

# OFFICE OF THE PROVOST

Dr. DoVeanna Fulton  
Provost and Vice President for Academic Affairs  
(757) 823-8408

The Office of the Provost at Norfolk State University bears leadership responsibility for the academic focus of the institution. The Office plays a central role in the articulation, development, initiation and continuing support of the educational philosophy of Norfolk State University which is articulated in its mission: "Through exemplary teaching, scholarship, and outreach, Norfolk State University transforms lives and communities by empowering individuals to maximize their potential, creating lifelong learners equipped to be engaged leaders and productive global citizens."

The Office is made up of two colleges, three professional schools, an off-campus center, and academic support programs. The colleges are the College of Liberal Arts and the College of Science, Engineering, and Technology. The schools are the School of Business, the School of Education, and the Ethelyn R. Strong School of Social Work. One associate degree program, thirty-one bachelor's degree programs, seventeen master's degree programs, and three doctoral degree programs are offered through these colleges and schools. Continuing Norfolk State University's tradition of service, the Office of the Provost promotes and encourages community involvement. The Office of the Provost provides a variety of programs and opportunities in which the students, faculty, and staff may demonstrate altruistic spirit.

The goal of student success guides all academic policies and processes. The Office of the Provost is committed to student mastery of subject matter, the acquisition of liberal knowledge, and the development of competence in students' career fields. The leadership of the Office of the Provost works in concert with the faculty to ensure that the curriculum supports the University's mission and strategic imperatives.

To that end, the Provost has developed the following goals:

- Enhance the Collegial Environment – identify correct Rules of Engagement
- Enrollment Growth in Quality and Quantity – increase student enrollment with improved quality
- Improve the freshman to sophomore retention rate and increase the Graduation Rate
- Implement Teacher/Scholar Model for the faculty – improve sponsored research and NSU role in economic development
- Implement Performance Based Management Model - ensure accountability at all levels

The implementation plan for these goals including targeted initiatives, action steps and resource needs, are available in the Office of the Provost, Suite 460, Harrison B. Wilson Hall (757) 823-8408. Programs under the Office of the Provost include, but are not limited to, the programs/services which follow.

## Cooperative Education/Internship Program

Cooperative Education at Norfolk State University is a part of a nationwide college/university program that integrates academic course work with career-related, paid work experience. Cooperative Education (co-op) provides students with an answer to the question most commonly asked by recruiters of graduating seniors, "What experience have you

had?" Co-op students will have worked in a professional environment and will have performed work assignments in chosen career fields that supplement academic studies leading to the educational degree. The cooperative plan of education, which combines theory with practice, offers the ultimate in a completely rounded and integrated educational experience.

Cooperative Education is available to undergraduates and graduate students in most academic areas. Participation in the program is open to students who have completed 30 semester hours, are in good academic standing with the University and have a minimum 2.0 grade point average. Approval of the program director is required.

Participation in the program may earn academic credit for students enrolling in the following courses:

Course	Credit Hours
CED 250	1
CED 350	3
CED 450	3

Interested students may request information from the following address:

Norfolk State University  
**Career Services**  
Cooperative Education Program  
Student Services Center, Suite 318  
Norfolk, Virginia 23504  
(757) 823-8462

## Robert C. Nusbaum Honors College

Dr. Khadijah Miller, Dean  
(757) 823-2864

The Robert C. Nusbaum Honors College is designed to provide an enriched and challenging program of study for students who manifest exceptional academic potential; to improve the University's ability to attract such scholars; and to enrich the academic community. The Robert C. Nusbaum Honors College currently has three component programs:

- The Dozoretz National Institute for Mathematics and Applied Sciences;
- The Parsons General Honors Program for all majors;
- Over ten Discipline-Specific Honors Programs.

The DNIMAS program is unique. It represents a major commitment by Norfolk State University to provide the best possible education in the sciences for highly qualified and motivated students. The program features a four-week pre-matriculation summer session, intensive science curricula, research internships, field trips, projects, career counseling seminars, and a peer mentor-tutoring program. Please see the separate DNIMAS catalogue entry for admissions requirements.

