal card when properly authorized. Lost ID cards may be replaced at a cost of \$30.00. Persons who misplace their ID/meal card may request an interim meal authorization from the Office of Residence Life & Housing. This authorization will provide meals for three days, after which a permanent replacement must be obtained.

Per the university policy, ID cards which are presented by persons other than the student pictured on the ID, will be kept by the dining facility checker, and subsequently submitted to the Business Office and/or the Office of Residence Life & Housing.

In order for the original purchaser to recover the ID card taken by the checker, he/she must explain the basis for which another individual was using his/her card. Any person found guilty of using meal cards without being authorized to do so will be charged \$25.00. The owner of the ID card will also be fined \$25.00 for permitting such unauthorized use. Policy violators may also be subject to more severe penalties. The owner of an ID card which has been stolen will not be penalized.

### **To Ensure All Students Have an Enjoyable Experience Hampton University Has Outlined the Following:**

Per the university policies no food can be removed from the Dining Facility. Any student in violation of this policy will have the food and containers confiscated and a photo of their student ID remitted to the Business Office and/or the Office of Judicial Affairs.

After dining, everyone is required to return dishes to the appropriate receiving area. China, silver, glassware, sugar containers, salt and peppershakers, linen and food preparation equipment are for use only in the Dining Facility and under no circumstances are these items to be removed from the premises. It is expected that rules of good conduct, proper attire and good citizenship will be observed in dining areas at all times.

To retain a pleasant dining atmosphere, full cooperation is requested from students in refraining from:

- A. using loud and abusive language.
- B. using personal radios in the dining facility.
- C. cutting line and arguing in the serving line;
- D. dancing, marching and otherwise performing in a manner that would prevent the smooth operation of the Dining Facility.

Persons who disregard normal courtesies and who create disturbances in the dining facility will be asked to leave. Students who habitually disregard policies of the dining facility will be subject to more severe penalties as warranted.

### **SPECIAL SERVICES AVAILABLE TO CAMPUS ORGANIZATIONS**

The University food services are operated by a contract provider, Thompson Hospitality Services, LLC. which emphasizes assisting campus organizations with special dining requirements, such as banquets, picnics, receptions, etc. Individuals and/or organizations requiring such services should contact the Director of Food Services, making all the necessary arrangements through the Food Services Office.

Requesting individuals and/or organizations should allow at least seven (7) working days advance notice. Budgeted organizations must submit an approved requisition for services rendered by Thompson Hospitality, Inc. Cash payments are also acceptable. No services will be rendered without all of the financial arrangements being completed.

### **THE FOOD COURT**

The Food Court, located in the Student Center, features a variety of foods and beverages. The vendors include: Chick-fil-A, Pirates' Grill, Pirate's Café and Pizza Hut.

### **LINEN**

Auxiliary Enterprises provides sheets, blankets, pillows and pillowcases to all freshman students residing on campus.

### **LAUNDRY SERVICES**

Washers and dryers are available in the residence halls. A nominal fee applies.

### **VENDING MACHINES**

Vending machines are located throughout the campus. Students are invited to use the laundry and snack centers at their convenience. These machines may be accessed by use of cash, Pirate Power Card, or credit card. If, for some reason, the machine in which monies have been deposited does not dispense the desired selection; malfunction of the machine should be reported immediately to Auxiliary Enterprises located on the 2<sup>nd</sup> floor of the cafeteria. They are open Monday through Friday 8:00 a.m. to 5:00 p.m. or you can call the office at 727-5210.

## **COLLEGIATE BOOKSTORE**

The Collegiate Bookstore, located in the Hampton Harbor Shopping Complex, conveniently serves the student body by supplying textbooks, school supplies, basic health and beauty aids, souvenirs, spirit gear and more! Hours are from 9:00 am to 5:00 p.m. Monday through Friday and 10:00 a.m. to 2:00 p.m. on Saturday.

## **UNIVERSITY POLICE**

The Hampton University Police Department (HUPD) located in Room 100, Whipple Barn and provides police services 24 hours a day, 7 days a week. HUPD officers are sworn law enforcement officers who, under the Code of Virginia, are granted the same Law-Enforcement Authority given to all police officers in the Commonwealth of Virginia. University Police Officers serve and protect the University in the same manner as municipal police officers serve and protect the city. Additionally, the University Police Department has a team of qualified security officers who work together to ensure the safety and security of students, parents, faculty/staff and visitors by enforcing University policies and regulations, Hampton City Ordinances, and titles 18.2 (crimes and offences) and 46.2 (Motor Vehicles) of the Code of Virginia.

Students should report University policy violations and crimes (State Code Violations) as follows:

- University policy violations (plagiarism, cheating, etc.) are to be reported to residence hall advisors or the nearest available faculty or staff member.
- Crimes (State Code violations) are to be reported to HUPD. In an emergency use x5666 from a campus extension or 727-5666 from an outside line. In a non-emergency, use x5259 or x5300 from a campus extension or 727-5259 or 727-5300 from an outside line.
- **HUPD Confidential Web Tip** Information System found at:  
<https://tips.livesafemobile.com/#/login>
- **Awareity/TIPS** -  
[https://va.moatusers.com/IncidentReport/Introduction?q=x\[p08YSk3lti8G8S4a3gMGLFbPr15vyRogxzDR2mzj9McV2dX\]&1=EFMDDD&p=\[UNZcgbah\]&s=lfLQZMt4pyiuGjtH9PqF&x=QJYuoENxYi5i5TGtQXI5heqCS1susl](https://va.moatusers.com/IncidentReport/Introduction?q=x[p08YSk3lti8G8S4a3gMGLFbPr15vyRogxzDR2mzj9McV2dX]&1=EFMDDD&p=[UNZcgbah]&s=lfLQZMt4pyiuGjtH9PqF&x=QJYuoENxYi5i5TGtQXI5heqCS1susl)
- **HU LiveSafe app** via smart phone:
  - FREE Download for Android Phones -  
<https://play.google.com/store/apps/details?id=com.livesafe.activities&hl=en>
  - FREE Download for iPhones – <https://itunes.apple.com/us/app/livesafe/id653666211?mt=8>

## **MAIL ROOM**

The Mail Room is located in Stone Building and provides mail services for the campus community. All inter-campus mail of a personal nature requires postage. Mail for students living on-campus is delivered to all residence halls Monday through Friday 10:00 a.m. to 3:00 p.m. and Saturday 10:00 a.m. to 12:00 p.m. The Mail Room does not sell postage stamps or money orders. For signature items such as insured parcels, certified mail, registered mail, USPS postal express, FedEx and DHL, the Mail Services window is open Monday through Friday 10:00 a.m. to 3:00 p.m. and Saturday 10:00 a.m. to 12:00 p.m. All signature items require a photo ID for pickup.

Hampton University's physical address is as follows:

Hampton University  
200 William R. Harvey Way  
Hampton, VA 23668

The following address format should be used to send mail to residential students:

Student's Name  
Hampton University  
Residence Hall  
Room #  
200 William R. Harvey Way  
Hampton, VA 23668

United States Postal Service (USPS), United Parcel Service (UPS), Federal Express (FedEx) and Dalsey, Hillblom and Lynn (DHL) all require a physical address for deliveries. Please use the address format listed above if required.



## **STUDENT AFFAIRS**

### **Vice President for Student Success & Enrollment Management**

Student Affairs is a group of student development services which is concerned with meeting the needs of students outside of the formal classroom. The Vice President for Student Success & Enrollment Management serves as the chief student affairs officer. The Vice President is responsible for providing leadership and facilitating the development of policies, procedures and programs to fully integrate into the all-college mission of maximum student development, such student personnel services as residence hall living, health services, assessment and counseling services, and student activities. The Vice President represents the student affairs area in university-wide councils, serves as a member of the Administrative Council, and works very closely with other administrators, students and staff, in regard to the overall welfare of students. At Hampton University, Student Affairs include residence hall living, the Health Center services, Student Activities and the Student Center, Registrar's Office, Financial Aid, and Admissions. There are additional student services, which are administered in other areas of the University. However, the Student Affairs Division has a close, cooperative relationship with University Police.

In keeping with Hampton University's positive concern for the whole student, his or her out-of-class activities, and his or her psychosocial development, the following objectives serve as guidelines for Student Affairs.

1. To coordinate the efforts of students and student development services to provide the highest quality of student life possible for all students enrolled in the University.
2. To provide in-service staff development programs as a means of helping the student development staff meet their job challenges in an assertive and productive fashion.
3. To assist the faculty and administrators to understand and work effectively with students.
4. To provide opportunities for students to develop interpersonal relationships.
5. To serve as resource persons in helping students to understand the faculty and the general operation of the University.
6. To assist students and staff to realize the importance of students learning to accept responsibility for their lives and to help them continually strive toward the achievement of self-direction.

Students are responsible to the Vice President for Student Success & Enrollment Management for personal decorum. The Vice President for Student Success & Enrollment Management has the ultimate responsibility for determining the appropriate disciplinary body to hear and act upon cases involving student violation of University policy.

### **OFFICE OF JUDICIAL AFFAIRS**

The Office of Judicial Affairs is responsible for all student conduct matters by working in tandem with other University offices to facilitate student development programs related to character development. Through the promotion of advocacy and accountability, the Judicial Affairs staff assists students as they engage in character development and become acclimated to acceptable standards of student conduct. The Dean of Students provides leadership and supervision for the office staff, responsible for administering the student code of conduct, assisting students with understanding their rights and responsibilities, and serves as a liaison between faculty, staff, and university members in response to conduct matters. The Dean is the chair of the Administrative Hearing Committee for student disciplinary hearings and administers discipline and behavioral interventions, with an emphasis on assisting students as they adjust or become acclimated with acceptable standards of student conduct and University interaction. Under the direct supervision of the Vice President for Student Success & Enrollment Management, the Dean is a member of the Student Development Leadership Team (SDLT), serves on committees, supervises and provides team leadership for special projects and assists with university-wide activities, such as registration, formal academic occasions, and other tasks as directed by the Vice President for Student Success & Enrollment Management.

### **THE OFFICE OF STUDENT ACTIVITIES/DIRECTOR OF STUDENT INVOLVEMENT AND LEADERSHIP**

The Office of Student Activities/Director of Student Involvement and Leadership is located in the Student Center on the first floor. The Office of Student Activities has the responsibility for planning activities and programs for the university community and for coordinating student co-curricular activities including: (a) providing information for students who

are interested in joining campus organizations; (b) assisting all student organizations in planning activities, meetings and projects; (c) planning and developing student leadership workshops; (d) updating the online Student Activities Calendar of Events; and (e) assisting students in scheduling events, securing facilities and in following University procedures for maintaining an effective program of student activities. Office Hours are Monday – Friday from 8:00 a.m. to 5:00 p.m. Reporting to the Dean of Students, the Director is responsible for the overall supervision, operational functions and application of building policies.

**The Student Center Hours of Operation – Normal Hours of Operation:**

<b>Building Hours</b>		<b>Bowling Alley</b>	
Monday – Thursday	8:00 a.m. – 10:00 p.m.	Monday – Friday	3:00 p.m. – 9:00 p.m.
Friday	8:00 a.m. – 12:00 a.m.	Sunday	2:00 p.m. – 6:00 p.m.
Saturday	12:00 p.m. – 12:00 a.m.		
Sunday	2:00 p.m. – 7:00 p.m.		

<b>Game Room</b>		<b>Fitness Room</b>	
Monday – Friday	8:00 a.m. – 9:00 p.m.	Monday – Friday	3:00 p.m. – 9:00 p.m.
Sunday	2:00 p.m. – 6:00 p.m.	Saturday	12:00 p.m. – 9:00 p.m.
		Sunday	2:00 p.m. – 6:00 p.m.

**HEALTH CENTER**

The Health Center’s mission is to provide evidence-based culturally competent health care. Healthy choices and behaviors are supported through health promotion and disease prevention. All students are provided equal access to services. The Center is staffed with physicians, nurse practitioners, and medical support personnel. There is also a certified health education specialist, wellness care coordinator and COLA certified laboratory services. The center is open for students **Monday through Friday 8:00am - 5:00pm during academic semesters**. Students are REQUIRED to call the Health Center at (757) 727-5315 to schedule an appointment. Walk-in appointments are accepted in emergency situations. Students may contact the Health Center for a Same Day appointment. Students can schedule an appointment online. For information on the “[Online Student Portal](#),” go to the Hampton University Health Center website: [http://www.hamptonu.edu/studentervices/health/medical\\_requirements.cfm](http://www.hamptonu.edu/studentervices/health/medical_requirements.cfm). The Health Center offers some telehealth/telemedicine services during normal business hours. Call the Health Center and speak to a nurse. The nurse will let you know if you meet the criteria for Telehealth/Telemedicine services. You are required to wear a face covering before entering the Health Center.

**Emergencies.** After center hours and on weekends there is a nurse on call 24/7 (except winter break) to answer questions and provide information, call (757) 727-5259 and ask to page the on-call nurse. For life threatening emergencies directly call Campus Police to dispatch emergency medical services (EMS) by calling (757) 727-5666.

**A current student ID (validated with a legible current term sticker) is required at the time of the visit.** We provide basic outpatient services to include routine care of colds/flu, sore throats, urinary tract infections, upset stomachs, minor sprains or injuries, reproductive health care and screening, PPD screenings, limited flu vaccinations, specialist referrals, health education, and laboratory services. Orders for x-rays are referred to a local area facility. Students taking behavioral and specialist prescription medications may have his/her provider send refills or transfer those prescriptions to Walgreens located at 3326 West Mercury Boulevard, Hampton, Virginia 23666, 757-826-5522 or any pharmacy of your choice. Transportation services are not provided by the Health Center.

**Missed classes.** The Health Center will provide a visit note with the date of the visit for students seen by a provider. Students are required to request a note at the time of the visit. Acceptance of the visit notes are at the discretion of your professor. Medical excuses from outside providers must be submitted directly to your professor. Class absences are approved at the discretion of each individual professor(s).

**Billing Information.** There is no co-pay or fee to see a medical provider. However, CHARGES occur for laboratory testing like a Strep test for a sore throat, or other in-house laboratory services. Payment is required at the time of

services for in-house charges. Options for payment are cash, credit cards (Visa/MC, Discover, AMEX), or charges may be billed to the Student Account. We do not bill your health insurance. A WALK OUT STATEMENT is provided at Check Out that can be used to submit a claim for health insurance reimbursement. Students who elect to put their charges on their student accounts, must pay the bill before the next academic session or a HOLD will be placed on their registration. Please bring a copy of the front and back of your health insurance card should prescriptions, referral lab services, radiology services or referral to a specialist be required.

**Health Insurance Requirement.** All Undergraduate and all International students must have health insurance coverage. Graduate students have the option to purchase coverage if not already provided through the University. The health insurance policy must cover students for outpatient office visits, laboratory services, mental health services, emergency room visits, prescription drug coverage, and inpatient hospitalization while in the **Hampton Roads** area. The coverage must remain in effect during the entire period of academic enrollment. Students must submit an online waiver to the Student Health Insurance Plan (SHIP) by September 2nd of the academic year if they have health insurance coverage from home they would like to continue. **Students who do not submit a waiver will be enrolled and billed for the Student Health Insurance Plan.**

**Medical clearance for all students is required.** The University medical clearance requirements are disseminated to all admitted students in the admission enrollment guide. Med + Proctor is the electronic medical clearance platform used to clear students. The platform is HIPAA and FERPA compliant and confidential medical information will remain secure. You will need an active @my.hamptonu.edu email address and HUID# to register for medical clearance through the Med + Proctor site. Please go to <https://secure.medproctor.com> to create your Med + Proctor account to electronically submit your medical documentation for review and processing for your medical clearance. Do not submit your completed forms to the Health Center. You must upload the forms to the Med + Proctor site. Email questions to: help@medproctor.com. **Students will not be allowed to move into the residence halls or attend classes until medically and financially cleared.** Marching Band and Cheer Squad students must submit an annual physical exam form to the Health Center prior to participating in activities for the academic year. All other athletes will require medical clearance through the Athletics division.

**Patient Privacy.** The Health Center is compliant with current federal HIPAA rules and regulations of protected health information. A copy of the Patient Privacy Rights is available at the Health Center. Parents of all minors (under the age of 18 yrs.) must submit a parental consent to treat for services. For those students age 18 and over we cannot discuss your care or the state of your health with anyone (parents, friends, etc.) without your written consent. The only exceptions are life threatening situations, or when required by law.

*For additional information or to make an appointment, please call the Health Center at 757-727-5315*

## **STUDENT INFECTIOUS DISEASE AND PREVENTION POLICY**

Hampton University is committed to providing a healthy and safe environment for the campus community. The University recognizes that individuals may be exposed to disease and wish to decrease their risk of contracting a significant infectious disease. The importance of educating the campus community regarding the risk and prevention of significant infectious disease is balanced by protecting individual rights and the health of the public. This policy is guided by the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH) and our own policies as it relates to significant infectious diseases, epidemics, and pandemics.

Infectious disease is defined as an illness caused by the entrance into the body of pathogenic agents or microorganisms (e.g., bacteria, viruses, protozoans, or fungi) which grow and multiply there. The disease can be communicable to other individuals.

### **Types of Transmission**

1. **Droplet** (e.g., Influenza, Coronavirus/ COVID-19)  
Spread by an infected person who is coughing, sneezing or talking which can carry germs a short distance (approximately 6 feet). Germs can land on people, or surfaces. Prevention is by social distancing, proper hand hygiene, disinfecting common surfaces, avoiding shared items and wearing a facial covering or mask. If performing medical procedures on an infected person an eye covering is required. Individuals who are

- infected should cover their coughs, and remain isolated or quarantined until no longer deemed contagious.
2. **Contact** (e.g., Methicillin-Resistant Staphylococcus Aureus / MRSA)  
Spread by direct contact and/or touching the infected person. Prevention is by wearing personal protective equipment with gloves and a gown, or other barrier methods. Good hand hygiene is important for prevention.
  3. **Airborne** (e.g., Measles)  
Spread by an infected person who coughs, talks, or sneezes tiny germ particles in the air which are inhaled by a susceptible person. Airborne germs can survive on air currents over great distances and time. Prevention is by wearing a N95 mask, and avoiding infected people. Individuals who are infected should remain isolated or quarantined until no longer deemed contagious. Susceptible persons can be vaccinated.
  4. **Sharps Injuries** (e.g. Hepatitis C)  
Infection occurs when blood borne pathogens enter through a skin puncture by a contaminated needle or sharp instrument. Prevention is by avoiding contaminated needles and tattoo needles.

### **Reportable Illnesses**

Hampton University is required by law to notify the Peninsula Health District (PHD)/ Virginia Department of Health of all cases of reportable infectious disease. Reporting procedures are completed online or via fax.

Public health must be protected, and individuals who know or who have reason to believe that they are infected with a significant infectious disease have an ethical and legal obligation to conduct themselves in a way to protect others from the disease. Communication of information regarding infectious diseases in students or employees will be HIPAA and FERPA compliant.

### **Procedures for Student Reporting**

Due to the contagious nature of infectious diseases and the requirement imposed on the University to report such diseases by law, students who have been diagnosed, exposed or show signs of an infectious disease, symptomatic or not, are required to self-report to the appropriate campus authority and seek medical attention. Students are encouraged to report other communicable infectious diseases to the Health Center, including mononucleosis and conjunctivitis.

A student who is diagnosed with, exposed to, or at risk for an infectious disease is to report to the Student Health Center. Those who request educational accommodations due to the impact of infection, should contact the Office of Disability Services at 757-727-5913.

Hampton University will report all necessary information, as required by law, to the Virginia Department of Health. Depending on the nature of the infectious disease, the Student Health Center will contact the Peninsula Health District to determine if additional public health strategies are recommended.

Every effort will be made to ensure confidentiality of information received as part of this policy, and to protect the privacy of all parties involved. Retaliation against students and/or employees who report concerns is strictly prohibited and may be grounds for disciplinary action.

### **University Isolation Policy**

The University policy requires isolation from the campus community as indicated for students positive for an infectious disease that puts the campus community at significant risk.

**We require residential students to relocate off campus during their illness and recovery, as they will not be allowed to attend class, campus events, and activities. Students are expected to relocate according to their personal emergency plan for recovery to limit the spread of infection. Students must obtain clearance from the Health Center before their return to campus. Clearance to return will depend upon University policies, as guided by the Virginia Department of Health and Centers for Disease Control and Prevention (CDC).**

**For information on the "Hampton University Student COVID-19 Protocol," go to the Hampton University**

**Health Center website: [http://www.hamptonu.edu/student-services/health/medical\\_requirements.cfm](http://www.hamptonu.edu/student-services/health/medical_requirements.cfm)**

Parents of residential students (with consent of students 18 years of age or older) will be notified by the Health Center of the situation and will be asked to ensure that arrangements are made for relocation of the student. Close contacts, such as roommates/ suitemates, may require relocation from campus for isolation/quarantine depending on the nature of the contagion. The University will continue to be guided by the Virginia Department of Health when facing new biological threats to the campus community.

### **Physical and Immunization Requirements**

Vaccination is often the first step in prevention of many diseases that are responsible for epidemics and pandemics and it is for that reason we are diligent about all students meeting the medical clearance requirements in a timely manner, before attending classes and residing in the residential setting. Med + Proctor is the online electronic platform for medical clearance. For information on the medical clearance procedure, go to:

[http://www.hamptonu.edu/student-services/health/medical\\_requirements.cfm](http://www.hamptonu.edu/student-services/health/medical_requirements.cfm)

**In addition to the traditionally required vaccines, Hampton University's COVID 19 policy mandates that all students be Up to Date, which means being fully vaccinated and boosted when eligible with an approved COVID 19 vaccine unless a medical exemption or Hampton University COVID 19 Religious exemption has been granted.**

**The Health Center makes the final determination for all medical clearances.**

### **STUDENT COUNSELING CENTER**

Under the umbrella of the Office of the Vice President for Student Success & Enrollment Management, the Student Counseling Center (SCC) reflects the University's "education for life" mission by providing mental health counseling to Hampton University undergraduate and graduate students, and promoting an emphasis on wellness through outreach education and prevention programming. The Center adheres to Federal and Commonwealth of Virginia mental health regulations, as well as certifying and licensing bodies' codes of ethics. It provides service to currently enrolled, degree program Hampton University students throughout the calendar year while classes are in session. Under the supervision of the SCC Director, the SCC staff works collaboratively with the Educational Support Departments and University faculty to support student wellness.

The SCC offers confidential in-person and telemental health services. Students are required to consent to participate in mental health services. SCC staff will determine appropriateness and necessity for telemental health services and will provide instructions on how to access these services. Information regarding clients who are 18 and over is not disclosed to third parties without their written consent; this may include parents and guardians. Exceptions occur when there is a life threatening circumstance or a decline in mental status that is a safety threat, significantly impairs functioning; reports of child or elder abuse; or court order. Even in such situations, student confidentiality, which is protected under state and federal laws, remains a high priority. Students who are under 18 may receive services only after a parent or guardian signs a consent to treatment form. Individual therapy is designed to be goal-oriented and focused on a specific concern. In some instances, participating in group therapy and/or psychoeducational workshops might be a more effective approach to dealing with a presenting issue. The SCC facilitates group counseling sessions and workshops as a way to connect with other students while addressing specific issues. Some groups may include stress management, coping with emotions, and dealing with the transition to college. Students receive personal assistance with challenges such as healthy adjustments to college life and relationships, home and family difficulties, peer pressure, self-esteem, anger control and stress management, substance use, intimate partner violence, sexual assault, anxiety, mood disorders, grief and loss, first appearance of serious mental disorders, and crisis intervention.

The SCC also provides Outreach services, which includes educational programming on mental health topics. Classroom presentations, seminars and workshops are provided free of charge to currently enrolled students. A network of resources and referral agencies has been established to support the mental health needs of students who may need a referral for a community mental health provider.

Students may schedule appointments by visiting or calling the Student Counseling Center. Emergency walk-in appointments are provided Monday-Friday from 10:00am-4:00pm. Walk-in mental health emergencies may include,

but are not limited to thoughts of self-harm, change in thought process (e.g., auditory or visual hallucinations, delusions, etc.), significant decline in mental health, and/or the need for psychiatric hospitalization. All other visits are by appointment only. After hours Emergency 24-hour coverage is provided by contacting the University Police at 757-727-5666 which, in turn, contacts the on-call counselor.

The Student Counseling Center sponsors two (2) student peer educator groups; the Peer Counselor Organization and the Summer Peer Helpers.

### **Peer Counselors**

The Peer Counselors (PC) Organization serves as an extension of the Student Counseling Center. Under the guidance, outlined confidentiality standards and supervision of the Student Counseling Center staff, Peer Counselors are listeners for students in need of emotional support, serve as role models of psychosocially healthy and self-actualizing young adults, and offer psychosocial programs and activities for the benefit of their Hampton University peers' growth and development. In the event that a need or problem brought to their attention is beyond the scope of their training and ability or requires a higher level of therapeutic intervention, Peer Counselors refer the individual to one of the Student Counseling Center staff. Peer Counselors participate in community service projects, outreach events and often collaborate with other organizations on campus to support mental wellness. The organization's office is located in the Student Counseling Center and new member intake typically occurs during the spring semester.

### **Summer Peer Helpers**

Summer Peer Helpers provide supportive assistance to students in the Summer Pre-College and Bridge programs. Each Peer Helper works with an assigned group to provide a forum for discussion of adjustment-to-college-life issues. The groups meet weekly to discuss progress, successes and challenges, and to engage in appropriate social activities. Peer Helpers also are available to individuals who need 'one-on-one' time. In the event that a need or problem brought to their attention is beyond the scope of their training and ability, they refer the individual to the Student Counseling Center. Recruitment occurs at the end of the spring semester.

### **DIRECTOR OF RESIDENCE LIFE & HOUSING**

The Director of Residence Life & Housing is responsible for all educational programming and coordinates all administrative operations of residence life and housing. The purpose of the department is to provide support services such as counseling, guidance, residential programming, training in social and cultural values, and to ensure student safety and well-being and enhance student persistence and success. Through the collaboration with multiple departments, the Director, along with the residential team, will provide a supportive and safe living-learning environment within the residence halls by creating and maintaining a positive community that is conducive to student success and supports the mission of the university. The Director is under the direct supervision of the Dean of Students. The Director will manage all aspects of the operational budget in support of the overall student residential life program. The Director is required to provide leadership and supervision for the assistant to the dean, the secretary, resident hall directors, graduate assistants, resident assistants, night monitors, and work-study students.

The Director is a member of the Student Development Leadership Team (SDLT), serves on committees, supervises and provides team leadership for special projects and assists with university-wide activities, such as registration, formal academic occasions, conference utilization of residential facilities and other tasks as directed by the Dean of Students or Vice President for Student Success & Enrollment Management.

## RESIDENCE LIFE & HOUSING

The Office of Residence Life & Housing (ORLH) is an integral part of student life at Hampton University. The residence hall experience is an extension of the education obtained in the classroom. In the halls, the responsibilities of group living, participation in residence hall government, educational, social, cultural, recreational activities and independent living stimulate the student development process.

### Residence Halls

Hampton University is primarily a residential university, but the number of resident students is determined by the capacity of the residence halls. Effective academic year 2013-2014, all freshmen<sup>4</sup> are required to live on campus. Signed housing contracts are required for residence hall living. Residence hall facilities for couples or families are not available. Research has shown that the degree of student connectivity, persistence and success is significantly improved when students live on the campus. Student involvement in the on campus living and learning modules, helps to emphasize the development of the community of scholars, enhance shared learning and resources and the promotion of school spirit by experiencing a common thread of programs and activities, coupled with intimate, dynamic interactions with faculty and other academic leaders.

Residential life for students at Hampton University is considered a vital educational experience in community living, largely centered in and evolving from residence hall programs and management. Concerned administrative staff persons under the supervision of the Director of Residence Life & Housing, work cooperatively with resident assistants in developing well-coordinated, and integrated, residence hall programs. The residence hall staff, along with student groups, also works to coordinate and integrate life in the residence halls as a means of motivating academic achievement and wholesome group living.

### Director of Residence Life & Housing

The Director of Residence Life & Housing administers the residential life & housing program. The Director is under the direct supervision of the Dean of Students and manages all aspects of departmental resources in support of the overall student residential life program including management of the housing system. The Director provides leadership and supervision for the staff of the Office of Residence Life & Housing including the area directors, residence hall directors, graduate assistants, resident assistants, night monitors, and work-study students. The Director is a member of the Student Development Leadership Team (SDLT), serves on committees, supervises and provides team leadership for special projects and assists with university-wide activities, such as; registration, formal academic occasions, conference utilization of residential facilities and other tasks as directed by the Dean of Students or Vice President for Student Success & Enrollment Management.

### Area Director

The Area Directors (AD) manage the day-to-day operations of their individual residence hall and provide support and mentorship to Residence Hall Directors (RHD) in their assigned areas to develop the campus community. They also assist the Director of Residence Life & Housing in implementing creative living-learning communities in support of the mission and vision of the University through residence hall programming. The AD is a member of the Consolidated Teams (CT) team in conjunction with the Physical Plant Department to ensure all maintenance projects are addressed timely and with expertise. The AD's coordinate all residence hall maintenance projects with the Physical Plant Department and complete follow-up inspections of all residence halls in their assigned areas.

### Residence Hall Directors

The Residence Hall Director (RHD) is a live-in position directly responsible to the Director of Residence Life & Housing. The RHD is personally responsible for the proper administration and management of the residence hall to which he or she is assigned, the welfare of the students under his or her supervision, and for the facilities and physical properties of the University under his or her management. When not specifically maintaining office hours, the RHD is on call and is

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<sup>4</sup> Residence Halls: Some minor exceptions to this policy will be observed, in particular for students who permanently reside in the local community (within a 50-mile radius), those that are married or who have children living with them and persons on active duty with the military. Other exceptions may be made for persons who are twenty-two years old (22) or older and are entering Hampton as first-time freshman or as determined by the Vice President for Student Success & Enrollment Management.

expected to respond to situations that may arise. The RHD's are assisted by Graduate Assistants (GA's), night and evening desk staff, and undergraduate student Resident Assistants (RA's).

### **Graduate Assistant**

The Graduate Assistant (GA) is a graduate student who lives in the residence hall and acts as an assistant to the Residence Hall Director or is the Residence Hall Director where a full time director is not assigned. Certain duties listed in the Residence Hall Director's position description may be delegated to the GA.

### **Resident Assistant**

Resident Assistants (RA) are undergraduate students who serve as residence hall advisory members. R.A.'s are student leadership positions. Each RA is awarded a room scholarship as compensation. These students, under the supervision of the hall director, are responsible for advising and peer counseling of the residents of a designated floor of the residence hall.

- Assists in the maintenance of optimum study conditions
- Assists in the interpretation of the University's rules and regulations
- Works with the director in planning residence hall programs and activities
- Assists in the implementation of the residence hall visitation policy
- Serves as a referral agent to the other campus resources and services
- May act as a building supervisor in the absence of the Residence Hall Director and/or Graduate Assistant.

### **Time of Arrival**

Students should arrive on campus on the predetermined day as stated in the university calendar. Students who arrive prior to the time residence halls are open must make temporary living arrangements off campus.

### **Admission to Residence Halls**

Students will be admitted to their residence hall only if they have made satisfactory financial and medical clearance arrangements for campus housing.

### **Housing**

Hampton University maintains an on-campus housing procedure that is consistent, fair, orderly and that provides for the safety of all applicants. However, Hampton University does not provide on campus housing for all students. Students will be admitted to a residence hall only if they have made satisfactory financial and medical clearance arrangements for on-campus housing.

- **New Students:** Allocations for new students for housing are determined each year and the Director of Admissions is authorized to offer admissions with on-campus housing based upon availability. These arrangements must be accepted and confirmed by new students by paying the Advance Tuition Payment prior to the published deadline.
- **Continuing Students:** The housing procedures for continuing students are announced and distributed in the latter half of the fall semester by email and postcard announcements. Financial requirements that are a part of the housing procedure are provided by the Office of Residence Life and Housing and the Business Office, with respect to payment of Advance Tuition Payment and other fees. The Office of the Residence Life and Housing is responsible for dissemination of information with respect to residential facilities and space allocations.

University housing does not provide cleaning or room services and the University does not have attendants to aid students who may need close personal attention. Students requiring attendants will have to make such arrangements themselves.

### **Room and Board Contract**

Hampton University requires students to sign the Room and Board Contract Agreement before occupying space in the residence halls. Students will forfeit their room assignments if they fail to claim it within 24-hours of their designated reporting time. The student is bound financially by this agreement for one academic year. A copy of the Room and Board Contract is reproduced in the Appendix of this Handbook for ready reference.



1. The contract may be canceled by the University if:
  1. The student's behavior is found by the University to be undesirable for residence hall living.
  2. The student is withdrawn for academic or any other reasons.
2. The room reservation may be canceled by the student without loss of deposit by written notification to the Office of Residence Life and Housing, or the Business Office. Written notification of the student's intention to move off-campus must be received prior to June 1.

