

# DIVISION OF STUDENT AFFAIRS

## About the Division of Student Affairs

Dr. Leonard Brown, Jr.  
Vice President for Student Affairs  
(757) 823-8141

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

## Office of the Dean of Students

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

The Office of the Dean of Students assists all students, graduate and undergraduate, from their initial orientation to the University through successful completion of their academic and career goals. The Dean of Students staff advocates for student needs, addresses student complaints, acts as a liaison between students and academic departments, and provides support and challenges designed to enhance personal growth, as well as a sense of personal authority and responsibility in each student.

## Student Advocacy and Family Relations

Student Services Center, Suite 319

Student Advocacy and Family Relations is available and committed to address comments, questions, and concerns related to the NSU experience. Individuals are counseled regarding University policies and procedures. Concerns and complaints are investigated by working with campus officials and a response is given via email. An online form is available at <https://www.nsu.edu/student-affairs/dean-of-students/student-complaints>. Ensuring the highest level of satisfaction is paramount.

## Student Conduct

Student Services Center, Suite 307

Student Conduct through the Dean of Students Office supports the mission of the University by promoting an environment conducive to transforming lives and empowering individuals through the fair and impartial administration of the Code of Student Conduct. We recognize that every community includes rules, standards, and expectations. The office helps educate students on their responsibilities as members of the Norfolk State University community and promotes a safe and inclusive atmosphere. Additional information can be found at: Student Conduct (<http://www.nsu.edu/dean-of-students/student-conduct/>)

The Dean of Students Office is located in the Student Services Center, Suite 307. The telephone number is 757-823-2152.

## Student Concerns

The Office of Academic Engagement handles academic student concerns rising to the Office of the Provost.

## STUDENT COMPLAINT PROCESS

Student concerns will be addressed according to published protocol. For academic concerns, students must begin by interacting directly with the instructor in a respectful, professional manner. Nearly all concerns can be resolved at the level of the instructor in a collegial conversation.

- Please take time to review a flowchart of the University's Student Complaint Process (<https://www.nsu.edu/oel/student-complaint-process/>)

The official process for addressing student concerns is located at the link below. Please see the appropriate school or college Student Resolution Form below.

### Student Resolution Forms

- Student Resolution Form - COLA ([https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form\\_COLA.aspx](https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form_COLA.aspx))
- Student Resolution Form - CSET ([https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form\\_CSET.aspx](https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form_CSET.aspx))
- Student Resolution Form - Business ([https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form\\_Business.aspx](https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form_Business.aspx))
- Student Resolution Form - Social Work ([https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form\\_Social-Work.aspx](https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form_Social-Work.aspx))
- Student Resolution Form - Education ([https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form\\_Education.aspx](https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form_Education.aspx))

## SCHEV

In accordance with VAC 40-31-100 of the Virginia Administrative Code, the State Council of Higher Education of Virginia (SCHEV) is responsible for investigating all written and signed student complaints against post-secondary educational institutions in Virginia, once a student has exhausted all available grievance procedures at the University. Please review the attached link for additional information: SCHEV Student Complaints Page (<http://www.schev.edu/index/students-and-parents/resources/student-complaints/>).

## Complaints and Grievances to External Entities

For students (and other persons) who wish to address unresolved complaints, the University provides contact information for the following entities:

1. The Southern Association of Colleges and Schools Commission on Colleges SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for unresolved complaints concerning University compliance with accrediting standards;
2. The State Council of Higher Education for Virginia (SCHEV), 101 N. 14th Street, 10th Floor James Monroe Building, Richmond, Virginia

23219 for unresolved complaints concerning a condition or incident involving the University;

3. The Office of the State Inspector General, 101 N. 14th Street, 7th Floor, Richmond, Virginia 23219, (804) 625-3255 or (800) 723-1615, for complaints alleging fraud, waste, abuse, or corruption; and
4. The Office of Civil Rights of the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, (1-800-872-5327), for complaints concerning federal laws prohibiting discrimination.

## Career Services

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

Career Services is responsible for the overall planning, development, and implementation of the University's Career Services program for students and alumni. The office is located in Suite 318, Student Services Center.