Students may apply for the Parsons General Honors Program of the Honors College upon admission as freshmen having achieved a high school grade-point average of at least 3.0 and a combined score of 1450 or more on the SAT (Math + Verbal + Writing). If the Writing score is omitted, the Math plus Verbal scores must equal 1000. An ACT score of 21 or more is also acceptable. These students must complete an entire Honors sequence of courses (30 hours out of the 120 normally required for graduation). NSU sophomores or rising juniors, having achieved a 3.0 or above grade-point average for all courses completed, may also apply to enter the Honors College with the goal of completing 30 hours of Honors

courses, to include at least one capstone Honors Seminar (GST 345H Honors Seminar I or GST 445H Honors Seminar III).

All students in Honors courses are part of the Robert C. Nusbaum Honors College and participate in Honors College activities.

The Discipline-Specific Honors Programs, available in a growing number of departments, are intended for students strongly committed to their majors. Students take 18 hours of Honors courses in General Education, and then 12 hours of Honors courses in their major, to include the Honors capstone course designated for that discipline.

The NSU Robert C. Nusbaum Honors College is not an honor society but a regular facet of the University's academic offerings. Honors College students are encouraged to participate in honor societies in their respective fields. Honors College courses are open to all full-time undergraduates, including participants in other special programs such as ROTC.

Transfer Honors credits from an accredited college or university with an Honors College of its own may be substituted for no more than 9 hours of the required 18 hours, or 15 hours of the required 30. For Parsons General Honors students, no substitution credit can be accepted for the Honors Seminar requirement. Classes designated for DNIMAS scholars within the NSU curriculum may be substituted at the discretion of the Director of DNIMAS.

In order to graduate with an Honors College special diploma, a student must meet the following criteria:

1. Parsons and DSHP students must maintain a cumulative G.P.A. of at least 3.0. DNIMAS students must maintain at least a 3.2.
2. With the exception of transfer students with an academic associate's degree, students, depending on their respective tracks, must complete at least 30 credit hours of Honors courses including at least one of the Honors Seminars (for Parsons students), a DSHP capstone course, or a DNIMAS-approved capstone course.
3. Transfer students with academic associate's degrees must complete at least 18 hours of Honors courses, including the Honors capstones designated for their respective tracks.
4. All students must earn a grade of C or above for each Honors course and a G.P.A. of at least 3.0 for all Honors courses taken (3.2 for DNIMAS students).

For additional information, please contact the Dean of Robert C. Nusbaum Honors College at (757) 823-8208.

## Parsons Presidential and Vice-Presidential Scholar

In order to graduate as a PARSONS PRESIDENTIAL SCHOLAR (a designation that will appear on the student's diploma), students must meet the following criteria:

- Successful completion of at least 30 credit hours of Honors courses, including at least one of the Honors seminars (GST 345H (<https://catalog.nsu.edu/search/?P=GST%20345H>) Honors Seminar I/GST 346H (<https://catalog.nsu.edu/search/?P=GST%20346H>) Honors Seminar II or GST 445H (<https://catalog.nsu.edu/search/?P=GST%20445H>) Honors Seminar III/GST 446H (<https://catalog.nsu.edu/search/?P=GST%20446H>) Honors Seminar IV), with a grade of C or above for each Honors course and a G.P.A. of at least 3.0 for all Honors courses. Students are strongly encouraged to take

two or more of the aforementioned Honors seminars; however, a minimum of one will be mandatory. The community service course is also mandatory for all students.

- A cumulative G.P.A. of 3.0 or above for all work completed at Norfolk State University.
- Transfer Honors credits or DNIMAS/CMR credits may be substituted for up to 15 hours of the 30-hour total, but this does not include the Honors Seminar, requirements for which no substitutions can be made.