### **Occupancy of Rooms**

- A. Rooms may be occupied from the announced opening date of residence halls until forty-eight (48) hours after the conclusion of the student's last final examinations. Students who do not comply with this deadline must pay \$100 per day in advance by money order, cashier's check or cash. Abandoned or personal property left in rooms after the student has officially vacated the premises is subject to disposal by University personnel. The University may charge a disposal fee of not less than \$75.00 to the student's account in addition to room clean-up fees when necessary, as assessed by the Residence Hall Director and/or other University officials.<sup>5</sup>
- B. Graduating seniors will be housed in designated facilities following final examinations until 12:00 p.m. the day after Commencement Day. This facility may be a different one from the facility occupied during the regular academic year.
- C. Residence halls will be officially closed during Christmas Holidays and Spring Break. Personal belongings may be left in rooms, unless a specific residence hall is designated for other use during the break. However, the rooms must be vacated. The University will not assume responsibility for items left in the room.
- D. Typical room occupancy is two persons. A few larger rooms are designed to accommodate three or more persons. A limited number of single rooms are available at extra charge. Students who are assigned to a double room should be prepared to accept a roommate.
- E. If single occupancy results from withdrawal by one of the occupants, a new roommate will be assigned or the single occupant will be reassigned. The following options are available:
  1. Keep the room at the single room rate.
  2. Move into another room which is also occupied as a single at the double rate or have someone move in with him/her (in accordance with residence hall room change procedures).
  3. If neither of the above two options are selected, reassignment will be made at the discretion of the Residence Hall Director and the Director of Residence Life and Housing.
- F. It may be necessary to assign students who participate in special programs scheduled between semesters to rooms occupied during the first semester. Every precautionary measure will be made to initiate this practice on a selective basis, ensuring the safety of the belongings of the individuals who occupied this room during a previous period. When such rooms are required, advanced notices will be given and arrangements will be made for the safety and storage of personal belongings.

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<sup>5</sup> Policy and Fee Structure approved by Administrative Council, May 28, 2013

### **Issuing of Keys**

Each resident is issued a room key when checking in the residence hall. All keys are to be returned at the conclusion of each semester. If the key is lost or not turned in, the student must pay a \$75 fee for change of lock and issuance of a new key.

### **Lockout Policy and Procedures**

Occasionally a student may forget or lose their room key. If this happens the following procedures have been designed to accommodate such occurrences.

1. Any resident locked out of their room between 8:00 a.m. - 11:00 p.m. will be charged a \$1.00 room entry fee to be let into the room. This fee is to be paid upon entry. The resident must show that he/she has possession of the room key; otherwise, the student will incur a lock change charge fee (currently \$75.00).
2. All residents locked out of their room between 11:01 p.m. -7:59 a.m. will be charged a \$2.00 room entry fee to be let into their room. This fee is to be paid upon entry. The resident must show that he/she has possession of the room key; otherwise, the student will incur a lock change charge fee (currently \$75.00).
3. Residents will be issued a receipt for all room entry fees collected. The revenue collected for a lock change charge will be credited to the general fund of the University.
4. All monies collected, with the exception of the lock change charge fee, will be placed in the residence hall general fund and deposited into a Blue Book account in the Business Office. Each residence hall will vote on how these funds will be disbursed.
5. An itemized report of collected fees will be turned in to the Office of Residence Life & Housing each Monday by 12:00 p.m.

### **Residence Hall Room Changes**

A student desiring a room change within the residence hall should confer with the RHD. Those students desiring to transfer to a different hall must confer with the Office of Residence Life and Housing. Residents who make unauthorized room changes are liable for fines up to double the current room charge and may lose the privilege of living in a campus residence hall.

### **Residential Inspection**

Residence hall rooms will be inspected periodically (at least once per month) by the Residence Hall Director and/or other officials of the university (such as the Fire Marshall, Electrical Technician, and Student Affairs staff), for the purpose of meeting the requirements of safety and sanitation. The inspection teams will be concerned with the requirements of safety and sanitation listed below:

1. Only those appliances may be used in which the receptacles to which they are connected are capable of accommodating such appliances. Appliances (radios, computers, televisions, stereos, etc.) in any residence hall room will be limited in terms of the optimum amperage.
2. Refrigerators are allowed in the residents rooms, but should not exceed 3.2 cu. ft.
3. There are to be no electrical installations (installation of special conductors, prongs on small electric cords, etc.)
4. All cooking (microwave, hot plates, air fryers), ironing, and heating electrical appliances (hair dryers) are prohibited from use in student rooms and may only be used in the areas designated by residence hall directors.
5. The use of electrical appliances and decorative fabrics in student rooms are regulated by related laws.
6. All foods must be stored in closed containers. Waste baskets should be emptied daily and rooms must be kept free of waste materials in order to discourage rodents and pests.

Each resident is expected to comply with all safety and sanitation procedures and to cooperate fully with University personnel during inspections. These measures will help ensure the safety and well-being of all.

### **Residence Hall Room Entry**

Hampton University encourages and upholds the right of privacy. No staff member shall enter a room without knocking first, announcing their title/name and being acknowledged to enter the room, except in the cases of an emergency. The University reserves the right to determine what constitutes an emergency. An emergency situation may be determined by University officials when it is believed that the welfare of the resident(s) is compromised or endangered. Except in cases of emergency, no student's room and belongings will be inspected or items in the room seized unless the student is present or grants permission. However, permission to inspect is not required when contraband to be confiscated is in full view of campus authorities.

Periodically announced room inspections for purposes of health, safety and sanitation will be made. Students' rooms may be entered for this purpose, as well as for repairs and maintenance.

### **Residence Hall Damage Deposit/Charges**

All students residing in campus housing units, including residence halls, Modulars and university-leased or sponsored dwellings/apartments, must pay a damage deposit of \$100.00 upon initial assignment to the campus housing units, excluding the summer session(s). Subsequently, if the damage deposit falls below \$25.00 at any time, the student must restore the deposit to the \$100.00 level. The deposit balance will be refunded to the student upon graduation from the university, or if the resident will not be residing in a university housing unit during the subsequent semester.

### **Damage Charges**

The resident and his/her roommate, where one is assigned, is financially and legally responsible for damages to his/her room and damage or loss of furnishings and fixtures, including smoke detectors.

### **Residence Hall Group Damage (Abuse, Vandalism, Negligence)**

In addition to individual resident responsibility for damage to room accommodations (beyond normal wear), residents, as a group, are financially and legally responsible for damages to common areas of the residence hall when individual responsibility cannot be assigned. Common areas may include corridors, recreation rooms, lounges, their furnishings, including vending machines and other equipment placed in the housing units as a convenience to the residents. When necessary to assign group responsibility, the residents' proportionate share of the university's cost to repair and maintain common areas will be determined by the location of the damages and the nature of the circumstances surrounding the damage incident.

### **Loss of Personal Items**

The University will not be held responsible for the loss of clothing, money, jewelry or other valuables in University housing units, including storage areas or elsewhere on the campus.

### **Storage Rooms**

Where available, students may store a limited number of labeled items in the storage rooms of residence halls while school is in session.

Students are not permitted to enter the storage rooms during holidays or semester breaks and the storage room must be cleared at the end of the second semester.

### **Individual Personal Property**

The University does not provide insurance that covers personal property of student residents such as CD Players, iPods, iPads, Laptops, DVD players, cameras, books, clothing, computers and the like. Such items should be listed on a personal property inventory and submitted to the homeowner's insurance agency covering parents and/or guardians of the residents.

## **VISITATION POLICIES AND PROCEDURES**

The general residence hall visitation policies observed in all residence halls are outlined below.

1. Residence hall visitation hours (the time in which a student may entertain a member of the opposite sex in his/her residence hall room) shall not exceed the following:

Wednesday – Friday	7:00 pm to 12:00 midnight
Saturday	1:00 pm to 12:00 midnight
Sunday	1:00 pm to 11:00 pm

2. All guests must use the front entrance, sign in upon arrival, and show their student ID cards at the reception desk. (Non-students will show a driver’s license, military ID card, or another acceptable piece of picture identification). All guests must wait to be received by their host/hostess before entering private areas of the residence hall.
3. In the event that desk staff is temporarily away from the desk, the visitor of the opposite sex is not to enter the private quarters of the residence hall.
4. Guests are to be escorted by their host at all times.
5. First-time violators of visitation policies for offenses will be subject to disciplinary action up to and including suspension from the residence hall.
6. The Office of the Vice President for Student Success & Enrollment Management will determine cancellation of visitation for major campus event such as Homecoming or Parents Weekend, or when there is a dance or major event in a particular residence hall.
7. Violators of any of the above policies will be subject to disciplinary action up to and including expulsion from the University. In addition to the disciplinary action, if a large number of students extensively and repeatedly violate visitation policies, the residence hall visitation will be cancelled.
8. Students will observe policies concerning residence hall visitation. Roommates and others who are present when unauthorized visitation is taking place have the responsibility of informing guests of the violation and, if necessary, reporting violators to residence hall staff. Failure to observe these guidelines will subject that individual to the penalties associated with violation of the guidelines for visitation.
9. Study groups may take place in the lobby or in areas designated by the Residence Hall Director. Hours and days are Sunday – Thursday from 11:00 p.m. to 2:00 a.m.

The successful implementation of the visitation policy is based upon the cooperation of all residents and, especially, roommates in a specific hall. Residents are responsible for their guests’ conduct and for observing University regulations and the specific visitation policy of a residence hall.

### **Unauthorized Visitation**

Unauthorized visitation occurs when **a non-resident** is in an area other than the lobby or lounge of the residence hall without a resident escort after hours. Non-students within residence halls without permission are subject to arrest for trespassing.

### **Guests in the Residence Halls**

Students who wish to have overnight guests in the residence halls must make arrangements with the residence hall director at least 24 hours prior to the guest’s arrival. Guests are permitted on a space-available basis with the roommate’s consent, if applicable.

Guests must register at the residence hall reception desk upon arrival.

Residence hall guests are subject to the same regulations as students. Students will be held accountable for their guests’ behavior.

### **Accommodations for Married Students**

The University does not have campus housing accommodations for married couples. Married couples are encouraged to seek assistance in obtaining off-campus accommodations from the Office of Special Projects, located in McGrew Towers Conference Center. A married student whose spouse **does not reside with them locally** may live in a campus residence hall and is expected to abide by the policies governing residential life.

### **Off Campus Housing Information**

The Office of Special Projects is located in the McGrew Towers Conference Center (ext. 6746). Students may obtain information about rental properties from the Office of Special Projects. A listing of housing available in the local community is maintained, and the staff assists students who are seeking off-campus housing.

### **Commuting Students**

Although Hampton University is primarily a residential university, some students live in apartments and houses in the surrounding metropolitan areas. Commuting students are encouraged to participate in the ***Adopt A Residence Hall*** program in residence life, where commuters may affiliate themselves with a specific residence hall and connect with the residents and staff in an on campus facility. Information about this program may be obtained from the residence halls or the Office of Residence Life & Housing.

Commuting students may relax or study in the Student Center or Clarke Hall. Meals may be purchased in the Food Court at the Student Center or in the University Dining Hall.

Commuting or off-campus students must update their addresses using the HUNet procedures outlined by the Office of the Registrar during registration at the beginning of each period of enrollment. Any change of address must also be updated using the campus network.

## **SOCIAL REGULATIONS FOR NEW STUDENTS**

### **Freshman Orientation Period**

The first six to eight weeks of the fall semester is used to orient and acclimate new students to the local environment. During this period, the social regulations are strictly enforced and are designed to enhance effective study habits.

First time students may receive visitors in residence hall lounges during the new student orientation period (dates to be announced each fall semester by the Director of Residence Life & Housing) during the following hours:

Sunday-Thursday	3:00 p.m. - 10:30 p.m.
Friday-Saturday	12 Noon - 12 Midnight

### ***Curfew hours for new students during the orientation period are as follows:***

Sunday-Thursday	11:00 p.m.
Friday-Saturday	1:00 a.m.

### **Lobby Visitation**

After the six to eight weeks' orientation period, new students may receive guests from:

Monday - Thursday	10:00 a.m. – 11:15 p.m.
Friday-Saturday	10:00 a.m. – 1:00 a.m.

Students may visit the residence halls according to the hours and conditions stated in the guidelines of the respective halls.

### **Curfew for New Students<sup>6</sup>**

Curfews will be lifted for new students after the orientation period, and students will follow the same policies that presently govern continuing students. Upper-class students do not have curfew hours. New students at Hampton University are advised that the City of Hampton Ordinance addresses curfew stipulations for minors in the City of Hampton (Section 24-2-c "Curfew for Minors"). The code states if you are under the age of eighteen (18) you may not be on any city street or public place or in a vehicle between the hours of 11:00 PM and 5:00 AM. New students that are minors are otherwise restricted to on-campus activities after 11:00 PM until such time as they become eighteen (18). New students may attend on campus events during the times they are advertised. All new students must abide by the new student curfew hours during the orientation period (11:00 PM Sunday thru Thursday; 1:00 AM Friday-Saturday)

### **Sign-Outs**

As a safety measure, first-time students are urged to sign-out when going off campus and returning to the residence hall after 10:00 p.m.; however, they are required to sign-out for all weekend visits.

Upper-class students are not required to sign-out; however, for safety reasons, they are encouraged to do so, especially for overnights. If upper-class students prefer not to sign-out, they should leave information on how and where they can be contacted, in case(s) of emergencies.

### **Residence Hall Closing Hours**

Residence halls will close promptly at 11:30 p.m., Monday through Thursday, and at 1:00 a.m. Friday through Sunday. The night staff is responsible for admitting residents returning after the closing hour.

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<sup>6</sup> **City of Hampton Ordinance:** It shall be unlawful for any person over the age of thirteen (13) years but under the age of eighteen (18) years to be present on any street, road, alley, avenue, park or other public place in the city, or in any vehicle operating or parked thereon, between the hours of 11:00 p.m. and 5:00 a.m. unless accompanied by his/her parent or guardian or unless such minor is on an emergency errand or legitimate business directed by his parent or guardian or is engaged in a lawful employment or going directly to the place of such employment or returning directly to his place of residence from the place of such employment.

## **STUDENT SERVICES**

### **FRESHMAN STUDIES PROGRAM**

Hampton University's Office of Freshman Studies helps ease the transition from high school to college by providing services to first time new students entering college. Our objectives are to provide academic support; career, and social/personal counseling; academic advisement, and assistance with registration. Freshman Studies focuses on students who are classified in the following areas: academic probation, reduced workload, undecided/undeclared majors; and Hampton Merit scholarships. These categories are monitored bi-weekly through individual counseling and monthly seminars.

### **University 101**

Hampton University introduced University 101 (The Individual and Life Program) in 1989. University 101 is a required orientation course designed to improve the quality of experience for beginning freshmen and transfer students with less than 30 credit hours. This course is designed to provide freshmen with a common core of experiences in order to facilitate their transition into the college environment. The course consists of a coordinated series of unit topics whose subject matter and mode of presentation are designed to unite students in such a way that their experiences at Hampton University become meaningful and fulfilling. The students and mentors/instructors meet twice a week. The presenters include administrators, professors, scholars from other student affairs departments or institutions, and prominent individuals with particular expertise in one or more of the course topics.

### **New Student Orientation Week**

Entering freshman and transfer students are required to participate in our New Student Orientation program one week prior to the beginning of classes. The primary goal of the orientation program is to assist new students in the transition from high school to the University, or from another institution to Hampton University. All incoming freshman are paired with a student mentor who is a member of the Greer Dawson Wilson Student Leadership Program. This begins the transitioning process through structured activities lead by Student Leaders. All freshmen receive a college information packet; given a campus tour and are encouraged to interact with their peers and share experiences. In addition, Student Leaders host several events geared toward student traditions here at Hampton University.

### **Pre-College Program**

The Hampton University Pre-College Program is a five-week residential program beginning June of each year and ending mid-July. This program is designed to ease the transition from high school to college by exposing students to the full range of university resources and facilities. Our goal is to improve skills necessary for college success while giving students a head start on the battery of classes to be taken during the Fall semester. Our program includes a comprehensive summer orientation, assistance with registration for the Fall semester, course credits toward graduation, and remediation courses in reading, writing and math as needed.

## **STUDENT SUCCESS CENTER**

The Freeman and Jacqueline Hrabowski Student Success Center (SSC) creates a healthy, well-rounded experience for all Hampton University students through the provision of evidenced-based educational practice, such as administering the College Student Inventory (CSI) to help new and transfer students identify their occupational themes and preferred academic major(s) and deploying an Individual Plan for Academic Success (I-PASS) to regularly monitor student performance.

## **STUDENT SUCCESS ADVISOR ASSIGNMENTS AND ROLES**

Student Success Advisors are assigned to each of the seven schools housed at Hampton University to provide Registration Support and Mid-Term Deficiency Counseling for their respective cohorts, as well as monitor undecided majors and students on academic probation. Academic Success Workshops on Test-Preparation, Academic Integrity, Developing Effective Writing Skills, Building Rapport with Professors, and Embracing Time Management will reduce the number of students in academic jeopardy.

Students desiring to meet virtually or in-person with a Student Success Advisor can contact 757-727-5913 or [studentsuccessctr@hamptonu.edu](mailto:studentsuccessctr@hamptonu.edu) to make an appointment.

## **TUTORIAL CENTER**

The Student Success Center provides free tutorial services for all undergraduates in Math, English, Chemistry, Biology, History, Physics, Accounting, Economics, World Language, Computer Science, Psychology, Journalism and Communications, and the Humanities.

Tutoring is most effective when it is consistent. Virtual tutorial options via Knack and Blackboard Collaborate Ultra are available. Students are encouraged to schedule appointments in advance and to schedule weekly sessions for at least 3-4 weeks at a time. Visit <https://www.joinknack.com/school/hampton-university> to preview the tutor scheduling page. There you will see the list of tutors and the courses tutored, as well as their respective availability. Once you schedule an appointment, you will receive a notification email with your scheduled date, time, tutor, and a link to your virtual session.

Supplemental Instruction (SI), an evidence-based form of peer-assisted group study that equips students to integrate concepts from historically difficult courses into long-term memory by reviewing content in concert with others is available for some subjects. Because SI continues to produce statistically significant impacts on underrepresented minority students' performance as compared to those who do not receive supplemental instruction, we collaborate with faculty from the Cancer Research Institute as well as the Chemistry and Physics department chairs to identify potential SI leaders from among their graduate students. All SI leaders will continue to be certified in the University of Missouri-Kansas City's International Center for Supplemental Instruction Methodology to conduct bi-weekly peer-led group study in Organic Chemistry, Physics, and Calculus. To serve as SI leaders, students must have previously taken the course, received a grade of B or better, attend lectures during the current semester, take notes, read the text, conduct twice weekly SI sessions throughout the semester and additional review sessions before exams.

## **TARGETED SERVICES FOR UNDECIDED, UNDECLARED, AND TRANSFER STUDENTS**

The Director of the Student Success Center serves as the Chairperson for all Undecided majors, including incoming (new) Transfer Students. The department provides one-on-one counseling, workshops and programs to assist students in declaring a major. Please note that for some majors, students are unable to declare a major without meeting the departmental admission requirements.

To welcome transfer and non-traditional students to Hampton University, we have expanded services specifically designed to support student's decision to return to school after working and/or managing life's responsibilities, to include resources focused on balancing competing priorities, adjusting to traditional college life, and retooling for academic success. During NSO Week, we will conduct a Transfer Student Fair specifically for this population. All transfer students receive information from our office about specific programming prior to the start of classes in August.

## **RESOURCES FOR STUDENTS ON ACADEMIC PROBATION**

Probation and re-admitted students must take a reduced course load not to exceed 13 credits, inclusive of EDU 295, and meet with their Student Success Advisor in the Student Success Center bi-weekly throughout the semester. The student must attend no fewer than four Academic Wellness Workshops throughout the semester, and register for tutorial services. Students on probation and re-admitted students must sign a contract giving consent to the Student Success Center to exchange information about their grades and academic progress with faculty and the EDU 295 instructors, as identified.

## **STUDENT SUCCESS CENTER IMPORTANT DOCUMENTS**

All Hampton University undergraduates can access the Super Strong Career Assessment, the Academic Support Contract, the Mid-Semester Alert, the I-Pass, and the Probation / Re-Admitted Student Contract through their Blackboard Portal or via the following links:



- SUPER STRONG CAREER ASSESSMENT
- ACADEMIC SUPPORT CONTRACT
- MID SEMESTER ALERT
- STUDENT I-PASS
- ACADEMIC PROBATION/RE-ADMITTED CONTRACT

## **DISABILITY SERVICES**

Hampton University is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to qualified students with disabilities to include providing reasonable accommodations so that qualified students with disabilities are not excluded from or denied the benefits of Hampton University's programs and activities. The Director of Compliance and Disability Services provides and coordinates reasonable accommodations, support services and auxiliary aids for qualified students with disabilities. Students in need of disability services for a temporary or permanent impairment should contact the Director of Compliance and Disability Services, located in Student Success Center, Hampton University, Hampton, Virginia 23668 (757) 727-5493. Students should refer to the University website at [www.hamptonu.edu/compliance](http://www.hamptonu.edu/compliance) for more detailed information regarding disability services and forms used for requesting accommodations.

### **Definitions:**

- Disabled Individual is one who (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such impairment.
- Major Life Activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- Qualified Student with a Disability is a disabled individual who meets the academic and technical standards requisite for admission to and participation in the University's academic programs with or without reasonable accommodations.
- Reasonable Accommodations are reasonable adjustments that enable a qualified student with a disability to have equal access to the University's programs and activities. Reasonable accommodations do not require an academic unit to fundamentally alter the nature of its academic program, or fundamentally alter academic standards, or make modifications or adjustments that result in an undue hardship on the University

**It is the students' responsibility to self-identify with the Office of Disability Services and request accommodations. Accommodations cannot be extended to a student until all required documentation is received and the steps below are completed.**

### **Student Accommodation Request Procedures**

1. To receive an accommodation under the ADA, a student must file an application (**Request for Reasonable Accommodation** form) with the Director of Compliance and Disability Services, located in the Student Success Center, Hampton University, Hampton, Virginia 23668 (757) 727-5493. **The form is available in the Student Success Center and also at the University's website.** Requests for accommodations should be made far enough in advance to allow the Director of Compliance and Disability Services adequate time to evaluate the student's documentation and coordinate needed services. Generally, it is best to request needed services before a semester begins or as soon as a disability becomes known. Students entering the University for the

first time should submit disability information at least six weeks prior to enrollment so that reasonable accommodations are completed in a timely manner.

2. Students must provide documentation of his/her disability and how it limits his/her participation in courses, programs, services, jobs, activities, and/or facilities of the University. Documentation of the disability should be timely and from appropriate professionals licensed to diagnose the type of disability the student reports. Medical documentation will be retained only by the Director of Compliance and Disability Services and kept confidential.
3. The Director of Compliance and Disability Services makes the determination of whether the student is eligible for reasonable accommodations under the ADA. The Director of Compliance and Disability Services and the student will discuss what assistance is needed. The Director of Compliance and Disability Services will provide written notice to relevant faculty members and/or the academic unit in the case of a qualified student with a disability who requires a reasonable accommodation, verification of the need for a reasonable accommodation, and the nature of the reasonable accommodation required, a copy of which will also be provided to the student. As part of this process, information concerning the disability may be released in confidence to faculty members or other members of the University who have a need to know.
4. If there is a discrepancy between opinions of faculty and/or the academic unit and the Director of Compliance and Disability Services regarding what adjustments are appropriate, the Director of Compliance and Disability Services will consult with the faculty members and/or academic units and gather additional information necessary to determine an appropriate accommodation. It is the responsibility of the Director of Compliance and Disability Services to determine the accommodation in a particular case, taking into account the content of the course/nature of the job, the student's disability, and the documentation from an appropriately credentialed professional. Nothing in these procedures requires an academic unit to fundamentally alter the nature of its academic program.
5. Once faculty and/or the academic unit are notified of the needed accommodation, the student is expected to meet with his/her instructors during office hours to discuss needed assistance in their coursework so that details of various adjustments are coordinated. Students are responsible for notifying the Director of Compliance and Disability Services if reasonable accommodations are not implemented in an effective and timely manner.
6. **Submit a completed Special Housing Accommodation Request packet by June 1 for the fall semester and by November 1 for the spring semester to secure an accommodated housing assignment.**

#### **Section 504/ADA - Grievance Procedure**

Any student who disagrees with the eligibility and/or accommodation decisions made by the Director of Compliance and Disability Services or who is not provided an accommodation in an effective and timely manner, has the right to file a grievance/complaint. Information regarding the filing of a grievance and/or complaint is available below or by contacting the Director of Compliance and Disability Services, located in the Student Success Center, Hampton, Virginia 23668.

Hampton University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination based on disability. Complaints alleging discrimination based on disability must be addressed to the Director of Compliance and Disability Services, located in the Student Success Center, Hampton University, Hampton, Virginia 23668 (757) 727-5493, who has been designated to coordinate the University's Section 504 and ADA compliance efforts. The following steps explain the procedure:

1. A complaint must be submitted in writing, contain the name and address of the complainant, and a description of the allegations of discrimination. The complaint must set forth specific facts in support of the allegation(s).

2. A complaint must be filed within thirty (30) days of the alleged discrimination. Complaints received later than thirty (30) days of the alleged discrimination will be dismissed as untimely unless exceptional circumstances prevented timely filing.
3. An investigation, as may be appropriate, shall be conducted by the Director of Compliance and Disability Services following receipt of a discrimination complaint. This procedure affords the complainant and the person(s) against whom the allegation(s) of discrimination have been made, and their respective representatives, if any, an opportunity to submit information, written statements and documentation regarding the complaint allegations.
4. A written determination, including investigative findings as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Director of Compliance and Disability Services and a copy forwarded to the complainant no later than thirty (30) days after receipt of the complaint.
5. The complainant may appeal the findings of an investigation by submitting a written document within seven (7) days of receipt of the determination to the Vice President for Student Success & Enrollment Management, Hampton University, Hampton, VA 23668 who shall refer the appeal to a three (3) member Appeals Committee consisting of a representative from Student Affairs, a Faculty representative and a Student Health professional. All documentation related to the original complaint and subsequent investigation shall be made available to the Appeals Committee as well as any other information they deem necessary to make their decision. The appeal must specify with particularity the irregularities of the investigator's determination. The Vice President for Student Success & Enrollment Management must inform the complainant of the appeal decision within fourteen (14) days of the receipt of the appeal.
6. Although Hampton University will make every effort to comply with these timelines, circumstances such as school breaks, may justify an extension of time. If such an extension is warranted, the parties will be advised.
7. Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy is prohibited under University policy and by state and federal law. An individual who believes he or she was subjected to retaliation can file a grievance about the alleged retaliation under these procedures. If it is determined that retaliation has occurred, sanctions may be imposed, including, but not limited to, suspension or termination.

### **Service Animal/Assistance Animal Policies**

Hampton University recognizes the importance of Service Animals and Assistance Animals to individuals with disabilities and has established the following policies regarding service animals and assistance animals. These policies ensure that individuals with disabilities, who require the use of a Service Animal or Assistance Animal, receive the benefit of the work or tasks performed by such animals.

#### **Service Animal**

A service animal as defined by the Americans with Disabilities Act (ADA) refers to "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition." Virginia law extends these rights to dogs in training that are at least 6 months of age. Service animals are permitted on campus in compliance with the ADA and the Rehabilitation Act, as a reasonable accommodation for a disability.

Students are encouraged to register service animals with the Office of Testing, Compliance and Disability Services located in the Student Success Center. This will allow Hampton University to make any appropriate accommodations for other students, faculty or staff who may have allergies, phobias or service animals of their own. Students wishing to have a service animal **live in campus housing** must provide required documentation to the Office of Testing, Compliance and Disability Services.

### **General Guidelines**

- Service animals are the full responsibility of the individual with the disability. The animal must be under the owner's control at all times.
- Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- The owner is responsible for removing or arranging for the removal of the animal's waste.
- Owners may be responsible for any damage that is caused by their animals.
- Service animals generally are permitted to be anywhere on campus where the animal's owner is permitted to be; however, there may be areas where animals are prohibited due to health and safety concerns. Such areas include but are not limited to research laboratories, mechanical rooms, custodial closets, food service preparation areas, areas where protective clothing is necessary, or areas where there is a danger to the service animal.
- Virginia law requires all dogs to be licensed. Proof of vaccination is required to obtain a license. See Virginia Code Title 3.2, Chapter 65, Article 5.

### **Assistance Animal**

An **assistance animal** (only for students) is an animal that provides comfort or emotional support just by being with a person. Assistance animals are not service animals as defined by the ADA. Assistance animals are not permitted in University buildings, unless an accommodation has been specifically granted. Assistance animals may be allowed to live with a student in campus housing as an accommodation in accordance with the Fair Housing Act ("FHA"). Under the FHA, an assistance animal may be allowed to live in campus housing as a reasonable accommodation if: (1) the student has a disability; (2) the animal is necessary to afford the student with a disability an equal opportunity to use and enjoy campus housing; and (3) an identifiable relationship exists between the disability and the assistance the animal provides. The request for an assistance animal accommodation should be made with at least 60 days' notice. Decisions about assistance animals in campus buildings or living in campus housing are made on a case-by-case basis. Students wishing to have assistance animals on campus must provide documentation to the Office of Testing, Compliance and Disability Services which demonstrates that the animal is providing essential therapeutic benefit for the student.

### **Registering an Assistance Animal on Campus**

1. The individual with a disability should contact the Office of the Director of Compliance and Disability Services as soon as he/she is aware of plans to bring an assistance animal to campus.
2. To register an assistance animal on campus, the individual with a disability should complete the Assistance Animal Registration Form and submit it to the Office of the Director of Compliance and Disability Services.
3. The student must provide from a certified clinician a letter which substantiates what symptom(s) the assistance animal alleviates for emotional support. The letter must be dated and on letterhead and submitted to the Office of the Director of Compliance and Disability Services.

### **General Guidelines**

- The assistance animal will be the full responsibility of the owner who must be consistently in control of the animal. If the assistance animal is not under control or poses a risk to the health or safety of others, then the owner may be asked to remove the animal.

- The owner is responsible for removing or arranging for the removal of the animal's waste. This will result in placing the waste in a closed container and then removing the container to an outdoor trash bin.
- The owner may be responsible for any damage that is caused by their animals.
- Virginia law requires all dogs to be licensed. Proof of vaccination is required to obtain a license. See Virginia Code Title 3.2, Chapter 65, Article 5.
- Animals on campus must have an annual clean bill of health (including vaccinations and immunity shots against rabies and/or other diseases common to the type of animal) that is signed by a licensed veterinarian. A valid vaccination tag must be worn by the animal at all times. Owners need to make sure that the animal is kept as clean as possible. Regular bathing/grooming and pest control measures also need to be performed by the owner.

### **Students Medical Conditions Caused by Service Animals/Assistance Animals**

Individuals with medical conditions caused by exposure to service animals or assistance animals should contact the Office of the Director of Compliance and Disability Services to report any health or safety concern about exposure to a Service Animal or Assistance Animal. The person reporting the concern will be asked to provide medical documentation substantiating the exposure concern so that a determination may be made regarding whether a reasonable accommodation is necessary.

### **TESTING SERVICES**

The Office of Testing Services at Hampton University serves as a regional test center that provides for the testing needs of the University and the Peninsula/Tidewater area. This office administers both local and national tests.

The program includes testing and awarding of credit by examination through the **College-Level Examination Program (CLEP)**. Credit for specific CLEP examinations are accepted by the University and applied to degree requirements.

**Advanced Placement Credits (AP)** earned at the high school level should be sent directly to the Registrar's Office. The Office of Testing Services is not involved in the placement of these credits on a student's transcript.

**International Baccalaureate Credits (IB)** earned at the high school level should be sent directly to The Office of Testing Services from the International Baccalaureate Program. The information will be translated into the appropriate number of Hampton University credits.

Along with the national and local test administrations, Testing Services also administers exams to students registered with the Office of Disability Services. This allows the student to have access to testing accommodations such as extended time, reduced distraction/separate environment, or human reader that the professor may not have the capability to provide within the classroom. These exams are proctored and handled securely by the Testing Coordinator. Should the student registered with Disability Services want to take part in this service they must notify Testing Services as well as their professor at least 48 hours prior to the test date to ensure that all testing materials have been received.

### **National Level Testing Programs**

The national level testing program administers exams such as Graduate Record Examination (GRE), National Counselors Exam (NCE), Law School Admission Test (LSAT), American College Testing-Assessment (ACT) and The Scholastic Aptitude Test (SAT).

### **THE HAMPTON UNIVERSITY CAREER CENTER**

Hampton University Career Center collaborates with campus partners to help students implement career plans that lead to successful careers and lifelong personal development. The Career Center is located on the first floor of the Multi-Use Building. The office assists students in developing meaningful career goals, whether they plan to enter the workforce or attend graduate school. Our objective is to begin the professional development process during the student's freshman year and continue to enhance their career development with internship and **cooperative education (co-op)** experiences, throughout their matriculation at Hampton University. By the time students become seniors, they will have the skills, competencies and experiences that provide a competitive advantage in the global marketplace.

The Career Center is a student-centered environment and offers on-campus and virtual services based on the needs of our students. Technology is an integral part of what we do so, making the shift to virtual services such as career fairs,

**career counseling appointments with Career Center staff, resume reviews, virtual interviews and networking sessions with employers and company sponsored information sessions.** Our goal is to make sure students have resources available to assist them with making current and future career decisions.

A valuable resource available to students is the Piratelink **online job. Students** can use the system to upload various documents, such as resumes, cover letters, and transcripts for review by Career Center Staff and employers. Employers use this system to **post** full-time jobs, internships, and to schedule interviews and other student events.