Functions include:

1. Identifying and developing full-time, internship and cooperative opportunities;
2. Maintaining Handshake, a dynamic database of employment opportunities that allows students/alumni to upload resumes, and apply for jobs and internships;
3. Providing career coaching and advising;
4. Planning and conducting professional seminars which include Resume Writing, Interviewing Skills, Internship Preparation, Job Search Strategies and Dress for Success, and Professional Social Media training;
5. Planning and coordinating the On-campus Interviewing Program;
6. Planning and conducting career fairs (fall/spring) and graduate professional school day (fall semester).

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

## Counseling Center

(757) 823-8173

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

Counseling Services are confidential. The Counseling Center does not release information about a student without the student's written permission, except in cases of imminent danger to self or others, when the student is a minor (under 18), per court order, or otherwise required by law. Counseling records are not part of academic records.

Counselors are available to consult with students, parents, and staff about issues that affect student life. Adjustment difficulties, substance abuse, depression, troubled relationships, and the inability to manage stress are a few reasons students seek counseling services. Crisis counseling is available to students 24 hours per day, seven days per week.

The Counseling Center staff are professional counselors trained, licensed and experienced in addressing issues common among university students. Appointments can be made by phone or in person. For

additional information, please visit the Counseling Center in Room 312, Student Services Center, or call (757) 823-8173.

## Office of Accessibility Services/ International Student Services (OASIS)

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

The mission of Accessibility Services/International Student Services is to promote the academic success of students with disabilities (SWD), and International Students through high-quality educational assistance; faculty and staff seminars; workshops and training, and assistive technology training for students, faculty, staff, and administrators.

### Accessibility Services

Accessibility Services is committed to complying with both the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

Accessibility Services assists currently enrolled students with documented disabilities including physical disabilities, traumatic head injuries, learning disabilities and other health concerns. Services include counseling, rehabilitation, note-sharing, and priority seating.

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

### Assistive Technology Laboratory (AT Lab)

The AT Lab exists to support the enhancement of student outcomes through the delivery of information, training, and support through the use of assistive technologies. Students with documented disabilities who are enrolled in the SSDS program are given access to the AT Lab where they are able to utilize specialized hardware, software, and other technologies that level the playing field in their endeavor to excel.

A complete list of services and accommodations are provided through the SSDS program and within the AT Lab is available from Disability Services and the Norfolk State University Student Handbook.

## International Student Services

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

International Student Services assists international students with matters related to immigration, promoting international education, and intercultural understanding. The office circulates immigration information and acts as a referral source for students, staff, faculty, and the community. Services include issuing visa documents/advising students; processing immigration petitions; serving as a liaison between the international student, the university, government agencies; and providing support services and education to enhance student success.

More information is available in the International Student Services Office and in the Norfolk State University Student Handbook. The office is located in the James Bowser Bldg., Suite 121.

## Housing and Residence Life

Residential Complex, Suite 100  
(757) 823-8407

Living in one of our residential communities provides a great opportunity for students to take advantage of campus resources such as tutoring, library and dining; interact with people from different backgrounds, be actively involved with campus life, create lifelong friendships, and develop to your fullest potential. Students who reside in our residential communities are required to abide by all University policies and respecting the rights of other residents.

## Staff

Each residential community is staffed with full-time and part-time employees such as a residence hall director, graduate assistant (GA), front desk staff, and a resident assistant (RA) who is assigned to each floor. All staff are responsible for administering and enforcing University policies and regulations, while acting as an advocate, listener, mediator and resource person.

## Living on Campus

All students who live within our residential communities are members of the Residence Hall Association (RHA). RHA is committed to enhancing the residential experience on campus. Each community has representatives who work with the Office of Housing & Residence Life to identify areas of concern, enhance services provided to residential students, and plan and implement fun, creative programs and activities.

## Payment of Fees

All students desiring on-campus housing must submit an online housing application and include the non-refundable housing deposit of \$300.00 by the deadline date (Fall semester entry-April 1<sup>st</sup> for current NSU students and June 1st for incoming first-time students; Spring semester entry-November 1st).

Applications will be considered upon submission of a complete housing application and the \$300 deposit. Students may submit a request for a preferred residential community but Housing and Residence Life does not guarantee placement. Spaces are assigned on a first-come, first-serve basis.

Upon receipt of a bill from NSU, the entire room and board balance must be paid in full or payment arrangements made with the Office of Student Accounts in order for students to receive a key to their room. To inquire about individual accounts, students should contact the Office of Student Financial Services at (757) 823-8381.