In order to graduate as a PARSONS VICE-PRESIDENTIAL SCHOLAR (a designation that will appear on the student's diploma), students must meet the following criteria:

- Active participation in the NSU Honors College.
- Successful completion of at least 15 credit hours of Honors courses, including at least one of the Honors seminars (GST 345H Honors Seminar I/GST 346H Honors Seminar II or GST 445H Honors Seminar III/GST 446H Honors Seminar IV, with a grade of C or above for each Honors course and a G.P.A. of at least 3.0 for all Honors courses.
- A cumulative G.P.A. of 3.0 or above for all work completed at Norfolk State University.

Transfer Honors credits from an accredited college or university with an Honors College of its own may be substituted for no more than 9 hours of the above 15. No substitution credit can be accepted for the Honors Seminar requirement.

Classes designated exclusively for DNIMAS or CMR scholars within the NSU curriculum may be substituted for up to 9 credit hours of the above, excluding the Honors Seminar requirement for which there is no substitution.

Because the Honors Seminars (GST 345H Honors Seminar I/GST 346H Honors Seminar II and GST 445H Honors Seminar III/GST 446H Honors Seminar IV) may only be taken by juniors and seniors, students who have matriculated for an Associate Degree only cannot graduate as Parsons Vice-Presidential Scholars.

For additional information, please contact the Director of the Robert C. Nusbaum Honors College at (757) 823-8208.

## Inter-Institutional Exchange Program with Old Dominion University

Norfolk State University students have the opportunity to take courses at Old Dominion University through a student exchange program.

Graduate and undergraduate students are eligible to participate in the Exchange Program. For degree purposes, credits earned will be considered resident credit at the home institution. Courses taken at ODU under this program will be considered the same as Norfolk State University courses; all other courses taken at ODU are subject to Transfer Credit Policy limitations. Registration under this program is limited to students with a cumulative grade point average of 2.1 or better. The approval of the college/school dean is required.

The Registrar at each institution will register a student for courses at the other institution if the student presents a form properly signed by the appropriate university officials. The student exchange will be honored both in regular sessions and in the summer session.

Regular bus service between campuses is provided during the regular session but is not available for evening classes or the summer session.

## Virginia Tidewater Consortium Cross Registration Program

Norfolk State University students may also take undergraduate courses at any of the following Tidewater institutions:

- Christopher Newport University (Newport News)
- Hampton University (Hampton)
- Paul D. Camp Community College (all campuses)
- Regent University (Virginia Beach)
- Thomas Nelson Community College (Newport News)
- Tidewater Community College (all campuses)
- Virginia Wesleyan College (Norfolk)

The following regulations apply to cross registration:

- Cross registration is limited to declared majors with cumulative grade point averages of 2.00 or better.
- Cross registration is limited to 30 semester hours.
- Cross registration is normally limited to courses not available to students at the home institution during the current semester.

For further information, contact the Office of the Registrar at (757) 823-8229.

## Internship/Summer Positions

Students participate in full-time work assignments during the summer with no requirement to return for a second work period, although the option to do so may be available. Assignment must be major/career related. Also, an assignment can be paid or unpaid.

## Reserve Officers Training Corps Programs AROTC

The Army Reserve Officers Training Corps (AROTC) was established at Norfolk State University on July 1, 1948, in the Military Science Department. Army ROTC is one of the best leadership courses in the country and is part of the college curriculum. During classes and field training, students will learn first-hand what it takes to lead others, motivate groups, and how to conduct missions as an officer in the Army. Upon graduation from Army ROTC, students will earn the bar of a Second Lieutenant and become a leader for life.

### NROTC

The Naval Reserve Officers Training Corps (NROTC) was established at Norfolk State University in July 1982, in the Naval Science Department. The mission of the Naval Science Department is to develop selected university educated men and women morally, mentally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission them as officers who possess a basic professional background. Also, these men and women are motivated towards careers in the naval service and have the potential for further development in mind and character to assure the highest responsibilities of command, citizenship, and government.