The Career Center hosts two career fairs annually, spring and fall. Both events present an opportunity for businesses, government agencies and institutional representatives, from all over the country, to have an opportunity to acquaint students with their organizations, while recruiting for interns and full-time employees. Another annual event is the Graduate and Professional School Fair. Representatives from graduate and professional schools around the country are invited to attend. Students are encouraged to gather information on the various offerings of these schools concerning graduate studies, fellowships, special programs and scholarships.

The Career Center is committed to assisting students in selecting and identifying a career. We connect students to resources that will enable them to make their career vision a reality. The Sigi3 Assessment and the Super Strong Assessment are resources designed to help students narrow their career fields. Students complete the assessment on-line and this makes it easy for them to finalize their career goals and objectives. In addition, students are taught the process of transitioning from college to the workplace through a series of scheduled seminars and workshops that are offered by Career Center staff and employers.

#### **The Internship/Cooperative Education (Co-Op) Program**

The Career Center houses the Internship/Co-op Program. This combines the student's academic studies with supervised real world work experience and learning. Both programs allow students, from all majors, the opportunity to integrate theory learned in the classroom with practical application and skills development while on the job. **Students** develop personal and professional maturity that helps them build character and ethics of the highest standards. The internship/co-op will qualify for academic credit if the position provides a learning experience directly related to the student's major. **Students must receive approval from their School's dean and academic advisor. Students may be required to register and pay tuition for the internship.**

#### **Alumni Career Services**

Hampton University Career Center offers alumni free lifetime career services. We are among a small number of colleges offering these services. Alumni may take advantage **of career** services such as signing up to use the Piratelink e-recruiting services, attend career fairs, seek help with cover letter or resume writing, mock interviews and attend the company sponsored information sessions and workshops that are held on campus, during the school year. **Virtual** resources offered to current students are available to alumni.

#### **Career Closet**

The Hampton University Career Closet was established as a service to help students who need professional and business casual attire, for career fairs, interviews, information sessions and other career events. Hampton University alumni and other individuals that want to help student success donate items to the closet. The closet is open to students by appointment. Students may contact the Career Center at 757-727-5331 or e-mail a request to [careercenter@hamptonu.edu](mailto:careercenter@hamptonu.edu) to schedule a visit to the closet.

## FEDERAL TRIO PROGRAMS

### STUDENT SUPPORT SERVICES

Student Support Services, a federal TRIO Program funded through the U. S. Department of Education has been an integral part of the Hampton University community for nearly 50 years. Every day, our staff works diligently to identify academic, financial, or other impediments to optimal student achievement, at which point staff implement evidenced-based interventions that increase the retention rates of eligible students, improve graduation rates among our participants, and produce alumni equipped to matriculate to graduate school.

Specifically, staff provide advice and assistance in postsecondary course selection and sponsor social and cultural excursions to encourage participation in SSS activities and to help new students orient themselves to college life. In addition to free tutoring, for historically difficult courses such as Introduction to Chemistry, Organic Chemistry, Pre-Calculus, and Introduction to Physics, SSS and McNair currently provide Supplemental Instruction, an evidence-based form of peer-led group study that equips students to integrate concepts into long-term memory by reviewing content in concert with others. Those efforts have produced significant results. During the 2020-21 school year, 78% of all active participants made the Dean's List, 96% made satisfactory progress towards graduation, and 98% remained in Good Academic Standing. As importantly, 92% of all courses taken by program participants were completed with a satisfactory grade of C or better.

Each year, SSS and McNair coordinate Fall and Spring Graduate and Professional School Tours to expose participants to graduate school options in medicine, law, education, business, and engineering. Through our partnership with the Student Counseling Center, our participants can access a suite of mental health services through Therapy Assistance Online, an extensive library of engaging, interactive programs that help students learn life skills and bounce back from disappointments or stumbling blocks. SSS currently provides work-study positions to Peer Mentors and Advisory Board officers to support eligible active participants with demonstrated unmet financial need. To qualify for SSS, a student must be a citizen or a national of the United States and meet eligibility requirements as a first generation or low-income student, or have a documented physical or learning disability.

### RONALD MCNAIR SCHOLARS

The Ronald McNair Post-Baccalaureate Achievement program is Hampton University's newest federal TRIO program, funded to increase research activities and improve doctoral degree enrollment and completion rates among underrepresented students. As a member of the McNair Scholars program, successful applicants will have access to a range of services designed to help them successfully complete a post-baccalaureate degree.

Hampton University's McNair project benefits from the university's Carnegie classification as a Doctoral University with High Research Activity and enjoys the highest level of support from the Chairpersons of our STEM and social sciences departments. Several of the university's leading principal investigators have identified research opportunities to effectively prepare every project participant for graduate study.

McNair Scholars receive a stipend for each semester in which they conduct research with their faculty mentors at Hampton University. Funding is provided to purchase scientific equipment to facilitate said research. In addition to receiving a summer research stipend from the partner institution where they conduct their summer research, Scholars are also provided an additional stipend to defray travel and lodging expenses for that research, funds to support student presentations of their published research at educational conferences, and priority consideration for MCAT and GRE prep.

All new McNair Scholars complete an Individual Research Plan (IRP) with the Academic Coordinator, to include anticipated academic year and summer research outputs. More importantly, the AC ensures that each McNair Scholar has well-articulated graduate school plans - including timelines for entrance exams, soliciting recommendation letters, and meeting graduate school application deadlines. McNair Scholars also present at our Annual Research Symposium. To date, 75% of all McNair Scholars have enrolled in a graduate program following their graduation from Hampton University.

## **EDUCATIONAL TALENT SEARCH**

TRIO Educational Talent Search (ETS) is a college access program that is funded through the United States Department of Education. The program is designed to assist individuals from disadvantaged backgrounds who have the potential to succeed in higher education; and provide them with guidance and support to enroll in a post-secondary program of study. Participants are eligible to apply as soon as they have completed the 5<sup>th</sup> grade. Participants must be enrolled in grade six through twelve of target schools, or have graduated from secondary school; have the potential for enrolling in a program of postsecondary education; and need one or more of the services provided by the project. Veterans of any age who have not previously enrolled in a college/university and are seeking higher education are also eligible as well as students with disabilities, homeless students, students who are limited English proficient, and any others underrepresented in postsecondary education.

ETS serves 810 participants annually, and two-thirds of those enrolled must be low-income (according to federal guidelines) and potential first generation college enrollees. Students are recruited from 9 target schools in the city of Hampton.

All services are free and include, but are not limited to, tutoring, mentoring, SAT/ACT preparation, financial literacy, and college tours. Fee waivers are also available for ETS participants registering for the SAT and ACT college entrance exams and for college application fees. Career exploration is also a program component, campus and career professionals provide exposure to a variety of occupations during the year to provide valuable insight.

During the academic year, full-time Advisers work at school sites to provide one-on-one assistance and work with students to ensure that all steps have been taken to successfully apply to postsecondary programs. Students can attend tutoring and enrichment sessions for supplemental instruction in English, math and science. Successful passing of rigorous coursework, including SOL's remains a focal point of the instruction.

Opportunities for interaction with successful college students is a vital component of the Educational Talent Search Program and helps to motivate participants. ETS offers HU Undergraduate and Graduate students the opportunity to work with ETS participants as volunteers and paid student workers. Successful college students serve as mentors and tutors on school sites or virtually during weekly sessions.

Educational Talent Search program/event hours are published on the yearly calendar and website. The main office, located on the second floor of the University Academy Building, is open Monday through Friday from 8 a.m. until 5 p.m. Please feel free to call (757) 727-5607 or email [ets@hamptonu.edu](mailto:ets@hamptonu.edu) for additional information.

## **UPWARD BOUND PROGRAM**

Upward Bound (UB) is one of seven federal TRIO programs funded by the Department of Education to increase college access among low -income and potential first-generation college students. The purpose of the UB Program at four year institutions specifically, as stated by the U. S. Department of Education, is to generate in target area program participants the skills and motivation necessary to complete a program of secondary education and to subsequently enter and earn a postsecondary degree. Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits.

The Hampton University Upward Bound Program serves over 60 Newport News Public School students at An Achievable Dream High School, Denbigh High School, Heritage High School, and Warwick High School. To qualify for the program, an applicant must be a citizen, national, or permanent resident of the United States; or be a permanent resident of Guam, the Northern Mariana Island, or the Trust Territory of the Pacific Islands; or be a resident of the Freely Associated States-the Federates States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau. A participant must have completed the 8th grade, be between the ages of 13 and 19 must be a potential first-generation college student, meet income eligibility, or an individual who has a high risk of academic failure; and have a need for academic support in order to successfully pursue a program of education beyond high school.

The Hampton University UB program will provide a suite of ongoing intrusive interventions, to include:

1. Academic tutoring



2. Advice and assistance in postsecondary course selection
3. Preparation for successful completion of college entrance exams,
4. Dissemination of information on federal Pell grant awards, loan forgiveness, and scholarships
5. Assistance completing applications for federal student aid, as well as guidance with secondary school reentry

Upward Bound participants will also attend a six-week non-residential Summer Enrichment Academy. Freshmen and sophomores will be provided instruction in Math, Science, English, and World Language with course content based on State Assessments and PSAT objectives. Juniors and seniors will receive instruction in those same subjects with course content based on state assessments, SAT/ACT, AP, or Accuplacer test objectives. Both the Academic Year and the Summer component provide day and overnight travel for college tours and cultural events. All program services are provided at no cost to participants. The Hampton University Upward Bound Program encourages Hampton University students to serve as HU/UB Mentors during the Fall and Spring semesters. Mentoring is a valuable opportunity to share their experiences and talents as college students, offer advice on social and academic management, gain valuable experience working with youth in a supervised setting and earn community service hours. Application materials can be found at [Upward Bound — Home - HU Office of Student Affairs \(hamptonu.edu\)](#), [upwardbound@hamptonu.edu](mailto:upwardbound@hamptonu.edu), or 757-727-5307.

## STANDARDS OF CONDUCT

### **Student Tenure**

Students are expected to maintain acceptable standards of conduct, as defined by the University, on and off campus. They are especially reminded to observe the regulations with respect to student demonstrations, visitation in the residence halls, initiation, illegal drugs, alcoholic beverages, honesty on examinations, honesty in matters dealing with the personal property of others and in scholarly writings or research. Appropriate decorum is expected in the library, dining halls, auditorium, classrooms, offices and at social affairs. It is never appropriate to use profanity, vile, obscene, threatening and/or otherwise abusive language. The possession or use of knives, firearms or weapons of any kind is strictly prohibited.

Students must never accost, cajole, or proselytize students, parents or others who are invited to the campus. Students are advised that visitors to the University should always be treated as one would treat a guest in one's home.

Reports received by the University of student misconduct, arrest, or involvement with other illegal or illicit activities off-campus are subject to administrative review for disciplinary action up to and including separation from Hampton University.

Students should always be honest in all endeavors while on or off the campus. Students found making false statements during class related experiences, on documents related to any services or programs offered at the University, during investigations into allegations into misconduct or during administrative disciplinary proceedings will be subject to separation from Hampton University (suspension or expulsion).

Students are expected to cooperate fully with University Officials, staff, faculty and other agents/designated persons at Hampton University. Failure to follow the directives or requests of University officials will subject the individual(s) to severe and immediate disciplinary action, as determined by the Vice President for Student Success & Enrollment Management or the Dean of Students.

The University reserves the right to take disciplinary measures compatible with its own best interest.

## Code of Conduct

Joining the Hampton Family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for students, faculty, administration, professional and other employees, and the laws of the Commonwealth of Virginia. Members of the Hampton Family embrace the core values of Exceptional Character: Respect, Professionalism, Integrity, and Community. No member shall lie, cheat or steal and each member is required to adhere to and conform to the instructions and guidance of the leadership of his/her respective area. Therefore, in maintaining The Standard of Excellence, the following are expected of each member of the Hampton Family:

### Respect:

#### 1. To respect himself or herself.

Each member of the Hampton Family will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one's own cultural background, as well as the cultural heritage from which Hampton University was born. It is only through these appreciations that the future of our university can be sustained indefinitely.

#### 2. To respect the dignity, feelings, worth, and values of others.

Each member of the Hampton Family will respect one another and visitors as if they were guests in one's home. Students, faculty, and staff should engage in behaviors that are uplifting and encouraging. Moreover, to accost, bully, cajole, or proselytize students, faculty or staff, parents or others, use vile, obscene or abusive language or exhibit lewd behavior, is in direct violation of the Hampton University Code, on or off campus.

### Professionalism:

#### 3. To foster a personal professional work ethic within the Hampton University Family.

Every member of the Hampton Family must strive for efficiency and job perfection. Each individual must exhibit a commitment to serve, and tasks must be executed in a humane and civil manner.

#### 4. To foster an open, fair, and caring environment.

The University will maintain an open and caring environment. It is understood that intellectual stimulation is nurtured through the sharing of ideas. In cases where issues arise, each member of the Hampton Family is assured equal and fair treatment.

### Integrity:

#### 5. To respect the rights and property of others.

Each member of the Hampton Family will only engage in activities that are legal and ethical, both on and off campus. No member shall lie, cheat or steal. Other transgressions include, but are not limited to, harassment of any form, possession of weapons such as knives and firearms, involvement in possession, use, distribution and sale of illegal drugs, theft, vandalism or hazing. Violators will be subject to all applicable provisions listed in the Faculty Handbook, Personnel Policies Manual for Administrative/Professional and Nonexempt Employees, the Official Student Handbook, the Hampton University Code, and statutes of the Commonwealth of Virginia.

#### 6. To practice personal, professional, and academic integrity

Personal, professional, and academic integrity is paramount to the survival and potential of the Hampton Family. Therefore, individuals found in violation of Hampton University's policies against lying, cheating, plagiarism, or stealing are subject to disciplinary action that could possibly include dismissal from the University.

### Community:

#### 7. To promote inclusion, while striving to learn from differences in people, ideas, and opinions.

Each member of the Hampton Family will support equal rights and opportunities for all regardless of age, sex, race, sexual orientation, religion, disability, ethnic heritage, socio-economic status, political, social, or other affiliation or disaffiliation.

#### 8. To promote the ethical use of technology and social media

As a Hampton Family we embrace the digital age. Each member of the Hampton Family is expected to use technology in a responsible and respectful manner. Individuals should utilize their best judgment before posting content and should specifically refrain from cyber bullying or using social media to cheat. Uses of technology or social media posts that violate any of the aforementioned tenets of this Code will subject one to disciplinary action.

#### 9. To be fully responsible for upholding the Hampton University Code.

Each member of the Hampton Family will embrace all tenets of the Code of Conduct, Policies, and the Honor Pledge and is encouraged to report all violators to the appropriate administrator or the Council for Institutional Culture and Values.

Approved by Administrative Council, July 31, 2018

## The Dress Code

A Dress Code is fundamental to the Hampton University education for life experience. The Dress Code is based on the theory that learning to use socially acceptable decorum and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate decorum and dress ensures that Hampton University students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers. Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise, students at Hampton University are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

1. Classroom, cafeteria, Student Center and University offices - neat, modest, or casual.
2. Formal programs in Ogden Hall, the Convocation Center, the Little Theater, and the Memorial Chapel - business or dressy attire.
3. Interviews - business attire (black, dark grey and blue suits or pants are appropriate).
4. Social/Recreational activities, Residence Hall lounges (during visitation hours) - modest, casual or dressy attire.
5. Balls, Galas, and Cabarets - formal, semi-formal and *dressy respectively*.

### ***Examples of inappropriate dress and/or appearance include:***

6. Do-rags, stocking caps, skullcaps, bonnets, scarves and bandanas (prohibited at all times on the campus of Hampton University except in the privacy of the student's living quarters);
7. Head coverings and hoods in any building;
8. Baseball caps, head coverings, and hoods in any building. This policy item does not apply to headgear considered as a part of religious or cultural dress;
9. Bare feet;
10. Shorts that reveal buttocks;
11. Shorts, all types of jeans at programs dictating professional or formal attire, such as musical arts, Fall Convocation, Founder's Day, and Commencement;
12. Clothing with derogatory, offensive and/or lewd messages either in words or pictures;
13. Undershirts and sleepwear of any color worn outside of the private living quarters of the residence halls;
14. Sports jerseys without a conventional tee-shirt underneath; and
15. Clothing that shows personal undergarments;

All administrative, faculty, and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Office of Judicial Affairs for the attention of the Vice President for Student Success and Enrollment Management.

### **Dress Code: Procedures for Cultural or Religious Head Coverings**

4. Students seeking approval to wear headgear as an expression of religious or cultural dress may make a written request for a review through the Office of the Chaplain.
5. The Chaplain will forward the recommendation to the Vice President for Student Success and Enrollment Management for final approval.
6. Students who are approved will then have their new ID card picture taken by University Police with the headgear on.

*Revised Dress Code Policy, Approved July 14, 2009; Revised August, 2022*

## STUDENT CONDUCT: POLICIES AND REGULATIONS

Hampton University maintains high standards and expectations for student conduct, both on and off campus. Students are expected to abide by local and state laws and should understand that the enforcement of law may differ from their places of origin. Specific information concerning state and local law are maintained by the University Police. In addition, such information may also be obtained from the Vice President for Student Success & Enrollment Management, the Dean of Students and the Director of Student Activities. There should not be any circumstance where students compromise their record of good standing as a result of violating civil or criminal authority. In the event that a student is arrested on or off campus or identified with involvement in behaviors determined to be in violation of the Code of Conduct, the general procedures listed are followed. The policies that follow address the majority of student conduct issues for which disciplinary actions may be initiated by the University.

### **Policy on Minors and Residency for Summer Terms<sup>7</sup>**

Unless otherwise approved, no minor shall be permitted to enroll in college-level courses and live on the campus. Minors (students under the age of eighteen) should seek to participate in any of the sanctioned university sponsored programs as advertised in the summer programs literature and website. High school students, including recent graduates, who are under the age of eighteen, may enroll in the Pre-College Program, a five-week residential and academic experience that offers university-provided domiciled staffing and programs.

Minors who enroll as special students in undergraduate or graduate summer courses other than during the Pre-College Program or other domiciled programs mentioned should plan to commute.

### **Policy on Arrests<sup>8</sup>**

The student conduct system at the university exists to provide a living and learning environment which reflects the values of the institution. Through it, the University seeks to guide students toward the development of personal responsibility, respect for others, and mature behavior. While the university's policies and regulations may have some similarities with the legal system established in the broader community, it is administrative in nature and is not governed by narrow legalisms or the restrictions found in criminal and civil proceedings.

Students will be separated immediately for drug related, weapons offenses and other acts of violence. Students who are arrested on or off campus are required to immediately report such arrest(s) to the Office of Judicial Affairs. The Hampton University Police Department will submit an incident report to the Vice President for Student Success & Enrollment Management. Conduct leading to arrest, indictment, or conviction for violating local, state, or federal law may result in disciplinary action by the University if the Vice President for Student Success & Enrollment Management or designee determines that such action is necessary for the protection of other members of the University community, for the safeguarding of the reputation of the educational community, to prevent the disruption of any lawful activity carried on by the University or others on behalf of the University, or activities on University property. The University reserves the right and responsibility to initiate its own disciplinary proceedings without awaiting court action or the conclusion thereof.

Post separation Administrative Hearings are scheduled as soon as practicable, in cases of immediate separation from the University. The Dean of Students will notify parents immediately (same day) of the offense and the time and date of the hearing.

### **Policy on Convictions**

Any student who is convicted of a crime by a court of law (either for a misdemeanor or a felony) must immediately report the official outcome of the case, in writing, with verifying documentation from the attorney of record or the original signed warrant from the court indicating the decision of the court. This report is to be presented in person to the Dean of Students. In the event the student has previously been separated from the University, such report is to be made by email, mail or facsimile transmission to the Vice President for Student Success & Enrollment Management. Students are reminded that arrests and convictions in a court of law may affect your status as a student in good standing.

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<sup>7</sup> Policy on Minors and Residency for Summer Terms approved by Administrative Council, July 29, 2014

<sup>8</sup> Policy on Arrest revision approved by Administrative Council, December 7, 2010

Hampton University reserves the right to act in the best interests of the institution and of the student body whenever students are found to be in violation of law.

### **Policy on Personal Honesty and Integrity<sup>9</sup>**

The integrity and viability of the living and learning environment at Hampton University is further reinforced by the individual commitment made by each member of the university community (students, faculty members, staff members, and administrators) to being honest in all endeavors. This includes in the classroom, in the residence halls, while attending student activities and in written and published materials. Students are expected to be truthful during investigations and published materials. Students are expected to be truthful during investigations and inquiries addressing allegations and misconduct, administrative hearings, interviews with University Administrative and Police officials and others. This policy fully embraces tenets of the Code of Conduct, specifically the practice of personal, professional and academic integrity while discouraging all forms of dishonesty, plagiarism, deceit and disloyalty to the University. Individuals found in violation of this policy are subject to disciplinary action, up to and including dismissal from the University.

### **Policy on University Police and Arrest Authority**

University police officers are sworn Law Enforcement Officers by the Commonwealth of Virginia and have full law enforcement and arrest authority as police officers. University police officers are authorized to arrest students and other persons who violate state or local laws on the campus. Persons who are identified and apprehended for committing crimes on campus may be charged and arrested, with the case being heard in the appropriate court jurisdiction. Any student arrested by University Police is required to follow the procedures as stated in this policy. Traffic citations are generally excluded from this policy, except where such violation also constitutes a violation of the Code of Conduct, the Student Handbook policies or is a criminal statute violation.

### **Policies Governing General Substance Abuse**

Hampton University embodies the concept of quality education and a healthy living, learning and working environment based on historical practices and as is supported by the current mission statement. To that end, this policy is submitted to all administrators, faculty, staff and students. In addition, Hampton University is committed to the requirements of the Federal Drug Free Workplace Act of 1988, regarding the possession, use, distribution or sale of illegal substances on campus and on University affiliated properties. **Hampton University has zero tolerance for drugs and weapons.**

This policy applies to students who are enrolled and/or employed by Hampton University.

“Drug” is defined as any substance that has known mind or function-altering effects on human subjects, specifically substances controlled, regulated or prohibited by state and federal law including alcohol and psychoactive substances. For the purpose of this policy and in order to provide appropriate flexibility to address possible future development and use of non-regulated substances, “drug” may additionally be defined as any commercially or privately produced, manufactured or altered non-regulated substance used in a manner similar to or in the place of a drug or function-altering substance, such as K2/“Spice,” Salvia (salvia divinorum), Synthetic Cathinones (or “bath salts”).

Hampton University prohibits the illegal use, possession, transport, manufacture, distribution, promotion or sale of alcohol, drugs, drug paraphernalia or look-alike (simulated) drugs while performing work for or matriculating at Hampton University, or on Hampton University properties. Hampton University employees and students must not report to or work under the influence of alcohol, any drugs, or other substances which will in any way influence their work performance, alertness, coordination or response to or affect the safety of others on the job.

### **Policy on Alcohol**

The illegal use or possession of alcoholic beverages is prohibited. Students observed or found to be under the influence of alcohol will be subject to disciplinary action, up to suspension from the University. Students found in violation of underage consumption of alcohol will be subject to disciplinary action, up to suspension from the University. In keeping

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<sup>9</sup> Policy on Personal Honesty and Integrity approved by Administrative Council, October 22, 2013

with the laws of the Commonwealth of Virginia regarding underage consumption of alcohol and the “social hosts” adult provision, the following policies are in effect at Hampton University:

1. It is a violation of this policy to provide alcohol or to purchase alcohol for minors (persons under the age of twenty-one).
2. If you live on or off campus or if you host a social gathering or event, it is a violation of this policy to permit or to provide alcohol to be consumed by minors in your residence or at a location under your supervision (such as your apartment, a party or a dance/cabaret or other similar event).
3. Under Virginia law you are responsible if there is a reason to suspect the drinker is underage (under twenty-one) and you may be held liable if minors under your supervision, hosted at your residence or social gathering (party) are drinking alcohol and you fail to intervene or to stop them.

Students found in violation of the “social host” provisions of this policy will be immediately separated from the university and will be subject to arrest, in accordance with state law. Penalties in the Commonwealth of Virginia for convictions under this violation include up to 12 months in jail and a \$2,500 fine for each underage person.

#### **Policy on Alcohol at Hampton University Sanctioned Events**

Prior University approval is required for the use of alcohol at any on or off campus officially sanctioned University events. Upon such approval, appropriate guidelines and regulations will be distributed. Offenders will be subject to disciplinary action, up to and including suspension from the University.

#### **Policy on Prescribed Medications**

Persons who are on prescribed medications are required to have specific documentation of the condition of the need submitted to the Student Health Center by their attending physician of record. Other procedures may apply in such situations.

#### **Policy on Drug-Related Problems**

When students with drug-related problems bring the situation to the attention of Student Affairs personnel or other campus officials, the student will be referred to outside agencies, as appropriate, through the Student Health Center, for counseling and intervention. However, students found to be in violation of drug use policies noted in this handbook will be dealt with as prescribed in the Drug Policy. While Hampton University will not become a haven for illegal drug or alcohol abuse, the University is committed to offering rehabilitation opportunities to persons who, prior to detection by HUPD or staff, confidentially come forward and admit to having a problem. All such referrals will be handled on a case-by-case basis, ensuring the highest degree of confidentiality provided for under law.

Students are advised that the Virginia Code gives specific definitions and prescribes penalties which may be imposed for illegal involvement with drugs and other controlled substances. For reference, please see the Virginia Code. The Codes provide for punishments and/or fines upon conviction and are applicable to situations that occur on campus as it relates to enforcement and the University’s intention to provide a drug-free living and learning environment. The University will, at its initiative, refer students found in violation of state and federal drug laws to the appropriate authorities for investigation and prosecution.

In accordance with the Drug Free Workplace Act of 1988, Hampton University will provide on-going drug awareness educational programs for its students as to the dangers of drug abuse in the living and learning environment, the intention of maintaining Hampton University as a drug-free living and learning workplace, and the availability of an assistance program for prevention, counseling and rehabilitation. Students will be made aware of penalties under applicable local, state and federal law and University policies which may be imposed upon students for drug-related violations.

#### **First-time Use/Possession of Illegal Drugs**

Students who are first time offenders for the use and/or possession of illegal drugs on or off campus may be placed on suspension held in abeyance with disciplinary probation for the remainder of their tenure at the university. However, persons involved with the sale or distribution of illegal drugs will remain subject to immediate and permanent separation from the University. This change in the drug policy for first-time use or possession with the following disciplinary provisions is intended to discourage the use of illicit drugs by students and to encourage the use of

student self-reporting to obtain assistance through the Student Counseling Center and the Health Center. This policy does not apply to the use or possession of other illegal drugs.

Suspension held in abeyance with disciplinary probation means the student is restricted from certain privileged activities and responsibilities at the university, including holding elective office or representing the university in any official capacity throughout his/her tenure as an undergraduate student. The following provisions may also be imposed:

- Required to perform 80 hours of campus-based community service annually. Part of the service for the first year will include developing and presenting a seminar addressing the dangers of illegal use.
- Required to report to the Student Counseling Center for a fifteen (15) minute evaluation. The Director and/or Counseling staff of the Center will determine the appropriate support needed for the student. The student is responsible for making an appointment for this evaluation at the Student Counseling Center, Willie O. Lawton Building, 1006 Settlers Landing Road, 2nd floor, Suite G. Appointments may be made in person or by calling (757) 727-5617 between the hours of 8:15 a.m. and 4:45 p.m., Monday-Friday. The Vice President for Student Success and Enrollment Management may request and receive confirmation of the student's participation in the required support evaluation and participation in the determined services. If the student fails to comply with these conditions, the Vice President for Student Success and Enrollment Management will determine further disciplinary action.
- Required to participate in a two-hour drug education course. The Office of Judicial Affairs will follow up with the student to assess his/her progress in completing the drug education modules. The University will impose immediate suspension if the student fails to participate as directed.
- Required to complete a 3 – 5 page reflective essay on marijuana use to include 1) how the student plans to continue his/her successful matriculation at Hampton University without the use of illegal drugs, and 2) why it is important to abstain from using illegal drugs as a future leader and professional in society. The essay should be in APA format, citing all referenced sources.

***Hampton University has zero tolerance for the possession, sale, and distribution of drugs of illegal drugs.***

#### **Policy on Illegal Use, Possession, Sale and Distribution of Drugs and Narcotics<sup>10</sup>**

It should be clearly understood that Hampton University will not become a sanctuary for illegal drug possession, drug use, drug sales and/or drug distribution. Moreover, Hampton University prohibits the illegal use, possession, transport, manufacture, distribution, promotion or sale of alcohol, drugs, drug paraphernalia or look-alike (simulated) drugs while performing work for or matriculating at Hampton University, or on Hampton University properties. Therefore,

1. Possession, use, sale, distribution, testing positive for illegal drugs are prohibited on and off campus.
2. Any student apprehended for the possession, use, sale, distribution, testing positive for illegal drugs on or off campus will be subject to suspension and will have 24 hours to vacate the campus.
3. Any student found guilty of the sale, distribution, and/or possession of illegal drugs on or off campus will be subject to automatic and immediate permanent separation from the University. Such persons will also be reported to the proper authorities where applicable.

The University Police will enforce University policies concerning the use and possession of illegal drugs on campus. Periodically, the University will be assisted by the local Police with dogs trained to detect the odors of illegal drugs and drug paraphernalia.

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<sup>10</sup> Policy on Drugs and Narcotics, Approved by Administrative Council May 9, 2017; Revised June 2017



### **Policy on University Faculty/Student Consensual Amorous Relations**

Consenting romantic and sexual relationships between Hampton University faculty and students are prohibited when both parties are involved in an instructional or supervisory context, meaning specifically a student who is enrolled in a course taught by the particular faculty member or whose academic performance and /or extracurricular activities are being supervised or evaluated by the particular faculty member. Anyone who has knowledge of such relationship should file a written complaint with the Vice President for Student Success & Enrollment Management and/or the Provost who will investigate and take appropriate action.

### **Policy for Skateboard, Skate, Hover Boards and Non-Motorized Scooter Guidelines**

- Skateboard, skate, hover boards and non-motorized scooter use is prohibited on the Hampton University Campus, except use as specified in these guidelines.
- Skateboard, skate, hover boards and non-motorized scooter use is prohibited in all Hampton University academic, residential or recreational buildings, including the New Student Dining Hall.
- Skateboard, skate, hover boards and non-motorized scooters may be operated on University paved roadways that are designed for vehicular travel.
- Skates may be operated on paths, walkways, and sidewalks at no greater than a walking speed.
- Skateboard, skate, hover boards and non-motorized scooter users shall yield the right-of-way to pedestrians, vehicles and bicycles while in the roadway, as well as to all police and emergency Vehicles.
- Skateboard, skate, hover boards and non-motorized scooter users shall obey all stop and yield signs.
- Skateboard, skate, hover boards and non-motorized scooters shall not be used on that portion of the campus designated as the Greek Plaza or within the Armstrong Stadium, Neilson-Screen Tennis Stadium, Women's Softball Stadium or inside the Convocation Center.
- Skateboard, skate, hover boards and non-motorized scooter users shall not perform acrobatics or other stunts when using skateboard, hover boards and non-motorized scooters or while wearing skates.
- All persons using Skateboard, skate, hover boards and non-motorized scooters as authorized by these Guidelines shall use them in a reasonable and prudent manner, having due regard to traffic, pedestrians' rights, surface of the roadway, the hazard at intersections, and any other condition then existing.
- Any person who violates these guidelines is subject to the imposition of disciplinary action as appropriate:
  - A. Issuance of a Hampton University Citation (HUPD) and a fine of not less than Twenty-five dollars (\$25).
  - B. Institutional disciplinary proceedings, if a student or employee;
  - C. If a guest/visitor on the campus: An order to leave the immediate premises or property owned or controlled by Hampton University by an authorized university official. (Authorized officials include: The Senior Vice President for Business Operations & Finance, the Vice President for Student Success & Enrollment Management, Hampton University Police officers, Director of the Physical Plant, Dean of Students, the Director of Residence Life & Housing, the Director of the Student Activities, and their designees
  - D. Persons failing to comply with an order by a person in charge to leave or to remain off the immediate premises or property owned or controlled by Hampton University are subject to arrest for criminal trespass.
- Parents and guardians of minors; and adult operators, including students, staff and faculty; are responsible for damage to university buildings or property by their skateboard, skate, hover boards or non-motorized scooters and for payment of any fines or costs of replacement/repair of university properties.

### **Self-Balancing Scooters Prohibited Indoors**

1. Where Prohibited/Permitted. Self-balancing scooters (hover boards) may only be used outdoors, and are prohibited from being brought into, used, carried, placed, located or stored in any building or vehicle owned, operated, or managed by Hampton University.

2. Safety Standards Guidance. This policy is a result of the significant fire hazard created by lithium ion batteries which don't comply with safety standards contained in:

1. UL 2272 Electrical Systems for Self-balancing Scooters, and
2. UN/DOT 38.3 Transport of Dangerous Goods for Lithium Metal and Lithium Ion Batteries.

3. Product Safety Guidance. Product safety guidance for self-balancing scooters is contained in:

- U.S. Consumer Product Safety Commission letter dated Feb. 18, 2016, and
- National Fire Protection Association, NFPA bulletin dated Dec. 16, 2015.

4. Usage Policy. Self-balancing scooter users (outdoors only) must comply with all state and local laws, HU policies, and the courtesies expected at HU. Pedestrians have the right of way at all times and in all places. A helmet is required for users under the age of 18 and recommended for all users.