## Roommate Request(s)

Requests for roommates will be honored, to the extent possible, provided the request is mutual and included on the housing application of each applicant, deadlines for fees are met, and each person making the request meets all eligibility criteria for living in the desired residential community.

## Occupancy of Rooms

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

## Check-In

Upon check-in, students must complete a Blue Card Emergency Contact Form, receive their key, and complete a Room Condition Report. Students must have satisfied all financial obligations to the University and submitted a signed housing contract.

## Housing during Breaks

All residential communities are typically closed during the Fall break, Thanksgiving, spring and summer breaks (except Spartan Suites).

Students are not required to move their belongings out of their room during Breaks if they plan to return after the break ends. Students will receive updated information with specific dates and times to vacate the respective community.

Students will depart the residential communities at the conclusion of the Fall semester, which coincides with the Thanksgiving holiday. Students who plan to return for the Spring semester are not required to remove their belongings. However, students are strongly encouraged to secure all valuables or take them home.

## Withdrawal Procedures

Those who withdraw from their community must contact their residence hall director. Residents are responsible for removing all personal possessions and for cleaning their rooms, which must be verified by the residence hall director. The student is responsible for completing all paperwork to finish the withdrawal process. Students considering withdrawing from their assigned space after the designated grace period outlined in their Housing Contract may incur additional charges on their student account based on contract terms.

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

## Check-Out Procedures

Prior to student check-in and upon checkout, each residence hall will have staff assigned to check the condition of the room/suite. Damages and other discrepancies will be noted on the back of the resident's Blue Card. Normal wear is not penalized. Should the resident in violation not be known, all residents assigned to the room will be charged. Each resident assigned to a room/suite is responsible for cleaning his or her side of the room. Rooms and/or suites must be clean and free of all trash. Students housed in suites must ensure that the bathrooms are clean. Charges will be assessed for broken, damaged, misplaced, or out of area furniture. Failure to follow correct check-out procedures will result in a fine and possible sanctioning that prohibit future residency in the residence halls.

## Off-Campus Housing

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

## Violation of Residence Hall Rules and Regulations

Living with a diverse group of students can be challenging and rewarding at times. The Office of Housing & Residence Life seeks to provide an inclusive and welcoming environment where values such as respect, civility, and accountability are upheld at all times. Students within the residential communities are required to abide by the 2022-2023 Residential Handbook (Guide to Community Living) and the terms of their Housing Contract. Additionally, residents are required to abide by the Norfolk State University Code of Student Conduct. Alleged violation of the Handbook or Code of Conduct will result in disciplinary action.

## Spartan Health Center

Spartan Station  
(757) 278-3360

Student health services are provided by Fort Norfolk Plaza Urgent Care. Basic health services provided Living with a diverse group of students can be challenging and rewarding at times. The Office of Housing & Residence Life seeks to provide an inclusive and welcoming environment where values such as respect, civility, and accountability are upheld at all times. Students within the residential communities are required to abide by the Guide to Community Living Handbook and the terms of their Housing Contract. Additionally, residents are required to abide by the supplies, general and emergency medical services, health education counseling, maintenance of immunization/ health history records, provision of forms and materials on preventive health, mental health, and other health-related areas, and injections of allergy serum (at students' expense). Should a student require consultation with a specialist, the health care provider at the Center will refer the student to a local practitioner. The Center is staffed with highly skilled health care professionals including physicians, nurse practitioners, and nurses.

The costs for the health care services listed above are paid by the University for students who are enrolled full-time. Costs incurred for care that exceeds the services listed above must be paid by the student. Students are encouraged to purchase health insurance to cover the cost of specialty referrals, prescriptions or hospitalization. Students need to bring their NSU ID and any insurance documentation they have in the event outside labs, imaging or referrals are needed.

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

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

### Emergency Care

When a serious or life-threatening illness or injury occurs on campus, the NSU Campus Police Department should be contacted immediately by calling (757) 823-9000. Norfolk State University's campus has easy-to-see, blue-light emergency telephones located across campus. Blue-light phones provide a direct connection to the University Police Department. Most blue-light phones are located on each building on campus, including residence halls, and along major foot traffic areas. Phones mounted on residence halls have an emergency button that, when pushed, connects directly with the University Police Department.