## OFF-CAMPUS Center

### Virginia Beach Higher Education Center (VBHEC)

Dr. Felicia Mebane, Director

(757) 278-4620

Email: femebane@nsu.edu (dlmontgomery@nsu.edu)

The mission of NSU programs and services at the Virginia Beach Higher Education Center (VBHEC) is to provide educational opportunities and outreach services for traditional and non-traditional students with special emphasis placed upon the adult lifelong learner. Additionally, VBHEC strives to develop and disseminate educational programming, training programs, and selected technological information to its adult constituents outside the traditional credit delivery formats.

The Virginia Beach Higher Education Center, operated cooperatively by Norfolk State University and Old Dominion University, offers graduate-level courses for Norfolk State University in criminal justice, secondary education, urban education (counseling), and social work. Undergraduate courses and a number of continuing education (non-credit) offerings are also available. This Center offers administrative services, including academic counseling and course registration. Courses offered at the Virginia Beach Higher Education Center are listed with section number 85.

The goal of the Center is to strengthen the skills of the adult learner through educational opportunities in workforce development, leadership, competitive education programs, continuing education, and business and community partnerships.

The Center focuses on meeting the needs of non-traditional students and offers weekend and evening courses. Other programs located at VBHEC are Spartan Prep Academy, Military Education Programs, the Reclamation Project, and the Criminal Justice Master's degree program. Courses are offered using a variety of modalities including, but not limited to, face to face, online, and videoconferencing. Non-credit continuing education certificate courses and programs are offered year round. The VBHEC is also used for special events such as the Annual Women's Conference. Community groups, school systems, and government agencies also host various events at this location.

### Spartan Prep Academy

Spartan Prep Academy is a college awareness program to introduce Virginia Beach City Public School students to the many advantages of continuing their education beyond high school and to the specific programs available at Norfolk State University (NSU). This partnership between Norfolk State University at the Virginia Beach Higher Education Center (VBHEC) and Virginia Beach City Public Schools is designed to increase the enrollment of minority students from Virginia Beach City Public Schools in post-secondary institutions. The goal of this initiative is to introduce students from Virginia Beach City Public Schools to careers and educational opportunities available at NSU. The vision of Spartan Prep is to help adolescents by offering exposure to the academic experience, the taking care of "college business" experience, and the "college life" experience.

### NSU Reclamation Project

The Norfolk State University's Reclamation Project was launched in 1999. The Project's purpose is to facilitate the continuing education and subsequent graduation of former NSU students who left the University prior to completing all academic requirements for the bachelor's degree. The Reclamation Project is designed for students to take full

advantage of technology while maintaining the academic integrity and intellectual rigor of the University. Among the methodologies for possible degree completion are web-based and lecture-enhanced instruction, independent study, and traditional classroom instruction offered at the NSU main campus (Norfolk), the Virginia Beach Higher Education Center (Virginia Beach), and other accredited institutions of higher learning. Coursework completed at other accredited institutions of higher learning can usually be transferred to NSU for credit toward the undergraduate degree provided that a letter grade of "C" or better is earned. The three requirements for returning to Norfolk State University via the Reclamation Project are the student:

1. must be a former NSU student,
2. must be 24 years of age or older, and
3. must not have taken any courses at Norfolk State during the immediate past five years.

### **NSU Off-Campus Site at Naval Station Norfolk (NSN)**

Mr. Wayne Ivey, Director  
(757) 823-2585  
Email: [wlivey@nsu.edu](mailto:wlivey@nsu.edu) ([dlmontgomery@nsu.edu](mailto:dlmontgomery@nsu.edu))

#### **Naval Station Norfolk MSVA Office**

The Norfolk State University's Naval Station Norfolk location supports the Master's of Urban Education program. It is located in Building CEP-87 on the base and houses classrooms, a computer lab and an administrative office. The office provides administrative services, academic and enrollment counseling and registration support for students enrolled in the program. The office also serves as a liaison between the University and Naval Station Norfolk offices and facilities access to the base for staff, faculty and students.