5. Non-Compliance. When a self-balancing scooter is encountered indoors, HU students should and faculty and staff must inform the owner or person with the scooter of this policy's provisions. If after being so informed the owner or person with the scooter continues to fail to comply, students should and faculty and staff must notify HUPD. HUPD will confiscate scooters from those who continue to fail to comply after being informed of this policy. The scooter will be returned to the owner to ship home only after HUPD is assured the shipment will comply with the UN/DOT 38.3 Transport of Dangerous Goods guidance.

### **Policy on Graffiti**

Hampton University is an historic, cultural and educational entity, renowned for the quiet and majestic beauty of its buildings and grounds. The preservation of this environment is critical to the standard of excellence maintained by the University. It should be clearly understood that defacement of any kind to University property is unacceptable behavior for a Hampton University student and will not be tolerated.

Defacement includes the practice of placing graffiti on public surfaces. Graffiti is defined as: inscriptions or drawings on walls or other public surfaces. Specifically, as it relates to Hampton University, those surfaces include (but are not limited to) buildings, desks, walls, stairwells, etc., and any other "property" of the University.

Any person found in violation of using graffiti in the defacement of University property will, at a minimum, make restitution for any damages and will also be subject to disciplinary action up to and including expulsion.

### **Policy on HIV/AIDS**

Human Immunodeficiency Virus and Acquired Immunodeficiency Syndrome The first response of colleges and universities to the epidemic of HIV infection must be education. Hampton University, therefore, is committed to educating its students, faculty and staff about AIDS and HIV infection. The primary purposes are to (1) prevent the spread of the infection by supporting positive behaviors that reduce the risk of infection; and (2) provide support for those who are infected with HIV. These educational goals should emphasize the distinction between the real risks of HIV transmission and unnecessary concerns based on false assumptions regarding HIV infection.

The medical, scientific and legal understanding of AIDS and HIV infection is still evolving. In order to respond to the challenges of HIV infection with sensitivity, flexibility, and the best and most current medical, scientific and legal information available, it is the policy of Hampton University to review, evaluate, and respond on an individual case-by-case basis to any known instances of HIV infection among the members of the University community. Such individual review, evaluation, and response shall, at a minimum, take into consideration applicable federal and state laws; the recommendations of the U.S. Public Health Service, the Centers for Disease Control, and the American College Health Association; other relevant medical, scientific and legal literature; the expressed desires and opinions of the individual with HIV infection and of such individual's personal physician; and the University's commitment to the protection, to the extent possible, of both the public health and individual rights.

### **Policy on Smoking**

Virginia law effective on July 1, 2019 prohibits the purchase and possession of tobacco, nicotine vaping products and alternative tobacco products by anyone under the age of 21 (with the exception of active duty military age 18). Compliance with this law is expected and required: <http://lis.virginia.gov/cgi-bin/legp604.exe?191+ful+CHAP0090+pdf> and <https://www.abc.virginia.gov/library/licenses/pdfs/tobacco-law-change-sign.pdf>.

### *Statement*

To protect the health and safety of all students, employees and visitors, we established policies concerning smoking on the Hampton University campus. We hope in the future to move to a complete tobacco-free environment.

The following general rules apply to smoking:

1. **No smoking** is permitted in any campus building or university-owned vehicles.
2. Smoking is allowed in specified outdoor locations. To insure that non-smokers are not subjected to secondhand smoke, there will be no smoking adjacent to building entrances or windows. The new designated posted areas where smoking will be permitted are as follows:
  - a. Alley way of Bemis and Housekeeping Department
  - b. Behind the Stone Building and Computer Center
  - c. Between Student Center and Eva C. Mitchell (not on or by the handicapped ramp entrance)
  - d. Between Kittrell Hall & William R. & Norma B. Harvey Library
  - e. Cemetery Wall under the Oak Tree
  - f. Rear Area of Scripps-Howard
  - g. Grass Area between Holland Hall and Olin Building
  - h. Convocation Center – Eastside and Entrance C

### *Responsibilities*

All students, faculty and staff are responsible for observing this policy. It will be enforced by managers, supervisors and residence hall directors across the campus. Faculty, staff and students are responsible for helping visitors to find the designated smoking areas.

While we do not wish to force a tobacco-free lifestyle on anyone, we do expect employees and students to comply with this policy while at work and try to protect their own health by making a renewed effort to quit. This policy includes, but is not limited to smoking of E-Cigarettes, Beedis, Cigars, Hookahs, Kretek, Pipe Smoking, Roll your Own, and Vaporizers.

### **Policy on Telephonic Devices**

Hampton University recognizes the quantum advances in technology that have affected the daily lives of its faculty, staff, students and constituent groups. The development of personal communication media is both a phenomenon and a reality. This amended policy reflects those advances, while maintaining the decorum and dignity of the academic culture at the University.

The use and possession of cellular telephones, pagers, or two-way radio devices (such as handheld, Citizen Band-frequency radios or “walkie-talkies”) by students or student organizations is not to interfere with, alter or otherwise disturb the learning environment. Cellular telephone or similar type communications are specifically prohibited during the academic activities outlined below.

Specific activities include while in classrooms; Faculty, Administration and University offices; lecture hall settings, conferences, meetings, the Harvey Library, the University Museum, public forums or entertainment programs (including concerts or shows). This means that all such devices should be turned off or set to silent operational mode status at all times when students are in attendance at University functions.

Students who fail to observe these stipulations for authorized use and possession of telephonic devices will be subject to confiscation of the device by University officials or subject to disciplinary action by the Vice President for Student Success & Enrollment Management. Persons who use telecommunication devices as a part of employment responsibilities must abide by the silent mode operational status when in the settings outlined above.

### **Policy on Destruction and Theft**

Destruction or theft of University property, property of students, property under the control and supervision of the University and property of guests of the University is prohibited. Offender(s) will be subject to restitution and disciplinary action up to separation from the University.

### **Policy on Disruptive Behavior, Verbal Abuse or Making Threats**

Each member of the Hampton University family will respect one another and visitors as if they were guests in one’s home. Therefore, to accost, cajole or proselytize students, faculty or staff, parents or others, to engage in the use of vile, obscene or abusive language, to make verbal or telephonic/social networking taunts or threats or statements perceived

to be of a threatening nature towards others is strictly prohibited whether on or off the campus. Students who exhibit disruptive, disrespectful behaviors or who engage in verbal or telephonic/social networking that are disruptive of the established academic environment in the classroom, laboratories, offices, dining facilities, libraries, and auditoriums will be subject to immediate separation from the university by administrative action of the Vice President for Student Success & Enrollment Management.

#### **Policy on Unauthorized Entry**

Unauthorized entry into residence halls is prohibited. Violators will be subject to disciplinary action, up to suspension or expulsion from the University. Unauthorized entry into or use of University facilities is prohibited. Students who violate this regulation will be subject to disciplinary action up to suspension or expulsion from the University. Persons not enrolled or affiliated with the University who enter university facilities without authorization are subject to being arrested and charged with criminal trespass on private property.

#### **Policy on Distribution or Posting of Unauthorized Handbills, Advertisements and other Materials**

The distribution, posting, affixing with adhesives, staples or other means, of unauthorized handbills or advertisements on University Property is strictly prohibited. Students identified and found to be involved in such activity will, in addition to having all materials confiscated, be reported to the Vice President for Student Success & Enrollment Management for disciplinary action. Non-students engaged in such activity are in violation of local ordinances and are subject to confiscation of materials, removal from the campus, being banned from the premises or arrest for trespassing and other applicable violations.

#### **Policy on Misuse of Records**

Forging, altering or misusing University documents, records, ID cards, or meal tickets constitutes a violation of University rules and regulations. Offender(s) will be subject to suspension from the University.

#### **Policy on Videotaping/Photographing University Events**

All media must be cleared by the Office of University Relations prior to arriving on campus for an event or to gather information for a story. Reporters, photographers, videographers representing professional and/or student media organizations, must call the Office of University Relations before covering/recording a University sponsored event and obtain approval 72 hours before the event. To contact the Office of University Relations, please call 757-727-5253 or send an email to [publications@hamptonu.edu](mailto:publications@hamptonu.edu).

#### **Policy on Obscene Language**

The use of obscene language or profanity on the campus is prohibited. Students are expected to use appropriate language in all settings at the University and are encouraged to practice communication methods and terminology consistent with Hampton's academic environment. Failure to observe this policy will subject the offender(s) to appropriate disciplinary action, up to suspension from the University.

#### **Policy on Lewd Behavior**

The exhibiting of lewd, sexually suggestive or indecent behavior is prohibited. Failure to observe this policy will subject the offender(s) to appropriate disciplinary action, up to suspension from the University.

#### **Policy on Physical Combat**

Fighting is prohibited at Hampton University. Students found in violation of this policy will be subject to immediate separation from the University except in cases involving self-defense as determined by the judgment of an administrative hearing committee. Hampton University defines self-defense as the act of protecting one's life or physical well-being through preventive or deterrent action in response to a physical assault or other imminent danger in the absence of University or civil authority or other options such as negotiation or escape. Self-defense also occurs when the clear intention of the person(s) under attack is to insure their safety and of avoiding any or additional harm. Circumstances where self-defense applies may include forced entry, rape or sexual assault, the use of weapons and/or physical assault.

#### **Policy on Firearms, Weapons and Other Dangerous Contraband**

The use or possession of firearms, weapons (such as knives, tasers/stun guns, clubs, sticks, modified equipment with the potential to be used as a weapon or chemically-based deterrents) or other dangerous contraband objects on the

Hampton University campus or properties is prohibited. This includes such items on one's person, in one's room, in one's automobile or in any other property or personal effects of any student at any time. Any student suspected of possessing, threatening other person(s) with or displaying (brandishing) firearms, look-alike objects that have the appearance of being a firearm, other weapons or dangerous contraband object(s) may be searched by the Student Affairs staff, University Police Officers or their agents.

When firearms, look-alike objects, weapons or other dangerous contraband are found in the possession of any student in any of the situations stated above, the person will be immediately expelled, by administrative action of the Vice President for Student Success & Enrollment Management and excluded from the University, with a post-separation administrative hearing scheduled as early as practicable. The possibility of imminent danger or possible harm to self and to others will be considered sufficient cause to remove or exclude the said person(s) from the University. Such person(s) will also be subject to arrest.

Students who are arrested off campus and charged with weapons-related offenses (misdemeanor or felony) will be separated immediately (expelled) by administrative action of the Vice President for Student Success & Enrollment Management, as outlined in the Policy on Arrests. **Hampton University has zero tolerance for drugs and weapons.**

#### **Policy on Fireworks**

The possession of fireworks or the ignition of fireworks on the campus or in the residence halls is prohibited. Students who violate this regulation will be subject to immediate separation.

#### **Policy on Poisons and Chemical Substances Used as Pesticides**

The use of pesticides and poisons by students in residence halls is prohibited. The University provides professional extermination services on a regular scheduled basis and extermination support services are available twenty-four hours a day throughout the academic year. Students should understand that unauthorized use of such chemicals may pose danger to others. Persons who violate this policy are subject to severe disciplinary action, up to and including suspension from the University.

#### **Policy on Snow, Ice and Hazardous Winter Weather Conditions**

Because Hampton University is primarily a residential institution, efforts will be made to maintain operations to make the institution as normal as possible during inclement weather or other emergency situations.

The President of the University has the responsibility for opening/closing Hampton University in the event of seriously adverse weather conditions that develop overnight or during the day. In the President's absence the Administrative Council shall be responsible for making a decision regarding the opening/closing of Hampton University should adverse weather conditions develop overnight or during the day. After the President or the Administrative Council has made a decision, the Director of University Relations shall be notified immediately in order to provide information to the media and the university community.

With reference to snow, ice or other hazardous winter weather conditions, the aforementioned administrative officials will be responsible for opening/closing the university. University Police and Roads and Grounds personnel will monitor the Campus to assess the readiness of conditions for campus activities. Campus grounds, streets, walkways and access to buildings and handicap entrances must be cleared of potential hazardous conditions prior to the resumption of normal activities.

Residential students and commuters are directed to return to their places of residence during inclement winter weather conditions, until the campus has been declared "open for business." The University may declare the use of special curfews in order to insure the safety and wellbeing of all campus personnel.

#### **Policy on Throwing Snowballs, Eggs, or Other Objects**

Playing in the snow must be confined to individuals who want to play, and such activities must be away from campus buildings. However, throwing snowballs, ice or other frozen objects is prohibited at all times. Any persons found in violation of throwing snowballs will be disciplined.

At no time are eggs or other objects to be thrown on campus, either at buildings, property or individuals. The potential for personal injury and for property defacement is extremely high. Persons found in violation of this policy will be subject to severe disciplinary penalties, including separation (suspension or expulsion) from Hampton University.

### **Policy on Disruption of the Living and Learning Environment<sup>11</sup>**

Hampton University recognizes the right to peaceful, joyful end-of-the-year celebrations as part of student observances of the end-of-classes/beginning of a final examination. However, when individual students or groups of students are found disrupting the flow of academic activities, quiet hours or the right of other students to study or rest in the living and learning environment, severe disciplinary measures will be imposed, up to and including separation (suspension or expulsion) from the University.

It should be clearly understood that participation in unsanctioned activities and incidents (i.e. throwing water balloons, eggs, and other objects, “manhunt” “panty raids” “Capture the flag” and other similar chase-and-find-type activities) will be closely monitored by University Police and other University officials. Students identified in such situations will be reported to the Vice President for Student Success & Enrollment Management for necessary action.

### **Policy on Gambling**

Gambling is prohibited on the campus. Students who violate this regulation will be subject to disciplinary action, up to and including separation (suspension or expulsion).

### **Policy on Organization Initiation and Hazing**

With respect to initiation of members of social clubs, sororities or fraternities, students are reminded that hazing or the subjection of the student to any form of brutality is forbidden. Individuals or organizations violating this regulation subject themselves to disciplinary action. For specific rules and regulations see the section on Organization Activities: Initiation (page 150). No chapter graduates of any organization shall be involved in the new member intake process unless authorized to participate by the Regional Director or his/her designee of the individual organization. If any unauthorized person is involved in the intake process in any manner, the chapter and the intake process will be suspended and an investigation will be conducted. Any type of hazing, regardless of the willingness of participants, is forbidden under the policy. The policy includes nine examples of physical hazing, including the encouraged consumption of any food, liquor, drug or other legal or illegal substance. Verbal hazing is outlined as threats or other verbal abuse.

### **Policy on Student Demonstrations**

The University recognizes the role of peaceful, nonviolent, unobtrusive demonstrations on campus to support student petitions to redress grievances. All student demonstrations must, in advance, be registered with and approved by the Chief of Police and the Director of Student Activities/Student Union and held at Armstrong Stadium.<sup>12</sup> Demonstrations which are not in accord with these principles and guidelines are in violation of University rules and regulations. Any student(s) violating the University policy on demonstrations is subject to immediate dismissal from the University, with a hearing scheduled as early as practicable.

### **Policy on Following Directives of University Officials**

Students are expected to cooperate fully with University Officials, staff, faculty, University Police and Security Officers and other agents/designated persons at Hampton University. Failure to follow the directives or requests of University officials will subject the individual(s) to severe and immediate disciplinary action, as determined by the Vice President for Student Success & Enrollment Management and the Dean of Students.

### **Policy on Interim Suspension<sup>13</sup>**

Hampton University retains the authority to impose an immediate, interim suspension if such action is necessary to preserve the safety of persons or property. In this instance, the student(s) will be afforded an interim suspension review

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<sup>11</sup> Policy on Disruption of the Living and Learning Environment approved by Administrative Council, May 3, 2011

<sup>12</sup> Policy on Student Demonstrations, Revised July 2018

<sup>13</sup> Policy approved by the Administrative Council, August 3, 2012; Revised July 25, 2016

and the opportunity to show why their continued presence on campus does not constitute a direct threat to the safety of persons or property.

The interim suspension review is separate from a post separation administrative hearing. A post separation administrative hearing will be provided as soon as possible. Students may be temporarily suspended from the university with proper notice. Students afforded an interim suspension review will be notified in writing and advised of the review process.

The following steps explain the procedure for imposing an interim suspension:

1. When a situation, as defined above, occurs, the responding university official contacts the Behavioral Assessment Team (BAT) and the Vice President for Student Success & Enrollment Management or his/her designee to assess the situation. An individual assessment will be conducted immediately to determine whether the student's actions indicate safety or code of conduct issues and to determine if an interim suspension is appropriate.
2. Upon the determination that it is warranted, the student will be immediately issued an interim suspension letter from the Vice President for Student Success & Enrollment Management, which states that the student is suspended and banned from the university. **[Note:** When a Behavioral Assessment Team review is convened, the Behavioral Assessment Team will consist of representation from the following areas: 1) University Police, 2) University Physician/Health Center Provider, 3) Vice President for Student Success & Enrollment Management, 4) Director of the Student Counseling Center, 5) University Legal Counsel, 6) Office of the Provost, 7) Office of Residence Life & Housing, 8) Office of Judicial Affairs, and 9) Office of Compliance, Testing and Disability Services (as needed). The team will convene as necessary. An individual assessment will be conducted that will include observations of actions that indicate safety or code of conduct issues.
3. University Police will be notified, in writing, of any person(s) banned under this stipulation. Upon receipt of the interim suspension, the student will be escorted out of the facility and/or off campus by Hampton University Police.
4. The student may immediately request an interim suspension review to be conducted by the Behavioral Assessment Team, chaired by the Vice President for Student Success & Enrollment Management. The interim suspension letter will contain instructions on how to request a review and all documentation required to complete the review. Those present at the review meeting may include the responding university official and other witnesses as deemed appropriate by the Vice President for Student Success & Enrollment Management. During the review, the student will be given an opportunity to demonstrate why his or her continued presence on campus does not constitute a direct threat to the safety of persons or property. As part of the review, the student may be required to submit an evaluation by the appropriate medical personnel as determined by the University Physician or his or her designee, with stipulations outlined in the letter from the Vice President for Student Success & Enrollment Management.
5. The decision of the interim suspension review will be final. If the student does not request a review, the interim suspension and ban from campus facilities will remain in effect until the post separation administrative hearing is convened.
6. Written notification of interim suspension will be shared with the Dean of Students and the University Physician. The Office of Judicial Affairs will schedule, as soon as possible, a post separation administrative hearing to review the initiating behavior to determine the enrollment status of the student (see Administrative Hearing Committee: General Procedures, page 114).

### **Medical Leave of Absence (MLOA)<sup>14</sup>**

Hampton University recognizes that students may experience medical situations during the course of their enrollment that significantly limits their ability to function successfully or safely in their role as students. This policy is intended to provide a flexible and individualized approach to allow students to address their specific medical needs through a

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<sup>14</sup> Medical Leave of Absence, Approved by Administrative Council, July 18, 2018

medical leave of absence, which allows the student to step back from University life and their studies to receive treatment, and enable them to return to successfully matriculate. A student's medical situation need not be completely resolved in order to return to campus, and continue their education. However, based on individual circumstances a student may be required to remain on MLOA for a defined period of time.

The University supports academic accommodations to allow students to make up missed assignments and examinations, when applicable. Students should consult with their professors, the Registrar's Office, Office of Financial Aid, and their respective academic advisor in their School to determine the impact of their MLOA. Course assignments and grades are given at the discretion of each Faculty member. In addition, International students should consult with the International Office regarding MLOA.

The University will remain sensitive to the student's privacy and academic progression when implementing the MLOA policy. Anyone aware of a student experiencing a medical emergency should contact the Campus Police at (757) 727-5259 to summon emergency medical services.

#### Voluntary MLOA

A student experiencing mental and/or physical condition(s) that interfere with their ability to function as a student may request a voluntary medical leave of absence. Student requests for a medical leave should be made through the Health Center or the Student Counseling Center. The benefit of a voluntary MLOA is that it allows the student to step away from academic responsibilities to address their health concerns, then return prepared to face a rigorous academic program. Students should share their anticipated plan during the leave of absence which may include anticipated medical treatment and living arrangements. The student will be required to meet specific conditions before approval to continue matriculation.

#### Involuntary MLOA

The University has the authority to place a student on an involuntary Medical Leave of Absence in situations where a student demonstrates behavior that is life-threatening, poses a significant risk to the health or safety of others, or is significantly disruptive to the University learning environment. This policy is not intended to be disciplinary in nature, but to support the student and to maintain safety in the University community. Before an involuntary MLOA is considered, efforts may be made, depending on the specific circumstances involved, to encourage the student to take a voluntary MLOA. The length of the leave will be based on available medical evidence, which would include, but is not limited to, all medical and psychiatric conditions (e.g., severe eating disorders and substance dependence). The student will be required to meet specific conditions before requesting reinstatement.

#### Policy Implementation

The MLOA policy may be implemented when it is observed that a student experiences:

1. A mental or physical emergency or severe acute illness or injury that compromises the health, safety or ability of the student
- OR**
2. A sudden worsening of a chronic medical condition that compromises the health, safety or ability of the student, with or without accommodations

#### Leave Process

The leave process proceeds as quickly as possible to allow a student to immediately step away from University life and receive the necessary treatment. **Documentation must be presented to the Health Center or Student Counseling Center provider(s) for review and approval.** Examples of acceptable documentation is specified below:

1. Medical documentation in the form of a letter from an outside licensed, treating provider on official letterhead specifying how the illness/injury compromises the student's health, safety, or academic success. Letters written by parents who are health professionals are not acceptable.
2. Emergency room and/or hospital records may be sufficient documentation.
3. Health Center provider(s) evaluation and recommendation may be sufficient documentation.
4. Student Counseling Center provider(s) evaluation and recommendation may be sufficient documentation.
5. Appropriate University officials will be notified when a student is placed on a MLOA. Parents may be notified when a student is placed on MLOA, if deemed appropriate under the circumstances and as permitted by



applicable federal and state law. All communication with campus administrators will be conducted in accordance with patient confidentiality laws. Lastly, the Vice President for Student Success & Enrollment Management will provide the student with a notification letter that details the documentation required to return from MLOA and continue matriculation.

Once a leave of absence has been granted, a registration hold is placed on the student's record, which prevents registration and other activities for any future term. A student on medical leave of absence must complete the university's return from a MLOA process and be approved for reinstatement by the Vice President of Administrative Services. The hold will be removed by the Health Center once the student is cleared.

#### Returning from a MLOA

The University fully supports the return of students to continue their academic progress. However, in order to assess the student's readiness to return to a rigorous academic environment there are requirements that must be met, which are determined on an individual basis. Depending upon the nature and individual circumstance of the MLOA, any or all of the following may be required:

1. A letter from a physician or licensed health care provider on official letterhead documenting their work with the student (include student name, address, and DOB), the student's clinical status, and an opinion as to the student's readiness to successfully resume academic and University life. Recommendations for follow up care and specific disability accommodation should also be included in the letter, if applicable. Letters written by parents who are health professionals are not acceptable.
2. Information showing that the student has reasonable capacity of day to day functioning, in an academic environment, with or without a reasonable accommodation.
3. A brief statement (two pages or less) from the student describing (1) activities undertaken while away, (2) the student's current understanding of the factors that led to the need for the MLOA and insights the student has gained from treatment and time away, and (3) how the student plans to ensure a successful return to Hampton University.
4. Release of Information form to allow Health Center and/or Student Counseling Center providers to communicate with treatment providers, Deans, parents, and campus administrators as applicable.

The information should be hand delivered, mailed or faxed to the designated office which initiated the MLOA  
(See MLOA Letter)

**Attn: Medical Provider**  
**Hampton University Health Center**  
132 William R. Harvey Way  
Hampton, Virginia 23668  
Phone (757) 727-5315  
Fax (757) 728-6612

**Attn: Director, Student Counseling Center**  
**Hampton University Student Counseling Center**  
Armstrong-Slater Building-2<sup>nd</sup> Floor  
Hampton, Virginia 23668  
(757) 727-5617  
(757) 637-2375

Once **all** documents have been submitted, the Health Center and/or Student Counseling Center provider(s) will review the information and have up to five business days to submit their recommendations to the Vice President for Student Success & Enrollment Management (VPSSEM). In reviewing the information requested, the University will seriously consider the input of outside providers, as well as its own qualified providers in rendering its decision. Depending on the circumstances, the University provider(s) may contact the student to request a check-in visit or call to review the plan for sustained health.

All communication with campus administrators will be conducted in accordance with patient confidentiality laws. The VPSSEM will make the final determination of whether a student is able to continue matriculation and will notify the student of the decision by mailing a letter to the permanent address on record.

#### Appeals Process

Students have the right to appeal the decisions of the University regarding the placement of a student on an involuntary MLOA or a denial of a student's request to return from MLOA. In the event that the student desires to appeal the decision, a written statement requesting an appeal along with other supporting documentation should be forwarded to

the Vice President for Student Success & Enrollment Management (VPSSEM), who will forward the document(s) to the Administrative Appeals Committee for a final decision. The appeal must be presented in writing within 48 hours after receiving the written notification regarding the University's decision to place the student on involuntary MLOA or the denial of a student's request to return from MLOA. Within ten working days, the VPSSEM will notify the student of the decision by mailing a letter to the permanent address on record.

#### Official Withdrawal: Medical Reasons

Please see the Official Withdrawal Policy on page 52. If the Official Withdrawal is for medical reasons, then the above documentation noted for leave is required for a Health Center provider to sign the University Separation form. University Separation forms are available at the Office of the Registrar.<sup>15</sup>

#### **Policy on Urgent Notification to Parent/Guardian**

In the event that the Health Center and Student Counseling Center has performed an assessment and determined that a student has a serious illness or physical injury requiring emergency transport, the Health Center or Student Counseling Center will request permission from the student to notify their parent. If the student refuses this option, the Health Center will notify the Dean of Students of the incident and the Dean will give telephone notification to the parent/guardian of the student. Notification will not include any medical information other than the name of the care facility, phone number, and the Dean's office number for follow-up.

#### **MISSING STUDENTS NOTIFICATION**

1. **Missing Student: Registering a Person to Be Notified.** Students residing in on-campus housing have the option to identify and confidentially register one or more persons to be notified in the event the student is missing for more than 24 hours. This is in addition to the person or persons registered by the student as the general emergency contact, and may or may not be the same person. A missing student notification person's information is confidential and accessible only by authorized campus officials and law enforcement in the course of a missing person investigation.
2. **If A Student Is Believed to Be Missing.** If a member of the University community has reason to believe a student who resides in on-campus housing is missing, he or she shall immediately notify HUPD at 757-727-5666. HUPD will generate a missing person report and conduct an investigation.
3. **Investigation and Notification.** After investigating the reported missing person, if HUPD determines the student has been missing for 24 hours, HUPD will notify the Vice President for Student Success & Enrollment Management and the Dean of Students. If the missing student has registered a person or persons to be notified in the event the student is missing, HUPD will notify the person or persons no later than 24 hours after the student is determined to be missing.
4. **Students under the age of 18.** If a missing student is under the age of 18 and not an emancipated individual, HUPD will notify the student's parent or legal guardian immediately after HUPD has determined that the student has been missing for 24 hours.

#### **DISCIPLINE PENALTIES AND PROCEDURES**

##### *Definitions of Penalties*

The following definitions are established in order that penalties may be clearly understood:

1. **Warning:** Notice, orally or in writing, that continuation or repetition of misconduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.
2. **Disciplinary Probation:** Exclusion from participation in privileged or co-curricular institution activities as set forth in the notice for a period of time not exceeding one school year.
3. **Censure:** A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of being found in a violation of any institution regulation within a specified period of time.
4. **Interim (immediate) Suspension:** Suspension pending a hearing when there is probable cause to suspect imminent danger to person or property on the campus. In such cases, a hearing will be held as soon as practicable.

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<sup>15</sup> Official Withdrawal: Medical Reasons, Revised June 1, 2020

5. **Suspension (Indefinite/Contingent):** The exclusion of a student from the University for an unspecified or specified period of time.
6. **Suspension, held in abeyance:** A disciplinary measure imposed for violation of university policy that warrants separation but in which some merit is found to allow the student to continue academic work only, or while further investigations or review of other evidence is being done. Failure to follow prescribed restrictions during any period of abeyance or additional violations of Handbook Policies will result in the immediate imposition of separation from the University (up to and including expulsion).
7. **Expulsion:** Permanent separation from the University. Student is not permitted to enroll or matriculate at any time.

**NOTE:** A student who is suspended or expelled from Hampton University is denied any privileges of the University during the period specified. Notification of such action will be in writing. The said individual will be given no longer than 24 hours to remain on campus without written permission from the Office of the Vice President for Student Success & Enrollment Management. This regulation also applies to academic suspension or expulsion.

### **Administrative Action**

The Vice President for Student Success & Enrollment Management and the Dean of Students may impose sanctions for misconduct which involve informal warnings, informal reprimands, letters of warning or reprimand to the student or the student and his/her parents, suspension from residence halls, and administrative probation.

The Vice President for Student Success & Enrollment Management has the authority to immediately separate students from the University when there is probable cause to suspect imminent danger to person(s) or property on the campus. In cases of immediate separation from the University, post-separation hearings are scheduled as soon as practicable, through the Office of Judicial Affairs. Parents will be notified by phone and in writing on the same day, when students are immediately separated, with such notification being made by the Dean of Students.

Hampton University reserves the right to review the deportment and character of individual members of its student body and will deny or revoke such privileges or exclude enrollment from any person(s) whose actions on or off the campus are deemed to be not in the best interests of the educational program of the University community. This right to terminate membership in the student body also extends to persons who do not maintain financial good standing, whose health records are not current as determined by the Director of the Health Center or if the mental health and well-being of a student is at risk, as determined by the Director of the Counseling Center.

### **Procedures for Separation**

The Vice President for Student Success & Enrollment Management will forward letters of separation to the university Registrar for all students who have been separated from the university.

Students should clearly understand that any action of separation for disciplinary reasons also carries a mandatory exclusion of said person(s) from the grounds, properties and facilities of the University. This ban will be enforced by Campus Police and/or the Student Affairs staff and persons found in violation of this ban will be subject to arrest for trespassing. Permission to visit the campus for business purposes only may be applied for in writing in advance to the Vice President for Student Success & Enrollment Management.

### **Procedures for Readmission of Students**

1. Students who have been suspended for disciplinary reasons may be reinstated at the end of the specified period of suspension. However, such students must notify the Dean of Admissions in writing of their intention to return at least 30 days prior to the date of their reinstatement and complete the readmission process.
2. Students who have been expelled for disciplinary reasons are permanently excluded from matriculation at Hampton University.
3. The readmission of any student that has been suspended must be approved by the Vice President for Student Success & Enrollment Management and the Dean of Admissions. Students who are readmitted will be put on probation status for a period of at least one year, and longer periods of probation as determined by the Vice President for Student Success & Enrollment Management.

4. Students interrimly suspended (withdrawn or suspended) from the University may apply for readmission only after all requirements indicated in the letter of suspension have been met. Such students must submit an application for readmission through the Admissions Office.

### **ADMINISTRATIVE HEARING COMMITTEE**

The Administrative Hearing Committee hears and acts upon serious disciplinary cases of students who are charged with violations of University policies. Disciplinary cases are referred to the Administrative Hearing Committee by the Vice President for Student Success & Enrollment Management or the Dean of Students. The Vice President for Student Success & Enrollment Management has the final authority to determine the judicial body or administrative official to hear and act upon student cases during all periods of enrollment, including Summer Sessions and between semester breaks.

### **General Procedures**

1. Matters of student misconduct should be filed with the Dean of Students in the Office of Judicial Affairs. The matter must be in writing and signed by the complainant and may be filed by any student, staff, faculty member or administrative official.
2. Allegations of misconduct will be referred to The Administrative Hearing Committee either by the Vice President for Student Success & Enrollment Management or the Dean of Students.
3. Allegations will be submitted in writing to the student at least 24 hours before he/she is requested to appear for a hearing.
4. The student will be advised that he/she may present evidence and witnesses in his/her behalf.
5. The Committee will present their findings and recommendations to the Vice President for Student Success & Enrollment Management, who will make the final decision regarding the imposition of any disciplinary measures.
6. The written decision of the Vice President for Student Success & Enrollment Management will be submitted to the student and the decision will be implemented by the Dean of Students.
7. A representative of the Student Government Association and the Director of the residence hall in which the student resides (if a campus student) may be invited to Administrative Hearings as observers, character witnesses and participants by the Vice President for Student Success & Enrollment Management and the Dean of Students.
8. Students scheduled to appear before the Administrative Hearing Committee may request that their parents, an instructor or a friend accompany them to the Administrative Hearing.
9. If a student is separated from the University, he/she will be advised that he/she can appeal this decision by filing his/her appeal in writing with the Administrative Appeals Committee.
10. The student charged with a violation(s) may use the services of an Advisor or an Attorney; however, the following guidelines will be observed:
  - a. The Vice President for Student Success & Enrollment Management and the Dean of Students must be informed in advance that an Advisor or an Attorney will be present.
  - b. The Advisor or the Attorney shall be present for consultation purposes ONLY and shall not be permitted to speak on the student's behalf. It should be clearly understood that this is an administrative proceeding, and as such the proceeding is to be controlled by the Chairperson.
  - c. The University may also use the services of an advisor or an attorney.
  - d. The questioning of any person appearing before the Hearing Committee by any individual participating in the Hearing shall be conducted by the Committee members in a courteous manner. The Chairperson will not permit questioning in a badgering, accusatory, repetitious or irrelevant manner.
11. **Conduct of Administrative Hearings**
  - a. The Dean of Students or their designee will chair the Committee Panel. The Chair is to submit a written summary to the Vice President for Student Success & Enrollment Management of the findings of the Committee. Findings may also contain recommendations for the imposition of penalties. The Vice President for Student Success & Enrollment Management has final approval authority for the determination of disciplinary responses to all cases.