If emergency medical transportation is needed, the University Police Department will make the necessary arrangements to ensure that the individual is taken to the nearest urgent health care facility. The expense of this care will be borne by the student.

### Location and Office Hours

The Spartan Health Center is housed in the Spartan Station at the east end of the campus. It is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Walk-in hours will be from 8:00 a.m. to 10:00 a.m. for the acutely ill. Acutely ill is defined as new onset of sickness such as fever, diarrhea, urinary problems, and upper respiratory problems. Students should call the Spartan Health Center at (757) 278-3360 or visit the Spartan Health Center's website to make an appointment to ensure prompt treatment. However, students with new onset illnesses will be

seen on a walk-in basis between scheduled appointments, whenever possible.

### Appointments

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

### Confidentiality

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

### Medical Excuses

Written statements verifying a student's visit to the Health Center will be issued, if necessary, at the discretion of the Health Care Provider. An official university excuse may be obtained from the Office of the Dean of Students.

### Immunizations

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

### Student Accident Insurance Plan

All full time undergraduate students (U.S. citizens and permanent residents) taking 12 or more credit hours and all international students (full and part time, graduate and undergraduate) will automatically be enrolled in the Accident Only Expense Benefit and the Outpatient Prescription Drug Benefit, insured by BCS Insurance Company. This plan is mandatory and no waivers will be allowed. The annual premium of \$100 will be assessed to each qualifying student in two equal installments of \$50 each semester.

Additional coverage for sickness benefit is also available. While enrollment in the Sickness Expense portion of the plan is not mandatory, it is highly recommended for students who do not have adequate insurance for sicknesses. Part-time and graduate students are also eligible to enroll in the Optional Sickness plan. Specific information regarding the student insurance plan can be obtained via the NSU website.

### Health Insurance

Information about the NSU student insurance plan maybe obtained at the Spartan Health Center or the Office of Student Services/Judicial Affairs. Health History/Record of Immunizations Virginia State Law (Sec. 23-7.7) and Norfolk State University require all full-time entering and returning students to provide documentation of immunizations and a completed health record form. The information on this health record is needed to both protect the health of the university community and to assist the Spartan Health Center staff in providing comprehensive medical care for students.



## Student Center

(757) 823-8200

The Norfolk State University Student Center builds a sense of community by facilitating learning, leadership and personal development to enhance the student's experience.

The Student Center is home to the Student Government Association, the Office of the Student Activities and Leadership, meeting rooms, Spartan commuter Lounge, computer labs, Spartan Echo and Spartan Reflection Yearbook Office, Spartan Game Zone, Spartan Training Zone, Spartan Express Café, and University Bookstore. The Spartan Lanes are managed by the Student Center along with Intramural Sports teams and IM league teams.

## Student Activities and Leadership

(757) 823-8200

The Office of Student Activities and Leadership is responsible for the coordination and implementation of a creative, responsive, and diverse co-curricular program. Norfolk State University strives to cultivate individuals who have not only mastered academic coursework, but have also developed active interests and skills in interpersonal relations. To assist with this mission, the University promotes a wide range of student organizations and activities. Students are encouraged to participate in the following academic, social, athletic, literary, and religious activities.