- b. Proceedings shall be taped (audio or video) by the Committee only; all tape(s) are the exclusive property of the Division of Student Affairs, Hampton University. Tape(s) will not be copied or given to any parties charged or otherwise involved in the hearing process.
- c. Allegations of misconduct shall be read or presented by testimony in the presence of the student(s) charged and all witnesses, as directed by the Chair. The student charged shall be given opportunity to present an opening statement or rebuttal to the allegation(s) of misconduct.
- d. Testimony from witnesses will be heard separately and witnesses may be sequestered; the Administrative Hearing Committee reserves the right to determine the need for or appropriateness of testimony offered.
- e. The Hearing process will follow a question and answer format, with questions directed by the Chair and members. All statements or questions that may arise are to be referenced through the Chair. The questioning of any person appearing before the Hearing Committee shall be conducted in a courteous manner.
- f. The Chair will submit a written summary of the findings of the Administrative Hearing Committee to the Vice President for Student Success & Enrollment Management. In addition to providing the findings of the Administrative Hearing Committee, the written summary may also contain recommendations concerning the imposition of disciplinary actions. The Vice President of Administrative Services, however, is vested with the authority to make the final determination as to the imposition of the disciplinary action, and is authorized to reject the disciplinary recommendation of the Administrative Hearing Committee when the Vice President in reasonable judgment determines that the disposition is inconsistent with or contrary to the policies, procedures and practices of the University.

#### **ADMINISTRATIVE APPEALS COMMITTEE**

If the outcome of an administrative hearing is questioned, such inquiries should be directed to the Vice President for Student Success & Enrollment Management, who may refer inquiries to an appropriate administrator or administrative committee. In the event a student desires to appeal the decision, a written statement of appeal with other supporting documentation is referred by the Vice President for Student Success & Enrollment Management to the Administrative Appeals Committee. The Administrative Appeals Committee may increase or decrease punishment. Students who are granted an appeal should include a personal letter or statement that describes how and in what manner the original disciplinary decision was either wrong or how it should be amended, to include alternative disciplinary measures.

#### **Jurisdiction**

The Administrative Appeals Committee considers cases of suspension and expulsion for reasons other than scholarship that have been adjudicated by the Administrative Hearing Committee or other cases involving administrative disciplinary action which have been referred by the Vice President for Student Success & Enrollment Management.

#### **Conditions and Procedures for Appeal**

1. The request for an appeal must be presented in writing within 48 hours after receiving written notification of the outcome of the hearing. Requests for extensions to file an appeal must be submitted within this 48-hour time frame. Such a request must be in writing with the original appeal document signed by the student. Appeals will not be considered filed on behalf of a student by outside persons. This includes appeals filed by the parent(s), an attorney, or a friend.
2. The student is not expected to attend classes during the appeal process. The student will be advised as to any exceptions to this procedure.
3. The Appeals Committee is expected to act upon appeals within ten working days of the receipt of the appeal.
4. The appeal will be granted on the basis that the verdict was not supported by substantial evidence or that the accused was not granted a fair hearing.
5. The decision of the Appeals Committee will be based on a review of the record; however, the committee may invite the student or other persons associated with the case to a meeting if the committee decides that more information is needed.
6. Upon completion of the review process, the Committee makes its report to the student in writing through the Vice President for Student Success & Enrollment Management.

### **Residence Directors Area Court**

The purpose of the Residence Directors Area Court is to hear and act upon those cases referred to it for disposition by the Administrative Hearing Committee when the offense is in violation of University policy. These include visitation violations, alcohol possession offenses, misuse of identification, mediation of conflicts and other violations of policies on campus. Other cases may also include more serious violations of policy as referred by the Dean of Students.

The Residence Directors Area Court is chaired by the Assistant to the Director, and all residence hall directors serve on a rotation basis. Directors who have residents involved in such cases will not serve on the hearing panel, but will serve as advisors to the student(s) involved and as a reference witness as to character and deportment within the residence hall. At least two (2) resident assistants will serve on the Court, when appropriate. Appeals, where requested, are to be in writing to the Dean of Students.

### **Residence Hall Court(s)**

Residence Hall Courts are established in each Residence Hall, at the discretion of the residential staff, to hear and act upon cases of a minor nature that occur within the residence hall and for which the imposition of any penalties would be within the supervision of the residence hall staff. Incidents may be referred to such bodies by residential assistants, directors or Dean of Students, on the merits of individual cases.

### **Student Affairs Division: Student Grievance Procedure for Non- Academic Matters**

#### **Step One** START AT THE SOURCE OF THE PROBLEM.

- A) Schedule a conference with the individual and the individual's direct supervisor and submit a brief but thorough written summary of the issue. This document must be signed by you and dated.
- B) Forward a copy of the concern to the Office of the Vice President for Student Success & Enrollment Management (for tracking purposes only).  
  
(Key points to include: what happened, when did it occur, who was involved, what was said or done, who else witnessed or was present; a recommendation for resolution that you would like to suggest).
- C) Be prepared to discuss issues of concern clearly. Do not speculate.
- D) The direct supervisor will summarize the outcome/resolution of the matter addressed to the student with a copy to the Vice President for Student Success & Enrollment Management.
- E) Proceed to the next level of authority if the problem or concern is not resolved to your satisfaction.

#### **Step Two** SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT.

Repeat Steps B through D as stated in Step One. Submit a copy of the written summary of the issue to the Administrative Head.

- E) Proceed to the next level of authority if the problem or concern is not resolved to your satisfaction.

#### **Step Three** SCHEDULE A CONSULTATION CONFERENCE WITH THE DEAN OF STUDENTS

Repeat Steps B through D as stated in Step One.

- E) Proceed to the next level of authority if the problem or concern is not resolved to your satisfaction.

#### **Step Four** SCHEDULE A MEETING WITH THE APPROPRIATE VICE PRESIDENT OR DESIGNEE THAT SUPERVISES THE OFFICE IN QUESTION

Repeat Steps B through D as stated in Step One.

- E) Proceed to the next level of authority if the problem or concern is not resolved to your satisfaction.

**Step Five**

SCHEDULE A CONFERENCE WITH THE VICE PRESIDENT FOR STUDENT SUCCESS & ENROLLMENT MANAGEMENT.

**NOTE:**

If Steps One through Four have been omitted, the Vice President for Student Success & Enrollment Management will refer the case back to the step that was omitted. If the matter has not been resolved prior to coming to the Vice President's office, once reviewed, the decision rendered at that level is considered the final resolution and the matter has been closed.

Hampton University policies have been established to resolve student problems and issues in a fair and impartial manner. Our most important business is to help students learn while maintaining high academic and ethical standards.

This procedure will guide you through the steps which govern how issues with non-academic areas may be addressed and resolved. Our hope is that you take some time to study the information here; doing so will help you understand your campus and could save you time and trouble later.

## GENERAL INFORMATION

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### **Transportation to the campus:**

Hampton University is located in the City of Hampton, Virginia. Transportation is available as follows:

*By Greyhound Bus:* Tickets should be purchased to Hampton. Persons arriving by bus should plan on securing transportation from the bus station to the campus. Taxicabs are available. The Greyhound Station is near the campus in downtown Hampton.

*By Air:* To Norfolk International Airport or Newport News-Williamsburg International Airport. Limousine service to the campus is available.

*By Auto:* In the Hampton area, take Interstate 64 to Exit 267 and follow signs to the University entrance.

### **Information Sources**

The University Relations Office should be contacted for catalogs, bulletins, pictorial booklets, books, newspaper clippings and general information about Hampton University. The University Relations Office should also be contacted regarding news releases and Hampton University publications to be routed for printing.

Students are advised to consult the electronic bulletin boards/monitors, kiosks, bulletin boards, the weekly calendar and periodic notices, as well as voicemail and campus e-mail, that are used to communicate important information and announcements.

### **Lost and Found**

Lost articles should be reported to the University Police Office and lost articles that have been found should also be taken to that office.

### **Identification (I.D.) Cards**

As part of the initial registration, students receive official identification cards when they first enroll in the University. A permanent I.D. card that carries the student's picture is issued by the Traffic Administration Office. The I.D. is used in registration, Business Office transactions, Library, admission to the University dining hall, Musical Arts Series, and athletic events. The card is initially supplied free; a student who loses his/her card must replace it immediately for a fee of \$30.00.

Students are required to carry their University identification card at all times. Whenever there is any question as to the identity of a student, it will be necessary for the person(s) to display and, if requested by a University Official, relinquish his or her I.D. card. ID cards are required for all Traffic Administration Office transactions.

The University requires citizens of the university community to show identification cards at the request of a university police officer or any other university official who identifies himself/herself. Failure on the part of a student to comply with any of the above policies or procedures subjects him or her to disciplinary action.

### **FIRE SAFETY INFORMATION**

Procedures to be followed in case of fire are posted in each residence hall and classroom building. Students are expected to follow these procedures for fire drills or in case of fire or other emergency, and to observe the necessary precautions to insure the safety of themselves and other students at all times. Students are advised that it is a violation of State Code 18.2-212 to activate or summon fire, emergency, or ambulance equipment when no emergency exists. It is a Class 1 misdemeanor. Any person(s) found to violate this Code will be prosecuted through the local courts and will be subject to immediate disciplinary action, up to permanent separation from Hampton University.

### **Residence Hall Fire Drills**

Fire drills are conducted once a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building due to a fire alarm. Students who fail to leave the building during a fire drill are subject to the discipline penalties and procedures contained in the Student Handbook. Fire drills are scheduled by the HU Fire Marshal. Fire



drills will be unannounced, and scheduled at a time that will demonstrate their effectiveness. Students and staff are to respond to each drill as if there were an actual fire, and conduct themselves as if there were a real emergency.

**Fire drills are conducted for three reasons:**

1. Training: To rehearse and practice student and staff response to a fire alarm
2. Education: To reinforce the importance of fire safety, and
3. Evaluation: To allow evaluation of student and staff performance and knowledge

**Evacuation Route and Assembly Area**

Evacuation route maps are to be posted in each room showing the evacuation route. After exiting the building, all students and staff must assemble at their residence hall assembly area. Residence hall directors are to ensure each resident knows the residence hall assembly area. Resident hall directors will conduct a “head count” in the assembly area.

**Fire Response:**

**If You Detect a Fire:**

- **Activate The Fire Alarm.** If you smell smoke or observe a fire, locate and pull the nearest fire alarm pull station. Fire alarm pull stations activate fire alarms throughout the building to alert other residents of the fire emergency. Fire alarms are also connected to fire alarm panels at HU Police Communications. Pulling the fire alarm station saves lives.
- **Assess Whether to Fight the Fire.** If the fire is small and in the beginning stages, locate and use a fire extinguisher to extinguish the fire. If the fire is too big to fight, leave it and evacuate!
- **Call HU Police Emergency Line 757-727-5666.** Once outside, provide situation information to the HU Police dispatcher by calling on your cell phone or by using an emergency callbox. Don't call 911 on your cell phone, which goes to the City of Hampton, not HU Police dispatch.

**If You Hear a Fire Alarm**

Upon hearing a fire alarm, immediately exit the building, even if you haven't seen smoke or fire. Use the nearest stairwell to exit. Do not use the elevator. Elevators enter into a “fire service” mode and may not respond to calls when the fire alarm system has been activated. Occupants can become trapped in elevators.

- Don't wait for confirmation of an actual fire or assume the alarm is false. Evacuate immediately, even if fire and smoke are not apparent.
- Go to your residence hall's emergency assembly area for accountability. Don't re-enter the building until the fire department or campus official allows it.

**The following items/practices are prohibited:**

- Candles, incense, or any other open flames
- Smoking anywhere within a building
- Extension cords used as permanent wiring
- Items placed within 18 inches of a sprinkler head
- Blocking electrical panels
- Blocking exits and evacuation pathways
- Cooking or cooking appliances
- Heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with paper or other combustible material
- Modified or damaged electrical wiring, devices, and appliances
- Portable heaters
- Tampering with smoke detectors
- Non-emergency use of fire-fighting equipment
- Halogen lamps/lighting
- Lifting or rising of beds
- Light strings, twinkle lights, holiday lights

- Activating or summoning fire, emergency, or ambulance equipment when no emergency exists
- Any other situation deemed unsafe by the staff inspector

### **Nuisance Alarms**

The primary goal of any fire alarm system is to ensure that occupants are alerted to a fire early enough to evacuate safely from the building. To ensure that occupants will respond to an alarm, the fire alarm system must be reliable and free of nuisance alarms. Nuisance alarms create complacency amongst building occupants and can hinder timely evacuation. When a nuisance alarm occurs caused by (example: hair dryer or curling iron, unplugging smoke detector, student smoking or burning incense), the occupants of the room in which the alarm originated from will receive a written warning on the first offense. If there is a second occurrence, the occupant will be issued a written warning from the Dorm director and Fire Marshal. A third offense will result in a fine of \$25.00.

### **Tips for preventing nuisance alarms**

- Excessive dust/hairspray and smoke from curling irons causes false alarms.
- Do not pull on, twist, or throw things at smoke detectors. The alarm will sound if the detector is damaged or destroyed.
- Do not hang things on sprinkler heads or sprinkler pipes. If the sprinkler head is damaged, water will flow from the pipe and the alarm will sound.

### **Fire Extinguishers, Smoke and Heat Detectors**

Each residence hall is equipped with approved fire extinguishers and heat and smoke detectors, which are crucial in life-threatening situations during fire-related emergencies. Persons who tamper with or remove this equipment place both the facility and its occupants in great jeopardy. The University requires the utmost cooperation of all residents and shall take immediate disciplinary action against any person found guilty of tampering with or removing any emergency equipment.

### **Fire Escapes**

Fire escapes are provided for use during emergencies only. Any person discovered using fire escapes at times other than during emergencies will be subject to appropriate disciplinary measures up to suspension.

### **Fire Safety Report**

The HU Annual Fire Safety Report is at <http://www.hamptonu.edu/police/fire/statistics.cfm>. HU maintains records related to incidents of fire, injuries, property damages, fatalities, and the number of fire drills held each year.

### **Fire Safety**

Mitigate Fire Hazards. All Hampton University employees and students are required to conduct themselves so as to not increase the fire hazard to people or property.

A fire hazard is an increase to the normal risk of harm to people or property due to the potential to cause fire or increase the likelihood of injury if a fire occurs. Fire hazards include but are not limited to:

- Obstructing or compromising exit routes
- Exceeding electrical systems design capacity
- Using faulty devices or equipment
- Using good devices or equipment improperly
- Improperly using or storing hazardous materials

Any situation which could potentially start or fuel a fire, which could impede evacuation, or which could impede extinguishing a fire should be reported to the Fire Marshal at ext. 5006 or (757) 727-5006.

Plan and Prepare. Take these planning and preparation measures to prepare for possible fire emergencies:

- Participate in fire drills.
- Identify a primary and alternate exit route from the building.

- Learn to use a fire extinguisher.
- Locate your Designated Assembly Area.
- Recognize and mitigate fire hazards in your work and study spaces.

### Fire Emergency Procedures

- IN CASE OF A FIRE, immediately activate the building fire alarm, then call 757-727-5666 or 9-1-1 (NOTE: call will go to city dispatcher first).
- If the fire is the size of a wastebasket or smaller, AND you’ve been trained how to use a fire extinguisher AND you are confident in your ability to control the fire with a fire extinguisher, attempt to extinguish the fire if safety permits.
- If you fail in your attempt to extinguish the fire, evacuate.
- Never allow fire to come between you and the exit route from the building.
- Evacuate the building, following these steps:
  - Do not use elevators as you may get stuck if they stop working.
  - Knock on doors as you leave and yell “FIRE – GET OUT NOW” as you leave.
  - Do not enter a space or room with fire, heat or smoke. If you must travel through a space with smoke, stay as low as possible by crawling to the exit.
  - Close doors and tell others to close doors to reduce the spread of fire, heat, and smoke.
  - Follow the exit routes to your Designated Assembly Area.

Supervisors and faculty are responsible to ensure their employees and students are familiar with evacuation routes and Designated Assembly Areas. After an evacuation, supervisors and faculty are to attempt to identify missing persons and relay to emergency response personnel the names and suspected location of missing persons.

### MEDICAL EMERGENCY

A medical emergency is any situation which requires immediate medical attention. To prepare for potential medical emergencies, consider the following:

- Obtain CPR, first aid, and AED training.
- Maintain an adequate supply of your own prescription medications.
- Keep emergency contact information up to date: students in Banner, employees at Human Resources.
- Automatic External Defibrillator (AED) locations:

AED (Automatic External Defibrillator) - Location	Column1
ADMINISTRATION BUILDING	Lobby
ALUMNI HOUSE	1st floor back hallway
ARMSTRONG SLATER	1ST Floor Behind Electrical Room
CONVOCATION CENTER	Near Director's Officer
EARLY CHILDHOOD	Main Office
HARKNESS HALL	Director's Office
HARVEY LIBRARY	5th floor by Help Desk
HOLLAND HALL	Gymnasium-Basketball Court by Bleacher
HOLLY TREE INN	Front Entrance
JAMES HALL	Director's Office
KATHERINE HOUSE	Bar - Front Entrance
KELSEY HALL	Front Lobby
KENNEDY HALL	Front Lobby
L. DOUGLAS WILDER HALL	Director's Office

AED (Automatic External Defibrillator) - Location	Column1
MCGREW TOWERS DORM	Lobby first floor
MEMORIAL CHAPEL	Right of Pulpit
MOTON HALL	Director's Office
MULTIPURPOSE	Front Lobby
MUSEUM	Front Lobby
NEW STUDENT CAFETERIA	Left side Café Entrance
OGDEN HALL	Right Foyer
RETREAT CENTER	Front Office
SOFT BALL STADIUM	Press Box
STONE MANOR	2nd Floor lobby
STUDENT CENTER	2nd floor by Dean of Students Office
STUDENT HEALTH SERVICES	Nurses' area - rear
THURGOOD MARSHALL	Front Lobby
TWITCHELL HALL	Director's Office
VIRGINIA CLEVELAND	Director's Office
W.E.B DUBOIS HALL	Director's closet
WENDELL HOLMES HALL	Director's closet
WHIPPLE BARN BLDG	First floor by Admin offices
WHITE HALL	Front Desk
WIGWAM BLDG	Room 100
WINONA HALL	Director's Office

If a person is injured or becomes ill and requires immediate medical attention, follow these steps:

**DO:**

- Call University Police at x5666 from a university phone or 757-727-5666 from a cell phone and relay the following information:
  - Nature of victim's injury or illness
  - Victim's location
  - Victim's identity
  - Known or suspected cause of injury or illness
- Administer first aid or medical assistance as necessary if trained, certified and capable.
- If victim is unconscious and not breathing, locate an AED, turn it on, and follow the instructions on the AED unit.
- Remain with the victim until emergency response personnel arrive.

**DO NOT:**

- Don't move an unconscious victim unless victim is in immediate danger.
- Don't attempt to transport victim to a medical facility; wait for emergency response personnel to arrive.

**SEVERE WEATHER**

Severe weather includes high winds, thunderstorms, lightning, hail, floods, hurricanes, extreme heat or cold, snow storms, and other weather which has the potential to hazard people or property.

### **Alert Terminology and Definitions.**

- **Watch:** Conditions are favorable for development of severe weather within or close to watch area. During a watch, review severe weather safety guidance and prepare to shelter in place if threatening weather approaches.
- **Warning:** A hazardous event is occurring or is imminent which is capable of posing a threat to people or property. If you are in the warning area, seek shelter immediately.

**WARNING RESPONSE:** If a tornado or severe weather warning is issued for where you are located, take the following actions:

- DO NOT leave a hardened structure. If in a prefabricated or temporary structure, immediately move to the closest hardened structure.
- Seek shelter in a part of the building which can provide protection, following these considerations:
  - In an interior space such as an interior stairwell
  - Away from windows and skylights
  - At the building's lowest point while considering flood risks
  - Unlocked during normal work hours
  - Accessible to the mobility impaired
  - More than one entrance/exit is preferred
  - Centrally located.
- If the building you are in is struck by severe weather producing damage and flying debris, protect your body with any available furniture or sturdy equipment.

### **Severe Temperatures**

Extreme heat or cold can threaten individuals who spend a lengthy time outdoors or who have a pre-existing health condition, such as respiratory or heart condition. In extreme heat or cold, all instructors and supervisors of outdoor academic or operational activities should ensure students and employees are properly outfitted for the weather conditions. Supervisors and faculty are responsible to reschedule outdoor activities as deemed appropriate. Faculty and staff who may be impacted by extreme temperatures should discuss an accommodation with their supervisor.

### **Snow Storms**

In the event of a snow storm which may prevent you from leaving your home or work, consider the following:

- Be prepared to ensure you have an adequate supply of food on hand and fuel in your vehicle.
- Maintain an emergency supply of prescription medications at home and at work.
- Monitor local media for road and traffic condition information, and plan travel accordingly.
- Shelter in place if road, traffic, or weather conditions are hazardous.

### **Earthquakes**

While uncommon in Virginia, earthquakes can happen at any time, without any warning. The following procedures are recommended:

If You Are Indoors, remain indoors and seek protection until the earthquake subsides. Stay calm and protect yourself from falling debris by taking action:

- Get under or adjacent to a sturdy table, desk, or permanent fixture.
- Cover your head and neck with your arms and hands.
- Hold on to the object you are under as objects may shift during the earthquake.

After the earthquake has stopped, do the following:

- Exit the building when safety permits and move to the Designated Assembly Area.
- Account for students and employees, and report missing persons to emergency response personnel.
- If you are unable to safely exit the building, remain in place and if you are able, notify University Police of your location.

If You Are Outdoors, move away from buildings overhangs, trees, and power lines to a clear area, such as a large open area or field. If you're driving, pull over and stop in an area which doesn't have any overhead hazards.

### **PREVENTING CAMPUS VIOLENCE**

Although rare, campus violence cannot be entirely prevented, and taking the following steps will minimize the probability and impacts of violence:

- Review university policies regarding workplace violence.
- Report all suspicious or threatening behavior to University Police.
- Avoid working alone after normal hours if it increases the vulnerability to workplace violence.
- If you feel intimidated or unsafe walking alone, seek a travel companion or escort.

The following behaviors aren't definitive indicators of violent individuals, but are characteristics or behaviors which have been demonstrated by persons who have committed violence:

- Difficulty accepting authority or criticism.
- Damaging university or private property.
- Expressing a desire, whether in jest or sincerity, of harming others.
- Intimidating others physically or verbally.
- Argumentative or uncooperative behavior.
- History of interpersonal conflict or substance abuse.
- Extremist opinions and attitudes or sense of entitlement.
- Preoccupation with violent behavior or weapons.
- Unstable/problematic domestic situation.
- Obsessive behavior towards one or more persons.

Supervisors and faculty must remain alert to dramatic changes in employee and student work performance, behavior, or dispositions. If a person manifests behaviors indicating they may be a threat to themselves or to others, contact University Police at 757.727.5666, or via the LiveSafe mobile app.

### **How to Respond to an Overly Aggressive/Angry, Emotionally Disturbed, or Potentially Violent Person**

If you are confronted by or observe an overly aggressive/angry, emotionally disturbed, or potentially violent person, try to remove yourself from the situation, if you can do so without provoking the aggressor. If you are the victim of, or observe a violent act, immediately call University Police at 757.727.5666, or via the LiveSafe mobile app. If you are unable to safely remove yourself from a situation involving an overly aggressive/angry, emotionally disturbed, or potentially violent person, take the following actions:

- Try to remain calm, and maintain normal eye contact (but don't stare).
- Give the other person your full attention.
- Ask others to remove themselves from the area if possible.
- Speak in a calm voice and try to create a relaxed environment.
- Try to build trust; be open and be honest.
- Let the person speak, listen attentively, and ask for specific examples to clarify what the person is saying
- Continue to ask questions and give the person an opportunity to share his/her grievances.
- Don't use challenging body language (hands on hips, moving towards the person, or staring).
- Don't physically touch the person or try to force him/her to leave.
- Maintain a safe distance, and move away from objects which could be employed as a weapon.
- If the person has an object he/she may use as a weapon, DO NOT attempt to take from or accept the object from them, but rather calmly ask the person to place the object in a neutral location while you continue to talk with him/her.

### **Response during an Active Shooter Incident**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In all cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Typically, immediate law enforcement response is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over rather quickly, before law enforcement arrives, individuals must be prepared mentally and physically to deal with an active shooter situation.

Run, Hide, Fight. The actions one may take during an active shooter incident are to RUN – HIDE – FIGHT:

**RUN.** If there is an accessible escape path, attempt to evacuate. Be sure to:

- Leave all your belongings behind
- Have an escape route and destination in mind
- Evacuate regardless of whether others agree to follow
- Inform others you encounter of the incident and help them to escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible and empty
- Follow any police officers' instructions
- Do not attempt to move wounded people
- Call 911 when you are safe

**HIDE.** If evacuating isn't possible, find a place to hide where the active shooter is less likely to find you. Considerations in selecting and steps to take within your hiding place include:

- Be out of the active shooter's view
- Protection from shots fired in your direction (i.e., an office with a closed and locked door)
- Not a trap and does not restrict your options for movement
- Lock the door and blockade the door with heavy items
- Silence your cell phone and/or pager
- Turn off any noise source (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**FIGHT.** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:

- Act as aggressively as possible against the shooter
- Improvise a defensive weapon
- Throw items and yell
- Commit to your actions

**How to Respond When Law Enforcement Arrives.** Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Officers' actions may include:

- Uniforms with body armor ballistic vests, helmets, and other tactical equipment
- Armed with rifles, shotguns, handguns
- May use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

## **HAZARDOUS MATERIALS**

In the event of a hazardous materials spill or release, call the University Police, Ext. 5666 from a university phone or 757-727-5666 from an outside phone, or via the LiveSafe mobile app, and provide the following information:

- Your name
- Your contact information
- Spill or release location

- Material or product spilled or released
- Approximate quantity spilled or released
- Injuries or property damage
- Spill or release status: e.g. contained, continued, abating, increasing
- Any other information which can assist to identify, contain, or respond to the spill or release

In the event you are exposed to a chemical, immediately wash/flush the exposed area for 15 minutes with cool water. Emergency eyewash stations are located in areas where hazardous materials are used and stored. If an eyewash station is not available, use a restroom sink or shower. Ensure an accident report is filed with University Police and with your supervisor.

DO NOT attempt to contain the spill or identify the materials/substances unless safety permits, AND you have been properly trained, AND it is an expectation of your job or position at the University.

Outdoor Exposure. In the event of a large hazmat spill outdoors, it may be necessary to take shelter in a building to prevent yourself from being exposed to hazardous gases, vapors, or fumes. If you are directed to shelter in place, do the following:

- DO NOT leave a hardened structure. If you are in a prefabricated or temporary structure, immediately get to the closest hardened structure.
- Locate a shelter area in the building which:
  - Is located in an interior space on the second floor or above, since many chemicals denser than air collect in low areas.
  - Has no windows or skylights
  - Has a door
  - Has ample space to accommodate those who will occupy the space
- Attempt to block all vents and openings into the room with whatever materials are at hand, such as tape, plastic trash bags, or clothing.
- Communicate your location and status to University Police from a university phone at ext. 5666 or from an outside line at 757-727-5524, or via the LiveSafe mobile app.
- Remain sheltered in place until instructed to leave by emergency response personnel.

### **Power or Critical Utility Failure**

Follow the following procedures if a power failure occurs:

- Report the failure to Physical Plant at ext. 5461 from a university phone, or 757-727-5461 from an outside line, or via the LiveSafe mobile app.
- Discontinue all nonessential work until power is restored.
- Exit the building and assist employees and students who may not be familiar with evacuation procedures or the building floor plan.
- Take personal belongings with you, and secure the area before leaving.
- If unable to exit building, relocate to an area with ambient light, such as a lobby or room with windows.
- If emergency lighting is not available, remain calm and contact University Police at Ext. 5666 from a university phone or 757-727-5666 from an outside line, via the LiveSafe mobile app, and provide your location, and request assistance.

### **Suspension of Certain Activities**

Many life safety systems, such as fire alarms, fire suppression, and chemical fume hoods, are dependent upon proper operation of certain utilities, including power and ventilation. Laboratory classes and research activities are not to be conducted during a power or critical utility outage.



## **ELEVATOR ENTRAPMENT**

In you become trapped in an elevator due to a power or mechanical failure, notify University Police at Ext. 5666 from a university phone or 757.727.5666 from an outside line, or via the LiveSafe mobile app. Report the location of the entrapment and request assistance. Unless there is a life threatening situation, only the local Fire Department or trained personnel may conduct the rescue of those entrapped in an elevator.

## **MISSING PERSON**

A person who deviates from their normal routine and fails to show up for a scheduled event, and who is unable to be reached should be suspected of being missing.

Federal law requires all suspected missing students must be reported to University Police.

If you suspect a coworker or student you know is missing or may be the victim of foul play, immediately notify University Police at Ext. 5666 from a university phone or 757-727-5666 from an outside line, or via the LiveSafe mobile app. Provide the following information on the missing person:

- Full name, and any nicknames or aliases
- Full description: gender, race, age/date of birth, height, weight, hair and eye color
- Unusual attributes such as birthmarks, tattoos, or piercings
- Date and time of last contact with suspected missing person
- Last known whereabouts of suspected missing person
- Clothes worn when last seen
- Who they were with when last seen

## **USE OF AUTOMOBILES**

The increasing number of automobiles being operated on the campus necessitates rules and regulations in order to accommodate and control traffic. Pertinent information is listed below regarding the use of automobiles on campus. However, each owner and/or operator of a motor vehicle will be responsible for reading and complying with the regulations, which can be found on the University website, [http://www.hamptonu.edu/police/traffic\\_admin/index.cfm](http://www.hamptonu.edu/police/traffic_admin/index.cfm).

All motor vehicles owned, operated, or parked on campus grounds by faculty, staff or students must be registered with the Traffic Administration Office, issued a campus parking permit, and assigned a parking area.

Registration of motor vehicles is required at the time of academic registration. Failure to register vehicles by the last day for late registration will result in vehicles being wheel-locked, ticketed and/or towed, with appropriate fines imposed.

Vehicles acquired after class registration must be registered with the Traffic Administration Office immediately.

A complete check on the registration of all vehicles will take place immediately after registration and at any time thereafter as necessary.

### **Vehicle Registration Requirements Include:**

1. Individual must provide evidence of ownership (Registration Card)
2. Individual must possess a current operator's license.
3. Individual registering vehicle, other than owner, must provide a signed, notarized letter of permission from registered owner of the vehicle allowing use of the vehicle.
4. Operator of vehicle must carry liability insurance which covers the limits required by the state in which the vehicle is licensed.
5. Operator must have physical property damage insurance.
6. Payment of the registration fee established each year for each motor vehicle registered, beginning with the fall semester.

Because of limited resident student parking areas resident decals are only issued to Juniors and Seniors. Requests for an exception to the above must be made through the HUPD Traffic Office (Freshman/Sophomore Parking Waiver application): [https://docs.hamptonu.edu/publication/FreshmanSophomore\\_Parking\\_Waiver\\_Form\\_20221216102054](https://docs.hamptonu.edu/publication/FreshmanSophomore_Parking_Waiver_Form_20221216102054).

[pdf 20230523112101.pdf](#) to the Vice President for Student Success & Enrollment Management. All authorized students, as noted in this policy, whether residential or commuter must register their vehicle with Traffic Administration Office.

Registration for resident students will be limited to 300 vehicles on a first come, first served basis. Resident students with registered motor vehicles should park in the residential spaces only. Students who are found to have been involved with falsification of vehicle registration will be fined \$100.00 and will be subject to additional disciplinary action. Students who violate any of the rules and regulations governing the operation of automobiles subject themselves to termination of vehicle registration, probation, suspension or permanent separation (expulsion).

Students who have permits to operate automobiles must observe the following:

1. Students are prohibited from using automobiles for travel to classes, the cafeteria, the library, athletic events on campus and all other activities on campus, except between the hours of 5:00 p.m. and 7:00 a.m. weekdays and on holidays.
2. All university, city and state traffic regulations and rules governing the use of motor vehicles shall be observed at all times. This policy includes the posted campus speed limit of 15 MILES PER HOUR.

### **Towing Ordinance in Effect on Campus**

Agents designated by the University Police shall remove to a place of storage any vehicle parked in a tow area, parked or left standing on any street, way, or parking area other than as provided in these regulations, or when such vehicle blocks the proper ingress and/or egress of any other vehicle to or from lawful parking spaces for a period longer than five minutes, or any vehicle parked or left standing on a sidewalk or walkway, on grass or lawn, on a crosswalk, or on the roadway, OR any vehicle stopped or parked at the edge or curb of a street or roadway, whether parked vehicle is parallel or at an angle to the curb edge. The owner or operator of the offending vehicle shall be liable for payment of towing and storage fees if such vehicle is so removed.

### **Vehicle Immobilizers**

Immobilizers will be used to aid in the enforcement of motor vehicle traffic rules and regulations. The immobilizers cause no damage to cars, but make them immobile. The immobilizer can only be removed with a special code which is in possession of a University Police Officer. To have immobilizers removed, all fines must be paid, and a copy of the receipt presented to the University Police Department.