## Student Organizations

- Accounting Association
- 200 Plus Menu
- 2xclusive Hip Hop Dance Team
- Active Minds at Norfolk State University
- African Student Association
- Airway Science Club
- Alpha Delta Mu National Social Work Honor Society
- Alpha Epsilon Rho
- Alpha Eta Rho Fraternity, Inc.
- Alpha Kappa Alpha Sorority, Inc.
- Alpha Kappa Delta
- Alpha Kappa Mu Honor Society
- Alpha Lambda Delta Honors Society for First Year Students
- Alpha Mu Gamma National Collegiate Foreign Language Honor Society
- Alpha Nu Omega Fraternity Inc.
- Alpha Nu Omega Sorority, Inc.
- Alpha Phi Alpha Fraternity, Inc.
- Alpha Phi Omega Fraternity, Inc.
- Alpha Phi Sigma National Criminal Justice Honor Society
- Alpha Sigma Lambda
- American Association of University Women
- American Chemical Society
- American Physics Society
- American Production and Inventory Control Society
- Arabic Language & Culture Club
- Association for Computing Machinery
- Association of Black Communicators
- Association of Concerned Sociologists
- Association of General Contractors of America
- Association of Information Technology Professionals
- Athletes in Action
- Banking and Finance Club
- Baptist Student Union
- Consumer Services and Family Studies Club
- Cooperative Education Club
- Council for Exceptional Children
- Council of Independent Organizations (C.I.O.)
- Dance Marathon
- Beta Gamma Sigma Honor Society
- Beta Kappa Chi National Scientific
- Beta Psi Biology Society
- Boxing Club
- Business Honor Council
- Caribbean Student Association
- Cheerleaders
- Chemistry Club
- Chess Club
- Chi Eta Phi Sorority, Inc.
- Christian Student Fellowship
- Circle K International
- Collegiate Secretaries International
- Commuter Student Association
- Concert Choir
- Consumer Services and Family Studies Club
- Cooperative Education Club
- Council for Exceptional Children
- Council of Independent Organizations (C.I.O.)
- Dance Marathon
- Data Processing Management Club
- Delta Sigma Theta Sorority, Inc
- Determined Educated Sisters Taking Initiative N Encouraging Dreams(D.E.S.T.I.N.E.D.)
- Diplomats' Circle, The
- DNIMAS Student Association
- Early Childhood Education Club
- Eboni Rage Fashion Society
- Economics Club
- Elements of Style
- English Club
- English and Foreign Languages Major Club
- Elements of Style
- Entertainment Alliance
- Entrepreneurship Club
- Epsilon Tau Sigma
- Family and Consumer Sciences
- Filipino Americans @ Norfolk State
- Finance and Banking Association
- Food Science and Nutrition Club
- French Club

- Freshman Class
- Girls in Science, Engineering and Technology (GISET)
- Genetics Society of Norfolk State University
- Golden Key National Honor Society
- Gospel Choir
- Grace Church Ministries
- Graduate Student Association
- Group for Microgravity & Environmental Biology Strategies for Ecology, Education, Diversity and Sustainability (GMEB-SEEDS)
- Guild of Fine Arts
- Habitat for Humanity
- HBCU's Peace + Love
- Health/Physical Education & Exercise Science Majors Club
- Health Services Management Association
- History Club
- Honda Campus All-Star Challenge
- Honor Society of Nursing
- Honors College Student Association
- Hotel, Restaurant and Institutional Management Club
- Industrial Education Technology Club
- Institute of Electrical and Electronic Engineers
- Interdisciplinary Studies Student Association
- International Food Service Executive Association
- International Student Organization
- International Technology Education Collegiate Association
- Interservice Christian Fellowship
- Iota Phi Theta Fraternity, Inc.
- James W. Howell Book Club
- Junior Class
- Kappa Alpha Psi Fraternity, Inc.
- Kappa Delta Epsilon
- Kappa Kappa Psi Fraternity, Inc.
- Kappa Omicron Nu
- Kappa Omicron Tau Society
- Ladies and Gentlemen of Technology
- Leading the Education of Gay and Straight Individuals (LEGASI)
- League of Extraordinary Men
- The League of Extraordinary Women
- The League of Gamers Inspiring Culture (L.O.G.I.C.)
- Lyman B. Brooks Debating Society
- Mass Communications Student Association
- Master Social Work Graduate Student Organization
- Material Advantage (ACerS-ASM-TMS)
- Materials Research Society Mathematics Club
- Minority Association of Pre-Health Students
- Music Educators National Conference
- National Association for the Advancement of Colored People (NAACP)
- National Association of Black Accountants (NABA)
- National Association of Blacks in Criminal Justice
- National Broadcasting Society
- National Council of Negro Women
- National Institutes of Science
- National Pan-Hellenic Council
- National Society of Black Student Engineers
- National Society of Minorities in Hospitality
- National Society of Pershing Angels Sorority, Inc.
- National Society of Pershing Rifles Fraternity, Inc.
- National Student Nurses Association
- Norfolk Review (formally The Rhetorician)
- NSU Dance Theatre
- NSU Theatre Company
- Nursing Honor Society
- Nutrition Club (formerly Food Science and Nutrition Club)
- Omega Psi Phi Fraternity, Inc.
- Online Student Organization
- Optical Society of America (NSU Student Chapter)
- Order of Omega
- Organization of International Black Unity
- Phi Alpha Delta Law Fraternity International
- Phi Alpha Theta
- Phi Beta Delta Honor Society for International Scholars
- Phi Beta Lambda
- Phi Alpha Delta Law Fraternity International
- Phi Alpha Theta
- Phi Beta Delta Honor Society for International Scholars
- Phi Beta Lambda
- Phi Beta Sigma Fraternity, Inc.
- Phi Delta Psi Fraternity, Inc.
- Phi Mu Alpha Sinfonia of America, Inc.
- Physical Education and Exercise Science Club
- Physics and Engineering Club
- Pi Gamma Psi Fraternity, Inc.
- Pi Sigma Alpha Honor Society
- Pi Sigma Epsilon Fraternity, Inc. (formerly American Marketing Club)
- Political Science Association
- Pre-Alumni Club
- Pre-Medical Society
- Psi Chi (The International Honor Society in Psychology)
- Psychology Club
- Public Relations Student Society of America
- Resident Hall Association
- SDX
- Senior Class
- Sigma Alpha Iota International Music Fraternity
- Sigma Tau Delta International English Honor Society
- Sister Circle
- Society for the Advancement of Management
- Society of Manufacturing Engineers
- Society of Physics Students
- Society of Women Engineers
- Sociology Club
- Sophomore Class
- Spanish Club

- Spartan Alpha Tau
- Spartan Cavalry
- Spartan Epidemik
- Spartan Generals
- Spartan Legion Marching Band
- Student Activities Board
- Student Affiliate of the American Chemical Society
- Student Ambassadors
- Student Association of Music
- Student Athlete Advisory Committee
- Student Government Association
- Student National Technical Association
- Student Nurse Association
- Student Virginia Education Association
- Students in Free Enterprise
- Students Standing 4 Sickle-Cell
- Students Taking Action Now: Darfur(S.T.A.N.D.)
- Swim Club
- Taekwondo Club
- Tau Beta Sigma National Honor Band Sorority, Inc.
- Technology Education Collegiate Association
- Teacher PREP Student Support Services Program
- Thurgood Marshall Pre-Law Club
- Upsilon Phi Delta Honor Society
- Urban Control Entertainment Crew
- University Dance Theater
- University Players
- Veterans Club
- Virginia 21
- Virginia Family and Consumer Sciences
- Vocational Industrial Clubs of America
- Wesley Westminster Club
- Whitney Young Social Work Club
- World Changers
- Young Democrats
- Young Life Multicultural
- Young Republicans
- Zeta Phi Beta Sorority, Inc

## Student Publications

1. Spartan Echo Newspaper
2. Spartan Reflections Yearbook
3. The Intramural Program

## The Intramural Program

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

1. Better health through exercise,
2. Social interaction and the development of friendships,

3. Sportsmanship of the highest order, and
4. Important values developed through team spirit and cooperation.

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

## Student Government Association

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

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

## Campus Program Disclaimer

University organizations frequently invite speakers and performers to campus. The views and opinions of these guests do not necessarily represent those of the University or the sponsoring organization.

## Military Services and Veterans Affairs

**Student Services Center, Suite 110**  
(757) 823-2586

The Office of Military Services and Veterans Affairs (MSVA) provides support and assistance to active duty military, reservists, Veterans and family seeking to complete their education from admission through graduation. MSVA also provides counseling to students using tuition assistance and Department of Veterans Affairs (VA) education benefits. The VA Certifying Official for Norfolk State University assists students with Education Plans and serves as a liaison between the University and the VA, providing information on university procedures and resolving problems regarding eligibility and payment of VA benefits. MSVA also provides information about Virginia State Veterans benefits, including the Virginia Military Survivors and Dependents Education Program.

Each semester, students using VA education benefits must report their enrollment to MSVA by completing the Veterans Enrollment Reporting Form. New students who are planning to use VA benefits must report to MSVA before enrolling. Students using VA benefits must immediately inform MSVA if they add, drop, audit, stop attending, have a class cancelled, withdraw or are withdrawn from class(es) or the University, are unable to attend classes, or make any changes to their enrollment.