The penalties for removal are as follows:

1. Fifty dollars plus two dollars additional for each day the wheel lock remains on the vehicle.
2. If fines are not paid and locks removed within one day, the vehicle will be towed off campus and the cost for towing will be assumed by the owner.
3. Wheel locks are the private property of Hampton University. The removal of wheel locks by unauthorized personnel will subject the offender(s) to criminal charges to the extent of applicable law. University disciplinary sanctions may also be imposed.

### **Traffic Control Committee Appeals Board**

#### *Appeals Concerning Automobile Use and Violations on Campus*

Parking and other violation tickets may be appealed before the Traffic Control Committee Appeal Board. The Traffic Control Committee Appeals Board will normally meet once a month to hear appeals. The site for Appeals Board meetings will be provided at the time the appeal process is initiated. The board is comprised of a representative from: Student Government Association, Dean of Students, Provost (faculty rep), and the University Police.

1. Any person who feels a traffic violation or parking ticket issued by a University Police Officer is unjust may complete a "Violation Appeals Form" which may be obtained online from the University website <https://secure.hamptonu.edu/forms/hupd/appeal> . This form must be completed within seven days from the date of the ticket. After seven days, the ticket is non-appealable. Appearance is not mandatory at the Traffic Appeals Board hearing. A person may let their written appeal stand on its own merit or they may appear before the Board.

2. The Traffic Control Committee reserves the right to revoke the operating and/or parking privileges of any person who continues to violate the rules and regulations as set forth, or for other just and sufficient causes, such as reckless driving and excessive speeding offenses. Revoked operating and/or parking privileges will result in the motor vehicle being restricted from the campus grounds twenty-four (24) hours a day until the end of the revocation period.

The University does not assume any responsibility for the care and/or protection of any motor vehicle or its contents at any time it is operated or parked on the campus grounds. The University reserves the right to impound or immobilize any motor vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic, or any motor vehicle without an official campus decal, or with an altered or unauthorized campus decal, or without valid state license plates. The owner will assume the risk and the cost involved in removing, immobilizing and storing such vehicles.

Each person who desires to operate or park a motor vehicle on the campus grounds should refer to the University website [http://www.hamptonu.edu/police/traffic\\_admin/index.cfm](http://www.hamptonu.edu/police/traffic_admin/index.cfm) for a copy of the traffic rules and regulations.

All motor vehicles found in violation of traffic rules and regulations established by the University shall be issued a traffic citation. These citations shall be assessed in accordance with established policies. For additional information regarding privately owned vehicle registration, refer to the University website [http://www.hamptonu.edu/police/traffic\\_admin/index.cfm](http://www.hamptonu.edu/police/traffic_admin/index.cfm)

### **Use of University Vehicles**

Faculty/staff who wish to avail themselves of transportation for individuals and groups for official University business are to be guided by the following policies:

1. Requests for busses and/or station wagons are handled through the Office of Vehicle Services.
2. Persons submitting requests for these services must supply proper budget account numbers or make provisions for the financing of trips in advance.
3. Only staff persons who have valid Virginia operator's licenses may drive university vehicles.
4. From time to time, various departmental-related activities may require a ONE-TIME use of a University-owned vehicle. In such cases, the vehicle will be checked out to the responsible faculty or staff representative. Any designated driver (student or staff) must:
  - a. Register with the vehicle service supervisor.
  - b. Submit a current DMV OPERATORS Driving Record.
  - c. Present valid Operator's License to Vehicle Service Supervisor.
5. Steps a, b, and c above must be implemented at least forty-eight hours in advance of a vehicle issue. These procedures will be discussed upon making request for the use of a University-owned vehicle.
6. All persons who operate campus vehicles are personally responsible for any traffic violations or for penalties resulting from such violations.

Additional instructions concerning use of University vehicles and information in regard to chartering busses may be obtained from the Office of Vehicle Services.

### **Bicycle Use**

#### **Lamps Required on Bicycles, evening operation**

In accordance with State Code 46.1-263, all bicycles operated on campus will be used under the following regulations: Every bicycle, when in use between sunset and sunrise, shall be equipped with a lamp on the front which shall emit a white light visible in clear weather from a distance of at least five hundred feet to the front and with a red reflector on the rear which shall be visible from all distances in clear weather from fifty feet to three hundred feet to the rear when directly in front of lawful upper beams of headlamps on a motor vehicle. A lamp emitting a red light visible in clear weather from a distance of five hundred feet to the rear may be used in lieu of or in addition to the red reflector.

### **Riding Bicycles on Roadways and Bicycle Paths**

In accordance with State of Virginia, law 46.1-229.1, all regulations:

1. Every person operating a bicycle upon a highway shall ride as near to the right side of the highway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.
2. Persons riding bicycles upon a highway shall not ride two or more abreast except on paths or parts of the highways set aside for the exclusive use of bicycles.
3. All bicycle operators are required to abide by all rules of the road, such as traffic lights, stop signs, and yield signs, as provided for motor vehicles.

The University assumes no responsibility for accidents or lost bicycles.

**Skateboard Use on Roadways, Pathways and Sidewalks - Skateboards** are not identified as vehicles permissible in roadways, and so must be ridden on pathways and sidewalks on University property. Riders are encouraged to dismount when entering crosswalks.

A person riding skateboard or foot-scooter on a sidewalk or shared-use path or across a roadway on a crosswalk shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing any pedestrian.

### **Unmanned Aircraft System (UAS/Drones)**

Any use of a UAS (Unmanned Aircraft System)/Drone over the Hampton University campus or inside a campus building for hobby or recreational use is not permitted. Educational or Research Use may be authorized under these conditions:

1. Must obtain prior written approval from the Hampton University Chief of Police at least 48 hours prior to the use of the UAS.
2. Must provide date/time, purpose, and length of UAS operations, as well as the area of the campus where the UAS will be used.
3. Must comply with all Federal, State and City law
4. Must have experience in operating the UAS and operate them in a responsible manner.
5. Must not operate over areas of public assembly, stadium, or areas of construction.
6. Must not photograph, video, or monitor areas where other members of the Hampton University community or members of the general public would have a reasonable expectation of privacy. Any violations of law (trespassing, illegal surveillance, reckless endangerment) or violations of Hampton University policies may subject the individual(s) to both criminal and/or disciplinary action. Damages/injuries occurring to University property or individuals will be the responsibility of the UAS operator.

## **CAMPUS ACTIVITIES AND STUDENT ORGANIZATIONS**

### **RELIGIOUS LIFE: The Memorial Church**

Hampton University believes not only in constructive human relationships but also in the need for a meaningful relationship with God. *The Memorial Church* at Hampton University was organized in 1869. The present Church, built in 1886, has a quiet beauty which is conducive to meditation and which draws people from the busy whirl of campus life to a sanctuary for private or group worship. The doors of the church are always open.

The program of the campus church is directed by the Chaplain and a Chapel Board which includes both students and staff members. Worship service is held each Sunday at 11:00 a.m. Non-sectarian and interracial, the church welcomes into membership all who wish to follow the Christian way of life. Affiliation by associate membership, open to students, does not affect membership in hometown churches.

The Chaplain is available for personal counseling in the Office of the Chaplain, Room 5, Clarke Hall.

### **Memorial Church Choir**

The music for the Sunday morning service is provided by a volunteer church choir. Membership in this choir is open to any student or staff member.

### **Attendance at Chapel Services**

All students are urged to attend the University church service on Sunday at 11:00 a.m.

### **The Inter Faith Council**

The Inter Faith Council was established in the Spring Semester, 2008, to act as the governing body for all student faith organizations. In acknowledging the many, multi-faceted groups of beliefs on campus, several student organizations have been established to meet the needs of the entire University community. The Inter Faith Council shall be comprised of members of various authorized student religious groups on campus who, although they may have differing viewpoints, have one vision in common. Under the supervision of the Office of the Chaplain, the Inter Faith Council shall meet at least once each semester to help foster the following objectives:

- (1) To sponsor and work towards establishing a cooperative community spirit among religious groups on the Hampton University campus
- (2) To dispel the myths and misunderstandings others may hold about various religions, faiths, and belief systems.
- (3) To undertake the task of establishing a bond of mutual respect and understanding between the groups that they represent.
- (4) To recognize the legitimacy of other religious groups on campus, in that each religious organization has the right to practice its individual traditions and exist peacefully on the campus, as guaranteed by the Code of Conduct.

### **CONSTITUENT BODIES OF THE INTER FAITH COUNCIL INCLUDE:**

#### **The Student Christian Association (S.C.A.)**

The S.C.A., a fellowship of students, staff and faculty, engages in varied programs of religious activities. Membership in the S.C.A. is open to any member of the University. The S.C.A. is affiliated with state, regional, national and world student Christian movements. The office of the S.C.A. is in Clarke Hall.

#### **Athletes for Jesus**

The Athletes for Jesus is a fellowship of Christian student athletes that seeks to unite athletes, as well as non-athletes on college campuses through fellowship, social activities, and the teachings of Jesus Christ and promoting spiritual wellness

### **The Catholic Campus Ministry**

The Catholic Campus Ministry is a fellowship focused on incorporating those students that practice Catholicism and allow others to learn a fuller expression of the Catholic faith during their collegiate experience.

### **Muslim Student Fellowship**

A non-profit, non-partisan, religious, cultural and educational student association, one of the main objectives of this fellowship is to inform the university community of the religion of Al-Islam. Membership is open to all students enrolled in the University.

### **Courses in Religion**

Courses in Religion are offered as part of the regular curriculum of the University. For specific course titles, credit hours and course descriptions please consult the Academic Catalogue.

### **Adherence to College Schedules Despite Religious Beliefs**

Hampton University is a non-denominational university and respects the right of its constituents, students, faculty and staff to worship in accordance with their beliefs. However, it is the policy of Hampton University that all who matriculate and/or are employed by the University will adhere to the class and work schedules of Hampton University.

## **CULTURAL EVENTS**

### **The Musical Arts Series**

Founded in 1920 by R. Nathaniel Dett, the Musical Arts Series has established and maintained a tradition of presenting the highest caliber of nationally and internationally recognized artists in the areas of music and dance. Programs designed to enrich the cultural experiences of the University community and the surrounding community, are presented. Classical, jazz and popular programs of high merit appear under this program series. All regularly enrolled students are admitted to these activities with their I.D. cards. Students are encouraged to obtain their tickets at the Student Center Office for each event in advance of the scheduled performance.

### **Assembly Programs**

Periodically, the University administration will call meetings for all students to discuss pertinent programs and projects. Attendance at these meetings will be required since information will be disseminated concerning the University which is of vital interest to all students.

### **The Lecture Series**

A series of lectures and special events of interest to members of the University is presented in the Lecture Series. Distinguished lecturers appear on these programs which are open to the University community and the general public. Admission may be charged. Students, faculty and staff members are expected to attend the lectures of their choice.

## **UNIVERSITY-WIDE ASSEMBLIES AND SPECIAL OCCASIONS**

Special occasions at Hampton University highlight the academic year and are times when the entire University comes together to honor some of its members or commemorate events in its history. Attendance at these events is greatly encouraged, and may be mandatory for some groups of students in fulfillment of course-related requirements. These grand occasions always recognize special accomplishments, milestones and achievements by members of the University community or citizens of our global community. The opportunity to interact with our guests makes a significant contribution to the value-added *education for life* offered to all Hampton University students.

### **Convocation**

To open the academic year and restate the purpose which the University serves, a convocation is held immediately following the opening of the fall semester. A speaker of note, chosen from the faculty or from the distinguished scholars of the world, gives an address keynoting the academic work of the University for the year.

**Homecoming**

To honor its graduates, a weekend in the fall semester is set aside for Homecoming. Visiting alumni may renew acquaintance with the University and its members. Activities include the Homecoming parade, a home football game with special pre-game and half-time programs and special social events highlight the weekend, presided over by "Miss Hampton University." Miss Hampton University is chosen by competing in a pageant. The event is planned annually by University Relations in conjunction with the Office of Student Activities and the Department of Music.

**Founder's Day**

The University sponsors special activities on the Sunday nearest January 30, the birthday of General Samuel Chapman Armstrong, the founder of Hampton University. These events provide the Hampton University community and the general public an opportunity to reflect on the many accomplishments and traditions of our great University.

**Family Weekend**

Family Weekend is an annual observance of special interest to the entire University community, when parents and relatives of all students are invited as University guests to visit the campus. A special program of activities is planned to acquaint visitors with the University program and to create a unifying school spirit. "Open House" is the general theme of the day and is held in all residence halls and departments. An opportunity is provided for parents to confer with faculty and administrative staff persons during this weekend.

**Honors Convocation and Honors Banquet**

Each spring a University-wide Honors Day Program is sponsored by the Honors College with the assistance of the campus honor societies. Individual awards are presented and recognition is given to students who have made outstanding academic achievements.

An Honors Banquet is scheduled each spring. Honor students are invited to this banquet for recognition of their outstanding scholastic achievements.

**Commencement**

The awarding of degrees and honors to students successfully completing their academic work is the climax of the University year. Distinguished speakers deliver the commencement address. Alumni return for the annual reunion and to honor the graduates. Families of graduates join in the celebration of work well done and honors won.

**STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) of Hampton University has the purpose of uniting the student body into one smoothly functioning organization. The Student Government Association shall be recognized as the official body representing the students of Hampton University, taking precedence over all other student organizations in matters relating to the general welfare of the student body.

As the recognized student governing agency, the Student Government Association shall exercise the right, either upon its own initiative, or upon the initiative of student, faculty or administrative individuals, groups, or organizations, of investigating general problems of student life and activity in the University community, and of making reports and recommendations to officials and official bodies of the University. The Student Government Association membership consists of the Student Legislature and the Student Executive. (All persons interested in the Student Government Association should refer to the Student Government Association Constitution for complete information).

The academic eligibility requirement for the President and Vice President of the Student Government Association, Student Representative to the Board of Trustees, Miss Hampton University, Mister Hampton University and for all executive officers of all student organizations, members of the Dr. Greer Dawson Wilson Student Leadership program, and class attendants, is a 2.500 cumulative average with a minimum of 2.500 achieved the semester prior to running for office and the semester while running. Once elected a 2.500 average must continuously be maintained throughout the "terms" elected.

### **President and Vice President of the Student Government Association**

President - Any regular student in good standing who is a rising junior or senior (note: also must meet academic eligibility requirements, see page 144), will be eligible for election for a one-year term; the expectation being that this person will serve throughout his or her junior or senior year. A junior elected to the presidency may also seek a second term as a senior. Such persons are to be elected by the student body. The election of the SGA President should be carried out by secret ballot, under the direction of the Office of Student Activities. Should the President cease to be qualified for the position, the officer will be removed from office and replaced by the Vice President at the discretion of the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT).

1. *Order of Succession – in the event that the President ceases to be qualified for the position by illness, social probation, or resignation, the Vice President will be elevated to that position to complete the one-year term of office. Thereafter, a Vice President will be appointed by the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT). If the Vice President is a junior, he or she may also seek election to the position of President the following year.*
2. *Roberts Rule of Order of Succession- “It must not be forgotten that in the case of the absence of the president the first vice president must preside, and in case of the illness or resignation or death of the president that the first vice president becomes president for the unexpired term, unless the rules specify how vacancies shall be filled. In such case the second vice president becomes the first, and so on. It is a mistake to elect a vice president who is not competent to perform the duties of president” stated from Roberts Rule of Order Article X no. 58.*

Vice President - Any regular student in good standing who is at least a rising junior (note: also must meet academic eligibility requirements, see page 144), that is, a student who has achieved at least junior status in good standing, will be eligible for election for a one-year term. Such persons are to be elected by the student body. The election of the SGA Vice President should be carried out by secret ballot, under the direction of the Office of Student Activities. Should the Vice President cease to be qualified for the position, the officer will be removed from office and replaced at the discretion of the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT).

### **Student Representative to the Board of Trustees**

Any regular student in good standing who is a rising senior who has been enrolled at Hampton University for 3 years (six consecutive semesters) who will complete their last year will be eligible for election for a one-year term; the expectation being that this person will serve throughout his or her senior year. (Note: also must meet academic eligibility requirements, see page 144). Such persons are to be elected by the student body. The election of the Student Representative should be carried out by secret ballot, under the direction of the Student Government Association and the Office of Student Activities. Should a Student Trustee cease to be qualified for the position, the officer will be removed from office and replaced at the discretion of the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT). In the event that the Student Representative to the Board of Trustees ceases to be qualified for the position for any reason, a Student Representative to the Board of Trustees will be appointed by the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT).

### **Student Judiciary Committee and the Student Judiciary Referral Form**

- **The Student Judiciary Committee** is empowered to adjudicate delegated issues between students and student infractions of University policy. The Committee will hear inner-room visitation violations, residence hall noise complaints, community living infractions, roommate issues, dress code violations, organizational conflicts, graffiti, throwing snowballs, eggs, or other objects, gambling, smoking, lewd behavior, disruptive behavior (student to student), obscene language, and demonstrations.
- **Student Judiciary Referral Form Procedure:** Any student may obtain and complete a copy of the Student Judiciary Referral Form and submit the form with any accompanying documentation to the Office of Judicial Affairs.
- The Dean of Students will review the Student Judiciary Referral Form and make a recommendation to the Vice President for Student Success & Enrollment Management within 72 hours. Once it has been determined that the matter may be referred to the Student Judiciary Committee, the students may elect to have their issues adjudicated by administrators rather than by their peers.



- Discipline consequences may include community service, letter of warning, learning outcomes projects (classroom presentations and essays.)
- Please refer to the Student Government Association Constitution, Article VI-*Student Judiciary Committee* and the Official Student Handbook for more detailed information regarding policies, procedures and rights for hearings.
- In the event that there is a conflict between students as to which judiciary body is to hear the case, the Dean of Students will make the determination.
- Violations involving drug use, academic standing, criminal offenses, sexual misconduct and assault will not be heard by the student judiciary. Hearings with possible outcomes of expulsion and suspension will not be heard by students.
- A copy of the **Student Judiciary Referral Form** is available in the Appendix section of this Handbook.

### **THE STUDENT UNION BOARD**

The Student Union Board is composed of student representatives from the residence halls and the commuting student population. The Board's purpose is to plan activities and programs for the University community. This group also assumes responsibilities for assisting with the operational functions of the Student Center in building supervision and application of building policies.

### **THE PRE-ALUMNI COUNCIL**

The Pre-Alumni Council was organized in November, 1960. Council membership is designed to include pre-alumni clubs from the several states and nations, the International Students Association, and the four undergraduate classes. The Executive Council of the Pre-Alumni Council consists of the President, Vice President and Recording Secretary of each state and of the International Students Association; the President and Vice President of each undergraduate class and the President of the Student Government Association. The Pre-Alumni Council operates under the auspices of the Office of Alumni Affairs.

### **THE WOMEN'S SENATE**

All women students are members of the Women's Senate. The Senate's purpose is to create and maintain a sense of unity and fellowship among women students. The officers of the Senate's Cabinet are elected by the entire women's student body, while the other members are chosen from each women's residence hall and from the off-campus women's council. The professional staff of Student Activities serves as advisors.

### **THE MEN'S ASSOCIATION**

The Men's Association is an organization that fosters the development of fellowship, cooperation, respect, brotherhood and scholarship among men. The Association, comprised of Resident Assistants, officers and representatives from each male residential facility, serves as a coordinating committee to provide programs and activities on behalf of the membership in the residence halls and throughout the campus. All men of Hampton University are members. Information about participation in the Men's Association is available in the residence halls or the Office of Judicial Affairs.

### **INTERNATIONAL STUDENTS ASSOCIATION**

The International Students Association was organized in 1973 to provide a social, intellectual and recreational body for international students attending Hampton University. Citizens of other countries, including the United States Virgin Islands, are automatically members unless they decline to participate. Native Americans may participate in this organization as associate members. The Advisor to the International Students Association is the International Students Advisor designated by the President of Hampton University.

## **WHO'S WHO AMONG STUDENTS IN AMERICAN COLLEGES AND UNIVERSITIES**

The students recognized in "Who's Who" each year are nominated from colleges and universities. Their selection is based on the following criteria: the student's scholarship, cooperation and leadership in academic and co-curricular activities, citizenship and service to the school, and promise of future usefulness. Hampton University students are chosen by a student-faculty committee appointed by the President of the Student Government Association and approved by the Vice President for Student Success & Enrollment Management.

### **ORGANIZATION OF GRADUATE STUDENTS**

The Organization of Graduate Students is the official body representing all graduate students of Hampton University, serving as a liaison between the graduate faculty/staff and graduate students. The organization promotes academic excellence in all areas by expressing concerns relative to the Graduate College and of impressing upon the graduate/undergraduate students and the surrounding community the existence of the Graduate College through recruiting, attending conferences and sponsoring educational events reflecting the constructive concerns of the graduate student body. Membership is open to all registered graduate students in good academic and social standing.

### **PEP SQUAD**

The Pep Squad promotes school spirit, render support to the cheerleaders, actively participate in athletic activities through routines, and perform at halftime programs during the basketball games. All interested students may join at the beginning of the school year.

### **SERVICE LEARNING AND LEADERSHIP ORGANIZATIONS**

Service Learning and Leadership organizations play a vital role in the holistic development of Hampton University students by providing community service experiences and interpersonal and leadership skills training opportunities. Service Learning and Leadership organizations may be associated with departments at the University that provide special services and support to the University and local-area communities. Examples of these organizations include the Dr. Greer Dawson Wilson Student Leadership Development Program (Student Activities), the Peer Counselors (see description under Counseling Center) and Summer Peer Helpers (Counseling Center) and the Resident Assistants Association (Residence Life & Housing).

Students who are selected to participate in service learning and leadership organizations are expected to maintain model citizenship throughout their tenure of service. In addition to academic requirements, student deportment in accordance with the principles of the Code of Conduct is required of all students who aspire and ascend to leadership roles at Hampton University. This privilege of service may be rescinded and the student removed from position by administrative action of the Vice President for Student Success & Enrollment Management, the Dean of Students or the Director of Student Activities if the student ceases to be qualified or has been found in violation of Official Student Handbook policies and the Code of Conduct.

#### **The Dr. Greer Dawson Wilson Student Leadership Program**

The Dr. Greer Dawson Wilson Student Leadership Program has three main purposes. (1) to orientate freshman students to Hampton University (2) to offer service to the Hampton University community whether it is ushering or the presence of Student Leaders at a university event or a service project and (3) to provide leadership training to students in the program.

The development of leadership skills encompasses the cultivation of communication, time management, interpersonal skills, in addition to encouraging and providing the opportunity for participants to learn more about themselves. The various services to the University, which afford student leaders opportunities to apply that which they have learned in

the program, are outlined in the Student Leader Handbook. Student Leader Responsibilities: The position of student leader brings with it numerous responsibilities. Student leaders are involved in every facet of the University program from freshman orientation to senior week festivities.

### **Resident Assistants Association**

The Resident Assistants Association is comprised of the body of students that serve as Resident Assistants in the residence halls. The Association works closely with the Coordinators of the RA Program and the Director of Residence Life and Housing in providing the residence life program, and essential services. The membership helps to foster the development of leaders, collegial relations and other learning activities for the RA's. The Association encourages individuals to aspire to the highest ideals and expectations for persons who serve in residence life, and professional settings or possible careers in department literature, professional association journals and through active participation in state, regional and national conferences.

### **Student Recruitment Team (Office of Admission)**

The purpose of this organization is to coordinate and conduct all campus tours for prospective students and parents, to assist the Admission Office with campus visitation programs and to encourage members of the student body to visit their high schools and tell of their Hampton University experiences. Membership is open to those students that are interested in student recruitment and who attend the annual training sessions conducted by the Admission Office.

## **STUDENT PUBLICATIONS**

### **The Hampton Script**

The Hampton Script, the official student newspaper, offers interested students an opportunity to present independent ideas, opinions and facts about campus and world news. It maintains membership in the Associate Collegiate Press. Awards are made to members of the Editorial Staff who make outstanding contributions during the school year.

### **The Hamptonian**

The Hamptonian is the official yearbook of the university. The staff is composed of volunteers from the student body. The publication provides students interested in graphic design, photography and marketing with an opportunity to design and market a full-color annual. The Hamptonian is available for purchase at the Collegiate Bookstore in the Spring.

## **HONOR SOCIETIES**

The following nineteen (19) organizations have been recognized by the University for fostering and maintaining high academic standards, citizenship and collective scholarship within the student body. Descriptions of the purpose and goals of an organization, historical information and current contact information about Honor Societies may be obtained from the Honors College, located on the first floor, W.E.B. Dubois Hall or from the Office of Student Activities, first floor, in the Student Center. Current information for department-based honor societies may also be obtained from that academic department.

Accounting Honor Society  
Alpha Kappa Delta International Sociology Honor Society  
Alpha Kappa Mu Honor Society  
Alpha Mu Gamma Foreign Language Honors Society  
Alpha Phi Sigma Criminal Justice Honor Society  
Beta Kappa Chi Scientific Honor Society  
Golden Key National Honor Society  
Kappa Tau Alpha Journalism and Mass Communications Honor Society  
Mu Kappa Tau Marketing Honor Society

National Collegiate Athletic Honor Society  
National Society of Scabbard and Blade Military Cadet Honor Society  
Sigma Alpha Political Science Honor Society  
Phi Alpha Delta Pre-Law Fraternity Honor Society  
Psi Chi National Honor Society  
Rho Chi Honor Society  
Sigma Pi Sigma Honor Society  
Sigma Theta Tau Nursing Honor Society  
Sigma Tau Delta International English Society  
Upsilon Pi Epsilon, Computer Information International Honor Society

## FINE AND PERFORMING ARTS AND CAMPUS-WIDE ORGANIZATIONS

The organizations listed in this section represent campus-wide or open membership groups that either serve all students or represent the student body in a specialized manner.

### **Hampton University Players**

Participation in the Hampton University Players is designed to give students experience in theater management, production and organization. Those students with interests and abilities in acting, directing, designing, management and playwriting will find opportunities for expression and growth. Training and experience in this activity provide creative outlets on both professional and non-professional levels.

### **Opera Theater**

Opera Theater provides students with an opportunity to develop their talents in the area of voice and acting through the performance of operatic roles. Workshops enhance students' fundamental knowledge of stage directing, costume design, makeup and set construction. Individual performance assignments enable students to apply all knowledge and skills acquired. In addition, students have the opportunity to perform in at least one major production each year. Students also attend performances of major opera companies to enhance their development and appreciation of the art form. Students who participate in Opera Theater may receive academic credit.

### **Radio Station WHOV-FM**

Hampton's Own Voice, 88.1 FM, is a member of the Intercollegiate Broadcasting System and provides practical experiences in general and technical aspects of broadcasting. WHOV-FM broadcasts seven days a week, including in its programming format news, music, discussions, plays, special events and other programs of interest to the college community and the surrounding communities of Norfolk, Chesapeake, Newport News and Hampton, Virginia.

The Radio Club is a subsidiary affiliate of WHOV-FM and serves as a feeder program for station personnel. Membership in the Radio Club is open to all students.

### **The Terpsichoreans**

The Terpsichoreans offers an opportunity for developing skills in techniques of movement and for performing in dance productions. Students audition in the fall and should have a background in modern, ballet, jazz, ethnic and tap. The company presents two full concerts on campus each year, tours, conducts master classes, seminars and workshops both locally and on tour, and provides instructors for the University Children's Community Dance Program.

### **Hampton University Band Program**

The Hampton University Band Program consists of the Marching Force, the Symphonic Winds, the Concert Band, Basketball Pep Band, Jazz Band, and Symphonic Band. Each of these organizations strives to provide a high level of musical experience for its members. These organizations provide music for various university functions under the umbrella of the Department of Music.

### **The Marching FORCE**

The Hampton University Marching Force is made up of a select group of approximately 250 members. Membership is open to all registered students at Hampton University for one-hour academic credit. Members are selected during the Fall Pre-School Band Camp, which is held before the beginning of the fall semester. Any enrolled students who become interested in performing in the band may try out during the Annual Spring Band Camp. "The Force" performs at all home football games and selected away games.

The Marching Force consists of both music majors and non-music majors. Membership is offered to students who play traditional marching band instruments. Students may also try-out for the following auxiliary positions:

*Flag Corps*

*Banner Carriers*

*Dancers*

*Managers*

**The Symphonic Winds**

The Hampton University Symphonic Winds, founded in 1991 by Barney E. Smart, is an ensemble designed to provide opportunities for music majors and outstanding instrumentalists to perform traditional and avant-garde band literature at the highest level possible. Membership to this ensemble is strictly based on the student's ability to pass a performance audition and meet the wind ensemble instrumentation concept. The Symphonic Winds perform at campus concerts and tours annually.

**The Concert Band**

The Hampton University Concert Band is an ensemble designed to provide opportunities for all Hampton University students to continue playing their instrument after the culmination of marching band season. It also provides an opportunity for music majors to develop their skills on a second instrument. Selected members of the Concert Band perform at on campus concerts and events, including Senior Week, Convocation, and Commencement. The band performs basic band literature at the highest possible level. Members in the Concert Band must be enrolled in the class for one hour of academic credit. Classes meet twice per week during the second semester of each academic year.

**The Pep Band**

The Hampton University Pep Band is a small group of students who play for both the women and men's basketball games. The prerequisite ensemble for participation in the Pep Band is the marching band. The Pep band performs at every home game and selected away games. Membership is granted via the appointment of the director. The Pep Band is open to students who play traditional band instruments

**The Symphonic Band**

The Hampton University Symphonic Band is an ensemble consisting of members from the Symphonic Winds and Concert Band. The Symphonic Band is organized one week prior to graduation. Its purpose is to perform at the Senior Week Concert and Commencement.

**University Choir**

The University Choir provides music for all major campus events, i.e., Founder's Day, Convocation, Commencement, etc. It also provides music for the University Memorial Chapel service. The University Gospel Choir, His Chosen Sounds provides an outlet to those students desiring to sing gospel music. His Chosen Sounds presents several major concert series and provides music for chapel services. The University Concert Choir is the primary touring choir for the University. It has toured major performance venues in Chicago, New York, Miami, Atlanta and the Virgin Islands to name a few. This group tours twice annually and performs throughout the school year on weekends. It supports the larger choirs on major programs and occasionally provides music for chapel services. Other choral groups include the Vocal Jazz Ensemble: "Jazz" and the University Show Chorale. All choral groups are open to the entire campus community through audition.

**University Orchestra**

Open to all students, music majors and members of the university community who play instruments and have an interest in orchestral music.

## DEPARTMENT-RELATED STUDENT ORGANIZATIONS

Information concerning department-related organizations may be obtained from the academic discipline that it serves or from the Office of Student Activities. Department or class-related organizations have a purpose of encouraging growth and awareness among members of the various departments to careers, graduate and professional schools, community service opportunities and other ways to promote the organization. They provide intellectual, social as well as cultural and recreational outlets for majors and others to participate in while enhancing the holistic development of the students who become involved.

<p>American Association for Computer Machinery          American Institute of Architecture Students (AIAS)          American Institute of Biological Sciences - Student Chapter          American Red Cross          Bigger's Circle          Biology Club          Bloomberg Business Journalism Club          Calliope Literature Society          Chemistry Club          Chi Eta Phi Sorority, Inc.          College Republicans          Health, Physical Education and Recreation Majors Club          History Club          Institute of Electrical and Electronic Engineers (IEEE)          Majestic Dance Troupe          Marine and Environmental Science Club          Math Club          McCullough's Raiders          Model United Nations          Music Educators National Conference Student Chapter (MENC)          NAACP – Student Chapter          National Association of Black Accountants (NABA)          National Association of Black Journalists (NABJ)          National Council of Negro Women          National Organization of Minority Architecture Students          National Pan-Hellenic Council</p>	<p>National Society of Black Engineers (NSBE)          National Society of Pershing Angels          National Society of Pershing Rifles          National Student Speech &amp; Language Association          Orchestra Association          Phi Mu Alpha Sinfonia Fraternity of America          Physics Club          Political Science Club          Pre-Health Club          Pre-Medical Club          Psychology Club          Public Relations S. S. of America          ROTC Sub-Chapter 33A of Chapter 33A of the Reserve Officers Association of the United States (ROA)          Sigma Alpha Iota International Music Fraternity for Women, Inc.          Sister to Sister          Society for the Advancement of Management (SAM)          Society of Business Professionals          Society of Physics Students          Society of Women Engineers          Sociology Club          Student-Athlete Advisory Committee (SAAC)          Speech Communication Club          Students in Free Enterprise (SIFE)          Student National Pharmaceutical Association          Student Nurses Association          Tau Beta Sigma National Honorary Band Sorority, Inc.          Triple S Club (Student Support Services)          Young Democrats</p>
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## SOCIAL ORGANIZATIONS

### **Fraternities, Sororities and Social Fellowships**

Hampton University has traditionally hosted chapters of the nine national Greek-letter organizations on its campus since 1947. Since their founding after the turn of the 20th century, African-American fraternities and sororities have made significant contributions to the human development process. Existing often in hostile educational and social environments at their home campuses, Black Greek-lettered organizations have extended for their members and for the broader community a constructive tradition. This tradition has included academic support, bonding in extended families, community service and the promotion of ideals and values that have aided personal and group development. At Hampton University, this proud tradition has also included involvement at all levels with activities and programs of service to the University and the student body, in general.