Educational assistance is available for U.S. military Veterans and members of the National Guard and Selected Reserve. Dependents of Veterans in certain categories may be eligible for benefits. In all instances, the VA determines eligibility. The VA sends monthly payments directly to the student following verification of enrollment each semester. Receipt of VA benefits may have an impact on levels of federal and state financial aid for which a student may be eligible; therefore inquiries regarding financial aid eligibility should be directed to the Norfolk State University Office of Financial Aid. Norfolk State University is authorized to receive tuition payments for Veterans attending school under the Veterans Readiness and Employment Program. For information on the

program and eligibility requirements, Veterans should contact VA at 1-800-827-1000. The University also accepts tuition waivers under the Virginia Military Survivors and Dependents Education Program.

#### **VA Delayed Payment Compliance Addendum**

Norfolk State University adheres to the requirements of 38 USC 3679(e). Norfolk State University will not impose any penalties on students entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 G1 Bill benefits while awaiting payments from the Department of Veterans Affairs (VA).

Norfolk State University will allow covered individuals to attend or participate in their course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Norfolk State University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

#### **Grievance Policy**

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. This office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

#### **Other Services**

##### **1. Active Duty Personnel**

Norfolk State University is approved for tuition assistance for military members seeking to earn their degree. Each branch of the armed forces offers tuition assistance for voluntary, off-duty education programs. Each branch also has a policy regarding the use of tuition assistance and how to apply. The Military Services and Veterans Office offers assistance to all Active Duty, Reserve and Guard members seeking guidance on tuition assistance. Active duty military member can also contact the Education Services Office for assistance.

##### **2. Part-Time Employment**

The University keeps in close contact with local business concerns through which many students are placed in positions which offer remuneration for work experience.

##### **3. Social Security Benefits**

Students eligible to receive social security benefits should contact their local Social Security Office for more information.

##### **4. Social Security Benefits**

Disabled or handicapped persons may qualify for educational assistance through the Virginia Department of Vocational Rehabilitation. These persons are required by the Department to apply for financial assistance through Norfolk State University.

##### **5. Veterans Benefits**

Eligible Students may apply for educational benefits through the Department of **Veterans Affairs**. Dependents of qualified disabled or deceased veterans may qualify for educational benefits. For more information, contact the Military Services and Veterans Affairs Office at (757) 823-2586.

Additional information about financial aid programs can be secured from the financial aid office at Norfolk State University by visiting NSU's website at [www.nsu.edu](http://www.nsu.edu) (<http://www.nsu.edu/>) and by checking the federal website at [studentaid.gov](https://studentaid.gov). (<https://studentaid.gov/h/apply-for-aid/fafsa/>)

#### **6. Virginia Military Survivors and Dependent Education Program (VMSDEP)**

The Virginia Military Survivors and Dependents Education Program (VMSDEP) provides education benefits to spouses and children of military service members killed, missing in action, taken prisoner, or who have been rated by the United States Department of Veterans Affairs as totally and permanently disabled or at least 90 percent permanently disabled as a result of military service. Military service includes service in the United States Armed Forces, United States Armed Forces Reserves, or the Virginia National Guard.

The

Virginia Department of Veterans Services is responsible for managing the program and collaborates with the State Council of Higher Education for Virginia (SCHEV) and Virginia's public colleges and universities to assist spouses and children of qualified military service members and Veterans in attaining their educational goals. Benefits are available for up to eight semesters, the equivalent of four academic years.

For information and to apply for VMSDEP, please visit the Virginia Department of Veterans Services (DVS) website at <https://www.dvs.virginia.gov/education-employment> (<https://www.dvs.virginia.gov/education-employment/>).

#### **U.S. Code, 38 U.S.C. 3679(c). Veterans Access, Choice, and Accountability Act of 2014**

Official School Catalog Addendum

I certify the current policy is true and correct:

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill® – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- Anyone using transferred Post-9/11 GI Bill benefits who lives in the state where the IHL is located, and the transferor is a member of the uniformed service serving on active duty.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).



- A spouse or child using benefits under Survivors' and Dependents' Education Assistance (Chapter 35) living in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- An individual using educational assistance under chapter 31, Veteran Readiness and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- Anyone described above remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. Therefore, the described person must be enrolled in the institution and use educational benefits under Chapters 30, 31, 33 or 35 of Title 38, United States Code.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.*

Authorized Official to Make Revisions to the Catalog: Dr. DoVeanna  
Fulton

Title: Provost and Vice President for Academic Affairs