The organizations include: Alpha Phi Alpha Fraternity, Incorporated, Omega Psi Phi Fraternity, Incorporated, Phi Beta Sigma Fraternity, Incorporated, Kappa Alpha Psi Fraternity, Incorporated, Iota Phi Theta Fraternity, Incorporated Fraternities; Alpha Kappa Alpha Sorority, Incorporated, Delta Sigma Theta Sorority, Incorporated, Zeta Phi Beta Sorority, Incorporated and Sigma Gamma Rho Sorority, Incorporated Sororities; Groove Phi Groove and Swing Phi Swing Social Fellowships, Inc.

## ATHLETICS

The Department of Intercollegiate Athletics is under the administrative supervision of the Athletics Director (AD). Until 1995, Hampton University, as a founding, charter member of the Central Intercollegiate Athletic Association (CIAA) participated in Division II of the NCAA (National Collegiate Athletic Association). Effective September 1, 1995, Hampton was reclassified to Division I status in the NCAA within the Mid-Eastern Athletic Conference (MEAC). Effective July 1, 2018 Hampton University transitioned to the Big South Conference after 22 years in the MEAC. Effective July 1, 2022 Hampton University transitioned to the Colonial Athletic Association after 3 years in the Big South. Hampton competes in eight sports for men, ten sports for women and one co-ed sport. Women’s sports include: Basketball, Cross Country, Soccer, Softball, Volleyball, Indoor Track, Outdoor Track, Tennis, and Triathlon, Men’s sports include: Football, Cross Country, Basketball, Indoor Track, Outdoor Track, Lacrosse and Tennis. Hampton University hosts one co-educational athletic program in Sailing.

### **SPORTS MEDICINE/ATHLETIC TRAINING ROOM**

1. Book bags are to be left in the locker-room or outside the athletic training room.
2. Showering and having clean attire is **MANDATORY** prior to treatment, no excuses.
3. **Athletes are required to schedule an appointment with their athletic trainer 24 hours in advance for rehab/treatment via TEAMWORKS. No appointment, no treatment. No walk-ins unless it's an emergency.**

**Appointments for rehab/treatment need to be done prior to practice time (if the team has an afternoon practice.)**

- Student-athletes must to come to the allotted time that they scheduled, if they do not show up that day, they have to schedule the following day. To limit how many athletes are in the athletic training room, the staff may follow a 2x/week in person rehab/treatment and will be given a home rehab exercise program for other days. **(Each student-athlete needs to be held accountable for completing the Home Exercise Program.)**
  - Additional rehab space will be the lobby in front of the athletic training room & the gym, and possibly outdoors (Holland Hall Athletic Training Room).
    - Convocation Athletic Training Room (loading dock ramp, concourse, & court area)
    - a. Self-serving treatment (i.e. foam rolling, stretch bands, use of GameReady units & Normatec) will take place outside the Holland Athletic Training room & Convocation Athletic Training room.
      - Student-athletes using the equipment will need to wipe down after use.
  - Staff will wear gloves at any time physical contact will be made with the athlete.
  - All individuals will wash their hands or use hand sanitizer both entering and exiting the athletic training room.
  - High volume touch points individual offices will be wiped down daily by employee or designee that occupies that office.

**\*Consideration would require collaborative efforts with other departments.**

### **Our Division I Athletic Program, Colonial Athletic Association**

<b>MEN</b>	<b>WOMEN</b>	<b>CO-ED</b>
Basketball	Basketball	Sailing
Cross Country	Cross Country	
Football	Indoor Track	

Indoor Track	Outdoor Track
Lacrosse	Soccer
Outdoor Track	Softball
Tennis	Volleyball
	Tennis
	Triathlon

**Awards:** Letters are awarded for satisfactory participation in varsity sports. Various awards are also provided for men and women who participate in intramural sports.

**Cheerleaders:** All interested students may try out during the fall and spring semesters.

### Hampton University Facilities for Sports and Recreation

2 outdoor basketball courts	6 outdoor tennis courts
Exercise and training room (Holland Hall)	1 swimming pool (Olympic size)
Football Stadium (seats 10,000)	Volleyball Court
Convocation Center (seating capacity of 7,200 for basketball and 8,200 for concerts)	Lady Pirate Softball Stadium
Nielson-Screen Tennis Stadium	Fitness Center (2 <sup>nd</sup> Floor) and Indoor Track (3 <sup>rd</sup> Floor)
	Women's Soccer Field

### INTRAMURAL SPORTS PROGRAM

The Office of Intramural Sports Program is part of the Department of Intercollegiate Athletics under the administrative supervision of the Athletics Director (AD). Its office is located in Holland Gym on the second floor in room 201. The program includes intramural sports, club sports, recreational, and fitness and wellness activities. Its purpose is to provide programs designed to fulfill the fitness and recreational needs of Hampton University Students, Faculty, and Staff.

The Intramural Sports Program offers an array of team intramural programs. These programs are designed to meet the competitive and recreational needs of Hampton University's community. Programs include traditional and non-traditional team sports. Students organize teams and individuals can join through a free-agent program. Registration and signup is conducted through [IMLeagues.com](http://IMLeagues.com) for **ALL** intramural sports and recreational activities. To be eligible to participate in any intramural sports program activity, students (undergraduate and graduate) must be currently enrolled and faculty and staff must be a full time employee at Hampton University.

The Office of Intramural Sports Program staff offers a wide variety of sports and recreational opportunities. Offered opportunities will both support and enrich the campus life. Typical intramural sport and recreational programs include the following: *Aerobics (Co-Ed), Billiards (Co-Ed), Basketball (Men/Women), Bowling (Co-Ed), Dodgeball (Co-Ed), Flag Football (Men), Futsal (Indoor Soccer) (Co-Ed), MixedFit (Co-Ed), Powder Puff Football (Women), Soccer Club Team (Men), Spades (Card Game) (Co-Ed), Tennis (Co-Ed), Volleyball (Co-Ed), Lacrosse Club Team (Women), Open Gym (Co-Ed), Zumba (Co-Ed), Yoga (Co-Ed) and various sports video game tournaments.*

One of the program's goals is to present information to participants that will empower them to learn and to practice life-long fitness, good nutrition and health habits or to maintain healthy lifestyles that they have already established.

The Office of Intramural Sports Program employs students to assist with the operation of the program. Through employment, students receive first hand managerial experience and transferable skills that can be applied to "real world" challenges. Employment opportunities are positions of leadership, which enhance the students' social experiences. Participating students contribute to the University's reputation as a pioneer in programming for student leadership and development.



## POLICIES ON STUDENT AFFAIRS AND ORGANIZATIONAL ACTIVITIES

The general policies which govern student activities were established by the Committee on Student Affairs and have been revised periodically to meet the varying demands of student development, functionality and in response to changes in federal law.

Policy formulation, recommendations for revisions and decisions governing the activities of student organizations are currently administered by the Student Affairs Council (formerly Personnel Council, established in 1950) and the Student Development Leadership Team (SDLT).

**The Student Development Leadership Team**, comprised of the Dean of Students and the Directors in Student Affairs, is responsible for the formulation and approval of policies regulating Student Affairs. Input is also received from the Student Government Association and other student groups, including Ad Hoc Committees authorized by the Administrative Council, to monitor, to research and to recommend policy developments.

**The Student Affairs Council** is responsible for recommending and implementing policy and to advise all student organizations and student activities. An administrative and advisory body, its membership includes the Vice President for Student Success & Enrollment Management, the Director of Residence Life & Housing, the Dean of Students, Director of Freshman Studies, the Associate Comptroller for Student Services, the Director of Athletics, the University Chaplain, the Director of Financial Aid, the Faculty Delegate to the Student Government Association, and five students chosen by the President of the Student Government Association. The Director of Student Involvement and Leadership is also a member and serves as the chairperson of the Student Affairs Council.

The Student Affairs Council and or Chairperson gives guidance to all student organizations. It coordinates and regulates the activity program of the University. The Council and or Chairperson receives and acts upon requests from student organizations for permission to hold affairs of an educational, cultural and social nature. It administers the University Calendar of co-curricular activities.

The Student Affairs Council administers the University rules and regulations regarding the conduct of activities sponsored by student organizations.

In considering requests from student organizations, the Student Affairs Council is guided by the following general principles:

- The program of student activities should be auxiliary to and not in conflict with the academic program of the University.
- All co-curricular activities should contribute to the primary objective of helping students achieve an intelligent and constructive approach to the problems of living in the twenty-first century as college graduates.
- Co-curricular activities should not be allowed to increase in number or variety to the extent that participation by students, individually or collectively, interferes with normal progress towards graduation or with the ability of the university to function as an educational institution.
- The kinds of activities sponsored by student groups should be appropriate in nature and quality to a college campus.
- All student organizations must schedule their activities (regular and call meetings) through the Office of Student Activities.

Functions of the Student Affairs Council:

- a. The Council shall formulate policies and regulations for the presentation of public programs by student groups.
- b. The Council shall recommend new organizations for formal recognition by the University.
- c. The Council shall recommend policies and regulations to govern the social conduct of student organizations specifically and the student body, generally.
- d. The Council shall recommend standards of conduct in all other areas that affect student organizations and the student body in non-academic matters.
- e. The Council shall recommend and refer all academic matters to the appropriate Standing Committees of the Faculty.

- f. The Council shall seek to develop means whereby student-faculty relationships and communications are improved.

Submission of Proposals to the Student Affairs Council:

1. Faculty members may present directly, or through a member of the Student Affairs Council, a proposed revision of rules.
2. Any student or student organization proposing changes should present them to the Student Government Association for consideration. The Student Government Association shall transmit its recommendations to the Student Affairs Council.
3. Proposed changes in policy may be initiated in the Student Government Association and, upon affirmative action by that body, referred to the Student Affairs Council for consideration.
4. The Student Affairs Council may request the Student Development Leadership Team to consider revision of rules governing student activities.
5. All changes in policies decided upon or revised by the SAC and SDLT must be approved by the Administrative Council of the University.

**Policies governing eligibility for student participation in co-curricular activities:**

1. **Eligibility** for student participation in co-curricular activities is determined by the following regulations.
  - a. Freshmen may participate in one major and one minor activity.
  - b. During the first semester of the second year of residence a student may participate in one major and one minor activity.
  - c. After the first semester of the second year of residence, the following regulations apply:
    - i. A sophomore, junior or senior student with a cumulative average of 2.000 to 2.499 may participate in three activities, not more than one of which shall be a major activity.
    - ii. A sophomore, junior or senior student with a cumulative average of 2.500 or better may participate in any number of activities.
  - d. Students on academic probation are ineligible to participate in any co-curricular activity.
  - e. Upon recommendation of The Director of Student Health Services, a student's participation in activities may be limited for reasons of health.
  - f. All students who represent the University in any activity must have the approval of the Dean of Students (Social Clearance) and the Director of Student Activities.
2. **The Academic Eligibility** requirement for the President and Vice President of the Student Government Association, Student Representative to the Board of Trustees, Miss Hampton University, Mister Hampton University and for all executive officers of all student organizations, members of the Dr. Greer Dawson Wilson Student Leadership Program, class attendants, and members of fraternities and sororities is a 2.500 cumulative average with a minimum of 2.500 achieved the semester prior to running for office. While in office a 2.500 average must be maintained each semester while holding that office. If the officer fails to maintain the required 2.500 average, the Officer will be removed from office and replaced at the discretion of the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT). These persons must also have social clearance approval before their names are officially listed as candidates for elections.
3. **Class Election Academic Eligibility** for class officers and other organizations where eligibility is also determined by credit hour completion shall not exclude persons whose number of credit hours exceeds the minimum number of hours for class eligibility. This means that a person who has earned sufficient credit hours to have "senior" classification, who has chosen to affiliate with the junior class that they entered the University with as a freshman, shall be considered eligible to run for Junior Class office and to vote in the class election as a member of the junior class. This policy shall apply to all class elections and the individual who chooses this option shall be excluded from participation in any other class election for that school year (i.e. a student chooses to participate as a member of the junior class, cannot then also vote in the senior class election). The Director of Student Activities shall insure the participation of students who choose this option through the Office of the Registrar and the Computer Center for online access to the voting process.
4. **Class Officer Election Vacancies** – If a Candidate decides to withdraw their candidacy from a position during an election, they must put their intentions in writing and submit the letter of withdrawal to the Director of

Student Activities. In the event that there is a vacant position during the Class Officer Election process or during the academic school year, the Director of Student Activities may identify and appoint a person to fulfill the vacant position with the approval of the Student Development Leadership Team (SDLT). All appointees in this process must meet the academic eligibility requirements for officer eligibility.

**NOTE:** The President and Vice President of the Student Government Association, President and Vice President of the Student Union Board, Presidents of the four major classes, Student Representative to the Board of Trustees, Editors of the Script and Hamptonian, Miss Hampton University and Mister Hampton University are required to apply for and participate in the Dr. Greer Dawson Wilson Student Leadership Program and the monthly leadership training workshops provided by the Office of Student Activities during their period in office. All officers of student organizations are to apply for membership in the Dr. Greer Dawson Wilson Student Leadership Program. Additional information concerning participation in the Dr. Greer Dawson Wilson Student Leadership Program may be obtained from the Director of Student Activities.

5. This eligibility policy shall be carried out by the Director of Student Activities, the Dean of Students, who shall make constant checks to prevent ineligible students from continuing their co-curricular activities and further endangering their scholastic standing.
6. All coaches of varsity sports, department chairs, faculty advisors and student secretaries of organizations or activities shall furnish to the Student Affairs Council and the Office of Student Activities complete membership lists at the beginning of each year and shall keep these lists for recognition by the University up to date.
7. All new organizations are required to submit applications and for Reactivation/Recognition by the University and plans of operation for approval by the Student Affairs Council, which then forwards them, with its recommendations, to the Student Development Leadership Team, which must also approve such applications and plans of operation. Any changes in the constitution or plans of an existing organization must also be submitted for approval.
8. A newly organized or reactivated organization which consists of at least five (5) members may apply to the Student Affairs Council for tentative recognition pending approval of the organization's constitution. After approval by the Student Affairs Council for tentative recognition for a newly organized or reactivated student organization, this organization may function without an approved constitution for a maximum period of nine (9) months.

The proposed constitution for such a tentatively approved student organization must be submitted to the Student Affairs Council before February 1 of the calendar year following tentative approval. The Student Affairs Council will act upon the proposed constitution and forward its recommendations to the Student Development Leadership Team (SDLT). The SDLT will forward its recommendations to the Administrative Council.

### **Basic Constitution Theory and Student Clubs and Organizations**

Constitutions are the fundamental source for determining the nature and extent of organizational structure, authority and privilege. Constitutions are also the fundamental source of individual rights guarantees and define the rights, privileges and benefits of associated members in groups. Student organizations exist at Hampton University as a privilege extended by the Faculty and the Administration in acknowledgment of both the right to association and expression, as well as in keeping with long-standing traditions that afford students the opportunity to enjoy the benefits of membership, activism, social awareness and interpersonal development.

It is incumbent, then, on all organizations, either chartered or proposed, to follow the guidelines established for student organizational activity and be consistent with the Code of Conduct and policies governing student activities.

### **Recommended Procedure for the Preparation of a Student Organization Constitution**

Generally, the following are the key components to a legally binding document to allow an organization to function and to have an intake process for membership development.

1. Basic Contents of Acceptable Constitutions:

- A. Organization Meetings to develop tenets of the Organization's charter (at least 2) should be held.
- B. Constitution must define the following:
  - 1. Purpose of organization (a preamble may be included)
  - 2. Membership eligibility
  - 3. Officers of Administration:
  - 4. President, Treasurer, Vice President, Secretary Sgt.-At-Arms, Ombudsman
  - 5. Chaplain, Recording Secretary (optional); *other functionaries as needed*
  - 6. Term(s) of office and qualifications (in accordance with minimum standards established by the University) and election procedures.
  - 7. Rules of Order for business and meetings (Usually based on Roberts Rules of Order) including meeting schedule(s).
  - 8. Provisions for termination of membership, withdrawal of privileges and other discipline including officers, members, advisor(s) and associate members.
  - 9. Provisions for financial obligations of members, fund-raising activities, budgets and financial summaries at end of fiscal/school year.
  - 10. Provisions for Faculty or Staff advisor participation and selection, rule and duties with approval of advisor(s) in accordance with University Policy.
  - 11. Affiliations with regional or national bodies are clearly defined (if applicable).
  - 12. Amendment process clearly defined to change or add sections of the constitution.

#### **Moratorium and Reactivation of Student Organization<sup>16</sup>**

Once an organization has satisfied all University-imposed sanctions, the organization may apply for reactivation for the following semester or school year. This application shall be made to the Student Affairs Council. This policy shall extend to student organizations that have had sanctions imposed by the organization, its graduate advisory board, or the regional or national offices.

#### **Loss of Charter Due to Inactivity**

Any chartered student organization that has become inactive for two consecutive years shall be subject to lose its charter. Student organizations must apply for reactivation the fall semester of the third year.

#### **Scheduling of Activities**

Non-campus activities and groups may be invited to the campus by chartered student organizations providing that previous approval has been granted by the Student Affairs Council and/or the Director of Student Activities. Final detailed arrangements, including invitations, should be approved by the Director of Student Activities at least three weeks in advance.

Organizations are responsible for actions of their members and guests at any function. Organizations planning social affairs in campus buildings shall deposit with the Business Office/Cashier the requisite deposit and make other satisfactory financial arrangements (as applicable) in accordance with guidelines provided by the Vice President for Student Success & Enrollment Management and the Senior Vice President for Business Operations & Finance. Required deposits will be refunded if the building and equipment are restored to their original condition after the affair and if the necessary forms are completed within 30 days. Charges for damages in excess of the amount of the deposit will be assessed and collected from the organization sponsoring the event. Organizations will not be allowed to have events if they owe money from a prior event.

If an event involves the paying of admission, the solicitation of funds, or the sale of any items, the organization must have such sales approved through the Office of Student Activities, the Vice President for Student Success & Enrollment Management and with the Senior Vice President for Business Operations & Finance. The chartering of buses or other group transportation must be approved through the Office of Student Activities, the Vice President for Student Success & Enrollment Management and the Senior Vice President for Business Operations & Finance.

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<sup>16</sup> Moratorium and Reactivation of Student Organization, Approved by Administrative Council, November 30, 2010

### **Auditing of Financial Records**

Each organization must submit to the Student Affairs Council a complete financial statement on the form furnished by the Student Affairs Council at the end of the spring semester.

### **Proposed Events**

Not later than May 1 annually, all organizations are required to submit to the Office of Student Activities a list of proposed events for the next academic year. No event will be listed on the Master (Yearly) Calendar without approval by the Office of Student Activities. Additional events should be scheduled in the Office of the Director of Student Activities at least three weeks in advance.

### **Off-campus Activities**

Off-campus activities are permitted for student organizations, and the same standards of conduct that govern student activities on campus apply to off-campus activities.

1. Off-campus/educational/social activities in the following categories may be scheduled upon approval of the Director of Student Activities, Vice President for Student Success & Enrollment Management and the Senior Vice President for Business Operations & Finance.
  - a. Picnics - all classifications
  - b. Retreats and bus outings - all classifications
  - c. Closed parties by organizations in classifications including:
    - (1) social affairs for members only
    - (2) social affairs for co-educational groups
  - d. Any social affairs sponsored off-campus by a student organization not already covered by existing rules such as picnic, bus outings, etc., is to be treated as a special event
2. Class-related Organizations and Groups:  
All class related organizations that receive semester-hour credit for participation therein come under the jurisdiction of the Provost and, therefore, dispositions of requests for off-campus activities on the part of these organizations are to be cleared through the Office of the Provost.
3. Hours for off-campus activities:  
No off-campus activity is to extend past 12:00 midnight unless otherwise authorized by the Vice President for Student Success & Enrollment Management.
4. Chaperonage:  
There shall be at all times approved chaperones and/or police officers for such affairs with at least two chaperones or police officers or as many as deemed necessary by the Chief of University Police.
5. Joint participation in off-campus affairs with alumni organizations:  
Student organizations may participate in activities with alumni groups, providing proper clearance for such participation is made by the Office of Student Activities.
6. Clearance – Authorization to Schedule off-Campus Activities:  
Student organizations giving off-campus activities are required to secure approval of the Vice President for Student Success & Enrollment Management and the Senior Vice President for Business Operations & Finance. Activities may take place at any appropriate location that is approved by the Vice President for Student Success & Enrollment Management and the Senior Vice President for Business Operations & Finance.

### **Residence Hall Activities**

Requests for permission to hold intra-residential affairs must be cleared by the Director of Residence Life & Housing and the Director of Student Activities. Requests to hold social affairs in the residence halls are to be referred to the Director of Residence Life & Housing. The Residence Hall Director and the Director of Residence Life & Housing's approval is sufficient for activities in the residence halls planned by and only for residents; however, activities should be registered in the Student Activities Office.

### **Class-Related Activities**

Requests for permission to hold activities of an academic nature outside of regular class hours must be approved by the faculty sponsor, the Provost and scheduled through the Office of Student Activities for clearance as to time and use of campus facilities. Permission to hold social affairs for classes, departments and divisions must be cleared by the Vice President for Student Success & Enrollment Management.

Student activities are not scheduled on certain dates or during certain periods listed below:

- On the evening of the Lecture Series, Musical Arts or other major University events
- Mid-semester examination week.
- Final examination periods and the week preceding finals in both semesters, including senior examinations in the spring.

### **Sponsorship of Vespers Services**

Requests for sponsorship of vesper services should be directed to the Chaplain, who will be responsible for advising the Student Affairs Council of approved requests.

### **Admission to Athletic and Other University Events**

There is no admission cost for undergraduate students to attend football and basketball games on-campus. Students must present their current validated student ID card for admission to all games. Generally, a student-rate ticket is available for away games and conference tournaments. Attendance at many University events is limited to students who are currently enrolled who present their validated ID card.

## **REGULATIONS GOVERNING CLUBS, FRATERNITIES, SORORITIES AND POLICY ON HAZING**

Social organizations have played a historic and significant role in student life at Hampton University. The following guidelines give essential information about the purposes, functions, regulations governing, and penalties associated with violations and requirements for individual membership and organizational functioning. Students interested in becoming involved with these social groups are encouraged to attend sponsored activities to gain information and to carefully observe the policies listed for successful participation.

The following govern student social organization functions:

### **1. Social Affairs**

One major social activity is allocated per year to the Pan-Hellenic Council. This major social activity may be sponsored jointly by all Greek-letter organizations and social clubs or an alternate arrangement may be made by these coordinating groups.

- Social affairs classified as major include: dances, banquets, parties.
- Social affairs classified as minor include: cookouts, hikes, educational tours and recreational parties. Each club or Greek-letter organization shall be limited to one major educational program per year.

### **2. Campus Facilities**

Permission for use of any and all campus facilities for club or chapter activities shall be secured from the Director of Student Activities. If clubs or organizations plan to invite non-students to the campus for conferences, seminars, concerts, etc., written approval must be secured from the Vice President for Student Success & Enrollment Management and the Senior Vice President for Business Operations & Finance.

### **3. Housing**

No group of students belonging to any club, fraternity or sorority may take housing or rooms of any sort on or off campus in the name of the organization without the approval of the Administration.

### **4. Serenading**

Serenading is permitted from 10:00 p.m. to 11:00 p.m. during rush and initiation weeks.

### **5. Suspension of Activity**

Hampton University reserves the right to restrict or suspend the activity or activities of any individual members and/or club or chapter for the following reasons:

- a. For practicing brutality in the initiation of members;
- b. For infraction of the regulations in this statement of policy;
- c. For infraction of other university regulations stated elsewhere.

d. Auditing of Financial Records

Officers of the clubs and local chapters shall submit to the Director of Student Activities a statement of regular dues, taxation and special assessments, at the end of each semester.

### **Fraternalities and Sororities**

Hampton University supports the purposes and ideals of the national African-American fraternities and sororities and has historically hosted chapters of these organizations on our campus. As with all campus student organizations, guidelines have been established for the safe and orderly conduct of fraternity and sorority activities. Initiation activities are allowed only within the period of time approved by the University. **At no time is hazing permitted.** No chapter graduates of any organization shall be involved in the new member intake process unless authorized to participate by the Regional Director or his/her designee of the individual organization. If any unauthorized person is involved in the intake process in any manner, the chapter and the intake process will be suspended and an investigation will be conducted.

Hazing is defined as the physical abuse, psychological intimidation and trauma, and financial exploitation imposed upon or allowed by persons seeking membership in an organization. In addition to being prohibited at Hampton University, hazing is a violation of state law and of the guidelines of the national organizations. Any type of hazing, regardless of the willingness of participants, is forbidden. Hazing includes but not limited to encouraging consumption of any food, liquor, drug or other legal or illegal substance. Verbal hazing is outlined as threats or other verbal abuse.

Any organization found not conforming to these policies is subject to administrative penalties, including suspension and/or removal of charter. Any individual (fraternity, sorority, band or member of ANY organization, potential or aspirant) found to be in violation of these policies is also subject to administrative penalties, including expulsion from the University. More specifically, any club/organization found guilty of hazing will be banned from Hampton University for 20 years. In addition, the person and or organization will be subject to those penalties that are given by the city and state officials. All hazing allegations will be investigated and reported to the Hampton University Police Department and the city of Hampton Police Department and any participants found guilty of hazing WILL be arrested.

### ***These policies apply to activities both on and off the campus.***

The following apply to chapters of all national Greek-letter groups, social clubs and ANY student organizations or programs at Hampton University. This includes all organizations that belong to the National Pan-Hellenic Council (NPHC), all other national Greek-letter groups, social clubs, and ANY organization at Hampton University. Those organizations not a part of the NPHC will collectively make up the Council of Independent Organizations.

### **Conditions and Procedures for Lifting Sanction or Appeals**

- The organizations request for removal from sanction is presented in writing to the Director of Student Activities in from the organizations Advisor. In the case an organization is appealing a decision then appeal request must be presenting in writing within 48 hours after receiving written notification of the outcome of the hearing. Requests for extensions to file an appeal must be submitted within this 48-hour time frame. An extension request must be in writing and include the original appeal document signed by the organizations chapter President or Advisor. Appeals will not be considered filed on behalf of an organization by outside persons. This includes appeals filed by the parent(s) and/or an attorney.
- The organization is not expected to attend events or meetings during the appeal process. The organization will be advised as to any exceptions to the procedure.
- The Appeals Committee is expected to act upon appeals within ten working days of the receipt of appeal.
- The appeal will be granted on the basis that the verdict was not supported by substantial evidence or that the accused was not granted a fair hearing.
- The decision of the Appeals Committee will be based on a review of the record; however the committee may invite the organization or other persons associated with the case to a meeting if the committee decides that more information is needed.
- Upon completion of the review process, the Committee makes its report to the student in writing through the Vice President for Student Success & Enrollment Management.

**The policy for hazing as expressed in the Code of Virginia is listed as follows:**

**§ 18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials; penalty.**

It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 6 felony. Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case *and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable.* The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

*For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.*

The Department of Education and the State Council of Higher Education for Virginia, with the Department of Criminal Justice Services, shall establish model policies regarding the prevention of and appropriate disciplinary action for hazing as defined in § 18.2-56 of the Code of Virginia.

Students interested in becoming members of social clubs, fraternities and sororities should read the following regulations very carefully:

**Organizational Activities and Social Clubs  
Membership Process:**

1. **Rushing** - The period for rushing shall be determined by the Office of Student Activities with the approval of the Student Development Leadership Team (SDLT). Each organization shall be limited to one social activity during this period.
2. **Initiation** - Initiation is defined as that period in which prospective Greek or Social Club members become oriented to the policies of the organizations. During this period, initiates have regular meetings to get to know each other and their sisters or brothers. Initiates also engage in song rehearsals and various activities associated with the Greek letter society or social club. The period for initiation shall be determined by the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT) and the Student Affairs Council.
3. **Eligibility** - In order to be eligible for initiation, a student MUST:
  - a. Be a full time student enrolled in the undergraduate college at Hampton University. Students enrolled in the Graduate College, On-Line Programs and the University College are not eligible for membership intake in the undergraduate organization.
  - b. Must have been enrolled full time for two consecutive semesters (summer session hours are excluded and do not count toward intake minimum hours earned) and have earned at least 30 semester hours, of which at least 24 hours must be completed at Hampton University prior to membership intake. Earned a minimum cumulative grade point average of 2.50 and earned minimum grade point average of a 2.50 the semester immediately preceding his/her initiation (the summer session does not count). Scholastic standing of prospective members shall be certified by the Registrar.



- c. Be certified by the Senior Vice President for Business Operations & Finance as to good financial standing. Students with delinquent accounts will not be approved for initiation.
- d. Be certified through Health Services as to health record. Students without updated health records will not be approved for initiation.
- e. Be certified by the Dean of Students as to character and discipline record. Students on disciplinary probation will not be approved for initiation.

**4. Regulations** – All organizations MUST adhere to the following:

A list of prospective initiates must be submitted to the Office of Student Activities.

- a. No names will be added to the list following the designated time for any reason, unless the Vice President for Student Success & Enrollment Management provides written approval.
- b. Consequently, during the initiation period, initiates are not permitted to engage in the following activities:
  - i. Public demonstrations such as, bowing before brothers or sisters, breaking eggs and other humiliating activities will not be tolerated.
  - ii. Any meetings or activities which require the time of a person going through the initiation process before 8:00 a.m. and past 11:00 p.m.
  - iii. Providing personal services such as, awakening brothers or sisters in the morning.
  - iv. Any activities associated with initiation during scheduled class hours: 8:00 a.m. until 8:00 p.m.

Each organization is responsible for the activities of initiates, and must submit to the Director of Student Activities a detailed initiation program prior to the period for approval. The submitted initiation program must have the signature of the Vice President for Student Success & Enrollment Management to be considered as having final approval. No organization will be permitted to proceed with any initiation-related activities without prior final approval

The period for initiation shall be scheduled only during the fall semester of the academic year. Date(s) shall be determined by the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT).

- a. Any exceptions to the times indicated above must be approved prior to the activity by the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT). Duly appointed faculty/staff advisors must be present at all initiation activities on and off campus.

**Secret Probation** is prohibited. Secret probation is defined as placing any student on probation or requiring students to perform duties or activities and/or personal services either officially or by individual members of an organization.

**Pre-Initiation** Activities - Any activities or interactions between aspirants and members of said organizations prior to initiation process is strictly prohibited at Hampton University.

- a. Pre-initiation is defined as the involvement of members of an organization with individuals interested in joining the organization as illegitimate members in illegal or unauthorized activities prior to the period approved by the University. Pre-initiation also includes aspirants organizing themselves in a way in preparation for approved initiation activities.

**Aspirants** are prohibited from:

- a. performing tasks or favors for members;
- b. learning or being tested on any organizational material;
- c. suffering any physical abuse, verbal or psychological humiliation or intimidation or financial exploitation; and
- d. otherwise engaging in any organized activity connected with consideration for membership in the organization.

Chapters of organizations found to be involved in pre-initiation are subject to sanctions up to and including permanent suspension of the organization from all activities on campus. Individuals found to be pre-

initiating are subject to sanctions up to and including separation (suspension or expulsion) from the University.

**Hazing** is a violation of state law and of the guidelines of national organizations and is prohibited at Hampton University. Hazing has no value in the process of human development. Hazing, done through secret pre- and post-initiation and during the open approved initiation period, is characterized by: physical abuse, psychological humiliation and trauma, and financial exploitation imposed upon or allowed by persons seeking membership in an organization. Hazing will not be permitted by ANY organization or social clubs. Any type of hazing, regardless of the willingness of participants, is forbidden. Hazing includes but not limited to encouraging consumption of any food, liquor, drug or other legal or illegal substance. Verbal hazing is outlined as threats or other verbal abuse.

### **Faculty Advisors**

Each organization shall certify to the Student Affairs Council and/or Chairperson before September 15<sup>th</sup> of each year one or more Hampton University faculty members for approval by the Student Affairs Council who shall act as faculty advisor(s). If no eligible faculty member is available, the Student Affairs Council may approve an administrative officer of the University until such time as faculty members are approved. The University reserves the right to approve all organization advisors and, in some instances, will appoint an advisor to further the educational objective of promoting learning. These advisers shall constitute an Advisory Council to the Student Affairs Council. All advisors must be full time faculty or staff members at the University during the time of service, and must be a member of the local Graduate Chapter of the organizations. At least one advisor must be present at all activities that the organization has been approved to conduct on and off campus in order for the event to commence. At least one advisor must be present at all Pan-Hellenic Council meetings that occur once a month. All advisors must sign and adhere to the advisor contract submitted with all corresponding documents required for clubs and organizations reactivation.

### **Membership**

A list of members for every organization (including the members contact information and Student ID number) must be submitted to the Office of Student Activities annually. All officers of each organization must have and maintained a 2.50 grade point average.

### **Pan-Hellenic Council**

The approved and sanctioned societies shall organize a Pan-Hellenic Council composed of the members and adviser of each fraternity and sorority. They shall elect officers and form committees to fulfill their mission. A faculty adviser will be appointed by the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT). It shall be the function of this body to make recommendations to and consult with the Student Affairs Council and or Director of Student Activities regarding the activities of Greek-letter organizations to the campus. Organizations that have been banned or suspended shall not be represented on the Pan-Hellenic Council. All members of every organization are required to maintain a minimum grade point average of 2.50 to remain an active member within an organization. Students on disciplinary probation cannot be active members of any Greek letter organization.

### **Council of Independent Organizations**

Those national Greek letter organizations and social clubs not a part of the Pan-Hellenic Council will collectively make up the Council of Independent Organizations composed of the members and adviser of each fraternity and sorority. They shall elect officers and form committees to fulfill their mission. A faculty advisor will be appointed by the Director of Student Activities with the approval of the Student Development Leadership Team (SDLT). Organizations that have been banned, suspended, or are not recognized by Hampton University shall not be represented on the Council of Independent Organizations. All members of every organization in the Council of Independent Organizations are required to maintain a minimum grade point average of 2.50 to remain an active member within an organization. Students on disciplinary probation cannot be active members of ANY organization or social club.

### **Proposed Events and Activities**

1. Not later than May 1 annually, all organizations are required to submit to the Office of Student Activities a list of proposed events for the next academic year. No event will be listed on the Master (Yearly) Calendar without approval by the Office of Student Activities.

2. All events should be scheduled in the Office of Student Activities at least three weeks in advance to the date of the event. All event planning will be conducted via the online reservation/triplicate process. All triplicates/online reservations will have the signature or approval of the chapter president, the duly appointed advisor, as well as include a detailed description of the event.
3. In order for any organization to hold events, general body meetings, or fundraisers, each organization must first be registered in the Office of Student Activities and be a recognized organization by the University. The Office of Student Activities must have on file the following:
  - a. A registration form for the current academic year
  - b. List of current officers and contact information
  - c. Advisor name and contact information
  - d. A copy of the by-laws and constitution for the organization
  - e. An outline of at least one community service project for the current academic year

## Appendix



Words by SARAH COLLINS FERNANDIS, 1882

## ALMA MATER

O Hampton, a thought sent from Heaven above  
To be a great soul's inspiration;  
We sing thee the earnest of broad human love,  
The shrine of our heart's adoration.  
Thy foundations firm and thy rooftrees outspread,  
And thy sacred altar-fires burning,  
The sea circling 'round thee, soft skies overhead,  
Dear Hampton, the goal of our yearning!

### *Refrain*

**O Hampton, we never can make thee a song  
Except as our lives do the singing,  
In service that will thy great spirit prolong,  
And send it through centuries ringing!**

Kind mother, we'll treasure the dear happy days  
We've spent here in life's preparation,  
Yet go with brave hearts upon our chosen ways,  
Of service to God and our nation.  
Still wearing thy colors, the blue and the white,  
As pledge that our fond hearts will cherish  
A love which for thee ever shines true and bright,  
A loyalty that ne'er can perish!



Music by CHAUNCEY NORTHERN, 1924

**Appendix**

**DIRECTORY  
Whom to See and Where**

<b>SERVICE</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>EXTENSION</b>
Academic Affairs	Exec. V.P. & Provost	3rd Floor, Wigwam Building	5201
Academic Regalia	Regalia Clerk	Hampton Harbor Mall- 1 <sup>st</sup> Floor	5446
ATM Help Desk	Technicians	5th Floor, Harvey Library	6931
Admission	Dean	Multi-Purpose Building	5328/5959
Alumni Affairs	Director	Alumni House	5425
Athletics	Director	Room 121, Jerome H. Holland Hall	5641
Auxiliary Services	Director	2nd Floor, Cafe	5210
Band	Director	Convocation Center	6876
Business Office	Vice President	Room 207, 212, Wigwam Building	5221
Cable/Media Prod.	Director	ATM 5th Floor Harvey Library	5433
Career Center	Director	Multi-Purpose Building	5331
Cashier	Cashier	1st Floor, Whipple Barn	5663
Chaplain	Chaplain	Room 200, Clarke Hall	5340
Choirs	Director	2nd Floor, Clarke Hall	5603
Collegiate Bookstore	Manager	Hampton Harbor Mall - 1st Floor	5446
Counseling Center	Director	2nd Floor, Willie O. Lawton	5617
Judicial Affairs & Dean of Students	Dean	2 <sup>nd</sup> Floor, Student Center	5303/5304
Residence Life	Director	2nd Floor, Student Center	5486/5487
Emergency	HUPD	Whipple Barn	5666
Emergency	Univ. Police	Whipple Barn	5300/5259
Fire Department	Chief	Whipple Barn	5006
Financial Aid	Director	2nd Floor, Whipple Barn	5635
Food Court	Supervisor	1st Floor, Student Center	6228
Chick-fil-A/The Grill		1 <sup>st</sup> Floor, Student Center	1259
Planet Smoothie		1 <sup>st</sup> Floor, Student Center	1260
Food Services	Director	2 <sup>nd</sup> Floor – Dining Hall	5218
Freshman Studies	Director	Room 206, Student Center	5243
General Counsel	Vice President	2nd Floor, Wigwam Building	5233
Graduate College	Dean	3rd Floor, Wigwam Building	5454/5496
Hampton Script	Editor-in-Chief	The Student Center	6214
Hamptonian Yearbook	Editor-in-Chief	The Student Center	6220
Housing-off campus	Coordinator	McGrew Towers Conference Center	6746
International Students	Advisor	1st Floor, Armstrong Slater	6914
Intramural Sports	Director	Room 201, Holland Hall	2342
Library Services	Librarian	William R. & Norma B. Harvey Library	5371
Little Theater	Manager	1st Floor, Armstrong Hall	5236
Mail Room	Supervisor	1st Floor, Stone Building	5337
Maintenance	Director	Orchard Road Physical Plant	5461
Military Science	ARMY ROTC	2 <sup>nd</sup> Floor - Armstrong-Slater Building	5839
NAVY ROTC		1 <sup>st</sup> Floor - Academy Building	5720
Museum	Director	Huntington Building	5308
Office Services	Supervisor	1st Floor, Stone Building	5384
Photographic Services	Photographer	University Relations Office	5253/5755
President	President	2nd Floor, Wigwam Building	5231
Purchasing	Director	4th Floor, Academy Building	5477
Registrar's Office	Registrar	1st Floor, Whipple Barn	5323/5324
Religion	Chaplain	Room 200, Clarke Hall	5340

<b>SERVICE</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>EXTENSION</b>
School of Business	Dean	Room 119, Buckman Hall	5472
School of Engineering, Architecture & Aviation	Dean	Room 117, Olin Engineering Building	6970
School of Liberal Arts & Education	Dean	Room 119, Armstrong Hall	5400
School of Journalism & Communications	Dean	Scripps-Howard Building	5405
School of Nursing	Dean	Room 110, William Freeman Hall	5251
School of Pharmacy	Dean	1st Floor, Kittrell Hall	5071
School of Science	Dean	Room 102, Turner Hall	5239
SGA	President	Student Center	6225
Sports Information	Director	Holland Hall, Physical Education Center	5757
Student Accounts	Accountant	1st Floor, Whipple Barn	5229
Student Activities	Director	1st Floor, Student Center	5691
Student Affairs	Vice President for Student Success & Engagement Management	Multi Use Facility	5264
Stud. Success Ctr.	Director	Student Success Center	5913
Student Health Center	Medical Dir.	Health Center, William R. Harvey Way	5315/5316
Student Support Svcs.	Director	Room 101, Armstrong-Slater Building	5611
Summer Session	Director	3rd Floor, Wigwam Building	5237/2242
Testing Services	Director	Student Success Center	5493
Title IX Coordinator	Director	Room 205, 2nd Floor, Wigwam Building	5426
Treasurer	Vice President	Room 106, Wigwam Building	5213
Transcripts	Registrar	1st Floor, Whipple Barn	5323/5324
University College	Dean	2nd Floor, W.O. Lawton Building	5773
University Police	(HUPD) Chief	1st Floor, Whipple Barn	5300/5259
University Relations	Director	3rd Floor, Alumni House	5253/5254
University Advancement & External Engagement		1st Floor, Wigwam Bldg.	5356/5358
UPS	Manager	Maintenance Storeroom	2550
Vehicle Services	Supervisor	Armstrong-Slater Building	5211
Weekly Calendar	Director	1st Floor, Student Center	5691
WHOV-FM	Station Mgr.	Scripps-Howard School of Journalism	5405

*NOTE: Prices quoted in this handbook were current at date of publication. Refer inquiries if necessary to your Residence Hall Director or to Student Accounts in the Business Office.*

## Appendix

### HAMPTON UNIVERSITY HAMPTON, VIRGINIA

#### ROOM AND BOARD CONTRACT

Date \_\_\_\_\_

I, \_\_\_\_\_, accept housing in the residence halls of Hampton University for the School Year \_\_\_\_\_ Having made the required deposit, and having knowledge of the terms and conditions which are a part of this contract, I do agree to pay published rates for room rent and meals for the period as stated above, and to assume other financial responsibilities, if any, as set forth in this contract for the period as stated. (Please See Item No. 2 for conditions of cancellation.) The delivery of this contract by Hampton University to the student named, and/or guarantor, constitutes an offer of housing accommodations and the execution and return of this instrument by the student and/or guarantor constitutes acceptance thereof. Students under the age of eighteen (18) years must have this contract signed below by a parent, guardian, or person legally responsible for their financial obligations.

I understand that if my conduct is found to be undesirable for living in the residence halls, in accordance with the Student Handbook and other regulations issued by the University, I will be directed to withdraw from the housing covered by this contract and will be subject to such penalties and/or charges as may be determined.

I understand the terms of this contract and do hereby agree to abide by the same:

1. This contract is binding. The student and/or guarantor shall be responsible for the full amount for Academic Year 2021-2022 outlined in the current fee schedule.  
This contract may be canceled by the student as follows:
  - a. Prior to July 1<sup>st</sup> for the first semester of the academic year.
  - b. At the end of the Fall semester with the approval of the Director of Residence Life & Housing.
2. This contract may be canceled by the University for the following reasons:
  - a. Failing to comply with the provisions in the contract.
  - b. Being asked to withdraw from the University.
  - c. Alteration of the contract, with intent to change the terms, conditions, or purposes thereof.
  - d. The use or possession of firearms, fireworks, weapons, incense, candles, or other items considered dangerous.
  - e. The housing of cats, dogs or other animals. Students that have a medically documented and verified need for a service animal in the residence hall are required to adhere to the Service Animal Policy as explained in the current revision of the Official Student Handbook.
  - f. The possession of alcoholic beverages in residence halls or in the assigned residence hall room/suite
  - g. The use or possession of illegal narcotics either on the person or in the assigned residence hall room/suite.
3. **Each resident, by the contract, also agrees:**
  - a. **To assume full responsibility for loss or damage to personal property. (It is suggested that Household Content Insurance be secured to cover personal belongings prior to the resident's arrival at Hampton University.)**
  - b. To accept full responsibility for care and custody of the property of the University in the room at the time of assignment and that which is placed in the room after assignment; to pay the cost of any property damage occurring in such room or residence hall. In the event of damages to furniture, telephones, or fixtures within a specific room, or to the physical facility, damage(s) will be evaluated and each resident will be assessed an equal amount to restore damaged furniture, telephones, fixtures, or the physical facility to its original condition. The cost of damages sustained in general public areas of student residence halls that are inflicted through willful abuse, vandalism, and otherwise disorderly circumstances shall be prorated among residents of that particular residence hall and billed accordingly. Inspection of facilities prior to occupancy and vacating will be conducted jointly by the occupant and a representative of the University. An "Inventory Report" will be signed upon completion of both inspections.
  - c. To refrain from attaching pictures or other materials to the walls and doors. Any damages will be corrected at the expense of the resident and/or residents.
  - d. To become familiar with and abide by all rules and regulations regarding safety.
  - e. To follow established check-in and check-out procedures with the Office of Residence Life & Housing and the Office of Student Accounts at the close of the term or whenever there is a change in full-time student status. These procedures include checking the condition of all equipment and furniture assigned to the room. Residence Hall Rooms must be vacated within forty-eight (48) hours after the conclusion of the student's last final examination. Students who do not comply with this deadline must pay \$100 per day in advance by money order, cashier's check or cash for the semester or after termination of student status. Abandoned or personal property left in rooms after the student has officially vacated the premises is subject to disposal by University personnel. The University may charge a disposal fee of not less than \$75.00 to the student's account in addition to room clean up fees when necessary, as assessed by the Residence Hall Director and/or other University officials.
  - f. To maintain their rooms in a neat and orderly condition at all times.
4. Personal electrical equipment will be limited to personal computers, clocks, radios, fans, shavers, and small hair dryers. Refrigerators and air conditioners are not authorized under the provisions of this contract; except as approved by the Vice President for Student Success & Enrollment Management and the Senior Vice President for Business Operations & Finance or their designated representatives. Halogen lamps will not be allowed in the residence halls.
5. To protect the health, safety and welfare of the University and its community, the University reserves the right for authorized representatives to enter residential hall rooms at any time for the purpose of health and welfare inspections, repair, and/or maintenance, and the establishment of order. Students are obligated to maintain their rooms in a neat, clean and orderly condition at all times, and are to refrain from possession or use of banned substances.
6. Hampton University reserves the right to make changes in room assignments when necessary. Students will be required to pay the surcharge for a building that carries a surcharge regardless of the reason the student is housed in the building.

7. Removal of furniture from one room to another, and from lobby areas to rooms, constitutes a violation and a breach of this contract, and can result in disciplinary action and/or cancellation of this contract.
8. The University reserves the right to terminate any contract and/or reassign any resident when, in its judgment, such steps are necessary in the best interests of its housing program and the University.
9. In accordance with current fire codes of the Commonwealth of Virginia and the City of Hampton, the University has installed smoke detectors in residence halls. Please be advised that any smoke detector found to be vandalized, battery removed, or to be rendered inoperative will result in a fifty (\$50.00) assessment for each person assigned to the room in which the smoke detector was vandalized. A second offense of this nature will result in stronger penalties including the possibility of loss of campus housing. Fire extinguishers and fire hoses are installed throughout the facilities. Some Facilities are equipped with fire suppression systems and are easily identified by the ceiling or wall sprinkler heads protruding into the rooms and hallways of said facilities. These devices are installed in accordance with current fire code regulations and serve to protect the lives of the occupants. Persons who are identified with removing and/or destroying fire safety equipment will be subject to disciplinary action in addition to restitution for such damages and/or destruction. In the event no such individual is identified, the cost of repairing and/or replacing such equipment will be prorated among the occupants of the residence hall in which the destruction or vandalism occurred.
10. Hampton University, under the terms of this contract, agrees to the following:
  - a. To provide semi-private, furnished living spaces in the residence halls
  - b. To maintain the facility in a safe, clean and livable condition,
  - c. To provide staff for the supervision and administration of the facility,
  - d. To supervise mail distribution to occupants of these facilities,
  - e. To repair furniture where needed,
  - f. To replace items worn out through normal use.
  - g. To provide a telephone for each room.
  - h. To provide computer outlets for each room.
11. Signatures affixed hereto constitute acceptance of this contract.

Signature of Student: \_\_\_\_\_ ID Number of Student: \_\_\_\_\_ Sex: \_\_\_\_\_

Age: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Signature of Parent/Guardian Representing Student Under 18 Years of Age: \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**FOR THE UNIVERSITY:**

Charles L. Cansler, III

Mr. Charles L. Cansler, III – Senior Vice President for Business Operations & Finance

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Director of Residence Life and Housing



**Appendix**

**Student Judiciary Referral Form**

Nature of the Violation:

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*\*\*Please attach any supporting documents\*\**

Reported Violator:

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Name

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Local Address

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

**Operational Procedure**

- The Office of Judicial Affairs will review the referral form and make a recommendation to the Vice President for Student Success & Enrollment Management within 72 hours. Once it has been determined that the matter may be referred to the Student Judiciary Committee, the students may elect to have their issues adjudicated by administrators rather than by their peers.
- The Student Judiciary Committee is empowered to adjudicate delegated issues between students and infractions of University policy. The committee will hear inner-room visitation violations, residence hall noise complaints, community living infractions, roommate issues, dress code violations, organizational conflicts, graffiti, throwing snowballs, eggs, or other objects, gambling, smoking, lewd behavior, disruptive behavior (student to student), obscene language, and demonstrations. Discipline consequences may include community service, letter of warning, learning outcomes projects (classroom presentations and essays.)
- Violations involving drug use, academic standing, criminal offenses, sexual misconduct and assault will not be heard by the student judiciary. Hearings with possible outcomes of expulsion and suspension will not be heard by students.
- Please refer to the SGA constitution, Article IV-Student Judiciary Committee and the Official Student Handbook for more detailed information regarding policies, procedures and rights.
- In the event that there is a conflict between students in which the judiciary body is to hear the case, the Dean of Students will make the determination.



**RESIDENT FRESHMAN/SOPHOMORE  
PARKING WAIVER PETITION FORM**

**ITEM 1 - PERSONAL INFORMATION**

Full Name: \_\_\_\_\_

HUID #: \_\_\_\_\_

Campus Address: \_\_\_\_\_

HU Email Address (required): \_\_\_\_\_

Classification (required): \_\_\_\_\_

Phone #: \_\_\_\_\_

**ITEM 2 - I AM PETITIONING FOR AN RESIDENT FRESHMAN/SOPHOMORE PARKING WAIVER:** (check one)

\_\_\_\_\_ Off campus employment

\_\_\_\_\_ Medical (see 504 Compliance Office for required documents)

\_\_\_\_\_ Special Circumstances

**ITEM 3 - DOCUMENTATION IN SUPPORT OF PETITION:** (see page 161 for requirements). Be sure to attach or include all necessary documents with this page.

**ITEM 4 - SIGNATURE**

My signature is verification that I am the person in Item 1 - PERSONAL INFORMATION above, and my supporting statement(s) and documentation are true and accurate.

I understand that the Hampton University Honor Code encompasses a wide range of behaviors which have specific important to this waiver request. Honesty in presenting all the facts necessary for HUPD and The Office of the Vice President for Student Success & Enrollment Management to make an informed evaluation and decision is expected.

Your signature verifies your understanding of the Honor Code as stated in the *Hampton University Student Handbook* and its relevance to the waiver request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Freshman students):**

Freshmen/Sophomore who obtains a parking permit by providing falsified information, as well as upperclassmen who attempt to purchase a permit for a freshman/Sophomore will have future parking privileges revoked and may face disciplinary action.

**Office Use Only**

**ITEM 5 - DECISION** (Resident Freshman/Sophomore Parking Waiver Petition Decision)

- Petition Approved
  - Petition Pending Need Additional Documentation
  - Petition Denied
- Date Petition Received: \_\_\_\_\_  
 Student Notified Decision by Phone: \_\_\_\_\_  
 Student Notified Decision by Email: \_\_\_\_\_

Staff Initials: \_\_\_\_\_  
 Chief HUPD: \_\_\_\_\_  
 VP for Student Success and Enrollment Management: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

### **INTRODUCTION: Resident Freshman/Sophomore Parking Waiver Petition Form**

Students who wish to petition for a waiver may do so by completing and submitting a Resident Freshman/Sophomore Waiver Petition Form and other supporting documents. Documents must be submitted to Traffic Administration Office or may be sent electronically to the [UNIVERSITY.POLICE@HAMPTONU.EDU](mailto:UNIVERSITY.POLICE@HAMPTONU.EDU) email address. Submitting a request for a waiver **does not** guarantee approval nor should acceptance of the request by Traffic Administration be construed as a commitment to approve the waiver.

Waiver requests must be approved **prior** to bringing the vehicle to campus. If approved, the student will be able to purchase a permit for the academic year. **Proof of employment needs to be provided at the beginning of each semester.** To submit a request for a waiver, students must complete the waiver request form.

Submit waiver requests via email to [university.police@hamptonu.edu](mailto:university.police@hamptonu.edu).

### **DOCUMENTS REQUIRED:**

1. **Off-campus Employment** - Waivers will be granted in this category on a very limited basis. Waivers should include a signed, letter on company letterhead from employer stating days and hours of employment. Letter shall include employer's telephone number. A current payroll stub may also be required. Students must show hours/week of regular scheduled employment. Freshmen must provide a notarized letter from their parent(s) acknowledging their understanding of the negative impact of working and having access to an automobile on the student's academic work.

2. **Medical reasons** - requires a letter from a licensed physician indicating a legitimate medical need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need. Please provide all medical documents to the 504 compliance office, Wigwam Room 212. The compliance office will validate medical request.

3. **University obligation or commitment** requiring transportation off campus should be submitted and must provide the necessary documentation to positively prove the need. University obligations or commitment reasons require a letter from a University sponsor/coach/instructor indicating a legitimate need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need. Petitions for approval are not automatic and are generally given only when a student's transportation circumstances cannot be accommodated by local Transit Service.

The resident decal allows parking at designated locations. The resident decal is available for resident Freshmen/Sophomore who have obtained permission to have a vehicle registered on campus. It is important to note that no student under consideration for an exception should bring a vehicle to campus until approval to purchase a resident decal has been granted.

Please direct all inquiries regarding the status of your appeal to: [university.police@hamptonu.edu](mailto:university.police@hamptonu.edu).

THANK YOU for your cooperation.

### **Freshman/Sophomore Parking Policy Waiver**

Freshmen who are eligible for exemption on the freshman parking policy must complete the following form: Freshman Parking Waiver.pdf

### **Deadline**

Fall Semester September 30

Spring Semester January 16

### **Rationale**

An initiative of Hampton's strategic plan is to create a more pedestrian-friendly, residential campus. Reducing the number of cars on campus, strengthening the variety and number of social activities available to students are some of the methods identified to accomplish this goal. Limiting parking privileges to upperclassmen and non-traditional or commuter students affords residential Freshmen/Sophomore with more opportunities to focus on academics and integrate themselves into the campus community by encouraging them to take full advantage of the on-campus social activities designed with their needs and interests in mind.

### **Interpretation and Enforcement of this Policy**

The Traffic Office will not sell parking decals to resident Freshmen/Sophomore, and other members of the community who are eligible for a parking decal will not be permitted to purchase one for resident Freshmen/Sophomore. Attempts to do so will result in having any future parking privileges of both parties revoked. In addition, we ask that students comply with the spirit of this policy by not bringing cars to campus with the expectation that they can be parked on the streets or public areas of our neighboring communities. The University works with its neighbors to reduce traffic flow and parking in nearby off-campus neighborhoods, and students are expected to help HU be a good neighbor.

### **Exceptions**

#### **Policy Exceptions**

Off-campus employment (min. of 20 hours per week)  
Documented medical condition  
Extenuating Family Circumstances  
University Obligation or Commitment  
(Supporting documents on official letterhead must be provided)

In our efforts to support the continued growth and development of HU and to facilitate the goal of a pedestrian-friendly, residential campus, residential Freshmen/Sophomore are generally restricted from parking vehicles on campus. A limited number of exceptions to this policy may be granted on a yearly basis.

**Definition: A Residential Freshmen/Sophomore** is a student living on campus who is in their first or second year of college. Freshmen/Sophomore living off-campus do not fall under this policy. Classifications of undergraduate students are classified according to the number of semester hours of credit earned:

- Freshman: less than 30 semester hours
- Sophomore: 30 to 59 semester hours

**Definition: New Applicants** are residential Freshmen/Sophomore who are new to campus starting the Fall/Spring semester.

Students who can demonstrate a compelling need or who would suffer undue hardship due to the restriction on residential freshman cars can petition for a waiver. Waiver requests are reviewed by HUPD and approved by the Office of the Vice President for Student Success & Enrollment Management.

**Waiver requests must be approved prior to bringing the vehicle to campus.** If approved, the student will be able to purchase a parking decal permit for the academic year. To submit a request for a waiver, students must complete the waiver request form. Submit waiver requests to [UNIVERSITY.POLICE@hamptonu.edu](mailto:UNIVERSITY.POLICE@hamptonu.edu). After the waiver request deadlines, the application process is closed.

After assessing required documentation, a waiver may be granted based on space availability and level of hardship. If waiver is granted, a permit to park in residence hall parking or other designated lot will be issued. It is important to provide the necessary documentation at the time of the request. Once the request has been reviewed and a decision rendered, there is no further appeal. Decisions are usually available 2 weeks after the request deadline. All materials including waiver request and supporting documents must be in the hands of HUPD by the designated date to be considered. Once a decision is rendered, you will be notified by via email or the phone number provided.

**Falsifying information:** The Code of Conduct encompasses a wide range of behaviors which have specific importance to your waiver request. Honesty in presenting all the facts necessary to make an informed evaluation and decision is expected. Your signature verifies your understanding of the Code of Conduct as stated in the HU Student Handbook and its relevance to the waiver request.

Freshmen/Sophomore who obtain a parking permit by providing falsified information, as well as upperclassmen who attempt to purchase a permit for a freshman will have future parking privileges revoked and may face administrative action.

The resident decal is available for residential Freshmen/Sophomore who have obtained permission to have a vehicle registered on campus. It is important to note that no student under consideration for an exception should bring a vehicle to campus until approval to purchase a residential decal has been granted. Please allow two (2) weeks for the approval process.

Students who wish to petition for a waiver may do so by completing and submitting a Residential Freshman/Sophomore Waiver Request and other supporting documents. Documents must be submitted to the Traffic Office. Submitting a request for a waiver **does not** guarantee approval nor should acceptance of the request by the Traffic Office be construed as a commitment to approve the waiver.

Exceptions are granted for the following reasons, with documentation that positively demonstrates the need for the request. It is the student's responsibility to provide the necessary documentation to support part-time employment (at least 20 hours per week), medical reasons or extenuating family circumstances. Individuals with this privilege may register only one vehicle and must display the parking decal provided.

**Specific information for each exception is listed below:**

**Requests for exception based on part-time employment should be submitted once employment has been secured.** Approval will be granted upon successful verification of employment and schedule meeting the minimum 20 hours per week requirement. The Traffic Office reserves the right to verify continuation of employment throughout the semester. Decal holders are responsible for ensuring that the most current employment information is on file. Updated information may be provided via an electronic document or may be faxed to 757-727-5007. Failure to provide updated information may result in suspension or loss of privileges. Petitions for approval are not automatic and are generally given only when a student's transportation circumstances cannot be accommodated by local Transit Service. Freshmen/Sophomore are strongly encouraged to find employment either on campus or in the local community. Appeals will be granted in this category on a limited basis. Appeals should include a signed letter on company letterhead from employer stating days and hours of employment. Letter shall include employer's telephone number. A current payroll stub may also be required.

**Requests for exceptions based on medical reasons (physical disability or illness)** of the student requiring transportation off campus must provide the necessary documentation to positively prove the need. Students requesting a waiver in this category must register with the Office of Compliance & Disability Services prior to submitting waiver request. Petitions for approval are not automatic and are generally given only when a student's medical appointments cannot be accommodated by local Transit Service. Medical reasons require a letter from a licensed physician indicating a legitimate medical need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need. Requests for exceptions based on extenuating family circumstances requiring transportation off campus must provide the necessary documentation to positively prove the need. Petitions for approval are not automatic and are generally given only when a student's family circumstances cannot be accommodated by local Transit Service.

**Requests for exceptions based on University obligation or commitment** requiring transportation off campus must provide the necessary documentation to positively prove the need. University obligations or commitment reasons require a letter from a University sponsor/coach/instructor indicating a legitimate need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need. Petitions for approval are not automatic and are generally given only when a student's transportation circumstances cannot be accommodated by local Transit Service. Other exceptional circumstances are at the discretion of the Office of the Vice President for Student Success & Enrollment Management.

## VIRGINIA REPORTABLE DISEASE LIST

Reporting of the following diseases is required by state law (Sections 32.1-36 and 32.1-37 of the Code of Virginia and 12 VAC 5-90-80 of the Board of Health Regulations for Disease Reporting and Control – <http://www.vdh.virginia.gov/surveillance-and-investigation/division-of-surveillance-and-investigation/commonwealth-of-virginia-state-board-of-health/>). Report all conditions when suspected or confirmed to your local health department (LHD). Reports may be submitted by computer-generated printout, Epi-1 form, CDC or VDH surveillance form, or upon agreement with VDH, by means of secure electronic submission.

**BOLD** = Laboratories must submit initial isolate or other initial specimen to the Division of Consolidated Laboratory Services (DCLS) within 7 days of identification. All specimens must be identified with patient and physician information, and the LHD must be notified within the timeframe specified below.

REPORT IMMEDIATELY	REPORT WITHIN 3 DAYS
<p>Anthrax (<i>Bacillus anthracis</i>) [a]            Botulism (<i>Clostridium botulinum</i>) [a]            Brucellosis (<i>Brucella</i> spp.) [a]            Cholera (<i>Vibrio cholerae</i> O1/O139) [a]            Coronavirus infection, severe (e.g., SARS-CoV, MERS-CoV) [a]            Diphtheria (<i>Corynebacterium diphtheriae</i>) [a]            Disease caused by an agent that may have been used as a weapon  <b>Haemophilus influenzae infection, invasive</b> [a]            Hepatitis A [a]            Influenza-associated deaths if younger than 18 years of age            Influenza A, novel virus [a]            Measles (Rubeola) [a]            Meningococcal disease (<i>Neisseria meningitidis</i>) [a]            Outbreaks, all (including but not limited to foodborne, healthcare-associated, occupational, toxic substance-related, waterborne, and any other outbreak)            Pertussis (<i>Bordetella pertussis</i>) [a]            Plague (<i>Yersinia pestis</i>) [a]            Poliovirus infection, including poliomyelitis [a]            Psittacosis (<i>Chlamydia pneumoniae</i>) [a]            Q fever (<i>Coxiella burnetii</i>) [a]            Rabies, human and animal [a]            Rubella [a], including congenital rubella syndrome [a]            Smallpox (Variola virus) [a]            Syphilis (<i>Treponema pallidum</i>), congenital, primary, and secondary [a]            Tuberculosis, active disease (<i>Mycobacterium tuberculosis</i> complex) [a,b]            Tularemia (<i>Francisella tularensis</i>) [a]            Typhoid/Paratyphoid infection (<i>Salmonella</i> Typhi, <i>Salmonella</i> Paratyphi) [a]            Unusual occurrence of disease of public health concern            Vaccinia, disease or adverse event [a]            Vibriosis (<i>Vibrio</i> spp.) [a,e]            Viral hemorrhagic fever [a]            Yellow fever [a]</p>	<p>Amebiasis (<i>Entamoeba histolytica</i>) [a]            Arboviral infections (e.g., CHIK, dengue, EEE, LAC, SLE, WNV, Zika) [a]            Babesiosis (<i>Babesia</i> spp.) [a]            Campylobacteriosis (<i>Campylobacter</i> spp.) [a]  <b>Candida auris, infection or colonization</b> [a,c]  <b>Carbapenemase-producing organism, infection or colonization</b> [a]            Chancroid (<i>Haemophilus ducreyi</i>) [a]            Chickenpox (Varicella virus) [a]            Chlamydia trachomatis infection [a]            Cryptosporidiosis (<i>Cryptosporidium</i> spp.) [a]            Cyclosporiasis (<i>Cyclospora</i> spp.) [a]            Ehrlichiosis/Anaplasmosis (<i>Ehrlichia</i> spp., <i>Anaplasma phagocytophilum</i>) [a]            Giardiasis (<i>Giardia</i> spp.) [a]            Gonorrhea (<i>Neisseria gonorrhoeae</i>) [a]            Granuloma inguinale (<i>Calymatobacterium granulomatis</i>)            Hantavirus pulmonary syndrome [a]            Hemolytic uremic syndrome (HUS)            Hepatitis B (acute and chronic) [a]            Hepatitis C (acute and chronic) [a]            Hepatitis, other acute viral [a]            Human immunodeficiency virus (HIV) infection [a]            Influenza, confirmed seasonal strain [a]            Lead, blood levels [a]            Legionellosis (<i>Legionella</i> spp.) [a]            Leprosy/Hansen's disease (<i>Mycobacterium leprae</i>)            Leptospirosis (<i>Leptospira interrogans</i>) [a]            Listeriosis (<i>Listeria monocytogenes</i>) [a]            Lyme disease (<i>Borrelia</i> spp.) [a]            Lymphogranuloma venereum (<i>Chlamydia trachomatis</i>)            Malaria (<i>Plasmodium</i> spp.) [a]            Mumps [a]            Neonatal abstinence syndrome (NAS)            Ophthalmia neonatorum            Rabies treatment, post-exposure  <b>Salmonellosis</b> (<i>Salmonella</i> spp.) [a]  <b>Shiga toxin-producing Escherichia coli infection</b> [a,d]  <b>Shigellosis</b> (<i>Shigella</i> spp.) [a]            Spotted fever rickettsiosis (<i>Rickettsia</i> spp.) [a]  <b>Streptococcal disease, Group A, invasive or toxic shock</b> [a]            Streptococcus pneumoniae infection, invasive and &lt;5 years of age [a]            Syphilis (<i>Treponema pallidum</i>), if not primary, secondary, or congenital            Tetanus (<i>Clostridium tetani</i>)            Toxic substance-related illness [a]            Trichinosis/Trichinellosis (<i>Trichinella spiralis</i>) [a]            Tuberculosis infection [a]  <b>Vancomycin-intermediate or vancomycin-resistant Staphylococcus aureus infection</b> [a]            Yersiniosis (<i>Yersinia</i> spp.) [a]</p>
LEGEND	
<p>[a] Reportable by directors of laboratories. These and all other conditions listed must be reported by physicians and directors of medical care facilities.            [b] Laboratories report AFB, <i>M. tuberculosis</i> complex or any other mycobacteria, and antimicrobial susceptibility for <i>M. tuberculosis</i> complex.            [c] Includes submission of <i>Candida haemulonii</i> specimens to DCLS.            [d] Laboratories that use EIA without a positive culture should forward positive stool specimens or enrichment broth to DCLS.            [e] Includes reporting of <i>Photobacterium damselae</i> and <i>Grimontia hollisae</i>.</p>	

Effective November 2018