The office also provides support to military and veteran related student on the base. The office focuses on supporting active duty military members and veterans seeking to earn their degree by providing various services including enrollment counseling and degree planning. The office supports Norfolk State's recruiting efforts by attending military education fairs and conducting outreach to prospective military students.

### **Office of Extended Learning**

Dr. Dorothy Jones, Director  
(757) 368-8661  
Website: [www.nsu.edu/Academics/Academic-program/](http://www.nsu.edu/Academics/Academic-program/) (<http://www.nsu.edu/Academics/Academic-program/>)  
Email: [oel@nsu.edu](mailto:oel@nsu.edu)

Norfolk State University's Office of Extended Learning (OEL) works with the academic and administrative units of the University. It offers coursework through online, blended and video conferencing.

#### **The Office of Extended Learning**

The Office of Extended Learning provides coordination and support services to Norfolk State University's educational divisions to comprehensively infuse technology across the curriculum utilizing electronic learning initiatives that include distance learning, blended learning, and face-to-face instructional technology. This office is also responsible for certifying faculty as online instructors as well as providing Blackboard instructional training for faculty and students alike.

### **NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENT (NC-SARA)**

Norfolk State University (NSU) is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA), which allows online delivery of distance learning programs to residents of states other than Virginia. All NSU licensure programs lead to a recommendation for a Virginia license. Therefore, prospective students should review the specific academic requirements for the program in which they are enrolling.

Pursuant to the United States Department of Education's Program Integrity Rule, each institution of higher education is required to provide all prospective and current students with the contact information of the state agency or agencies that handle complaints. NSU consistently monitors ongoing developments in the relevant laws in every state.

If authorization becomes necessary, NSU will obtain the necessary approvals.

The following link provides a list of contacts for each state (<https://www2.ed.gov/about/contacts/state/>). If additional information is needed after a student has exhausted all available internal grievance procedures, the student may access the **NC-SARA student complaint process** (<https://nc-sara.org/student-complaints/>).

For information on resolving non-academic concerns, please click here (<https://www.nsu.edu/campus-life/services-resources/dean-of-students/student-complaints/>).

### **Military Education Programs**

NSU is ranked within the top 20% of Military Friendly Schools/Colleges across the United States for the third year in a row. NSU was able to accomplish this goal based on a number of factors that include military affiliated students being able to access financial aid programs, active duty military able to use military tuition assistance, and support of education benefits for military spouses and dependents. In addition, the availability of military friendly distance learning and online degree programs, participation in the MyCAA program, proximity to a military base, various military bases throughout the region with representative outreach, and NSU having an excellent academic accreditation. Not to mention, NSU assists in the ease of acquiring military student scholarships, discounts, and grants.

#### **Navy College Distance Learning Program Partnership (NCDLP) Interdisciplinary Studies Program (120 credits)**

A program designed for military and civilian students. Military students may transfer-in up to 90 credits of military experience and training, CLEP/DANTES examinations and other college credits. Students may combine classroom instruction with Web-Based/Online courses. A strong Liberal Arts Degree provides foundations in many disciplines such as Management, Administration & Supervision, Leadership, Social Science, Education, Engineering, and Technology.

#### **Urban Education Community Counseling Naval Base Program**

Urban Education Community Counseling (UEDCC) is a Master of Arts, 39 credit, degree program designed for persons seeking a position in community counseling. Classes are held throughout the year consisting of 5 nine-week sessions. The program seeks military and civilian students who are engaged in individual and group counseling, academic advising, career development and training, and positions in human services. The goal of the program is to graduate a significant number of individuals in the counseling profession, whose education and experience at

Norfolk State University will have a positive impact on mankind, resulting in changed lives in the greater community.

**Criminal Justice Master's Degree Program**

The Master of Arts in Criminal Justice consists of a core of five courses (15 credit hours) that set the foundation and parameters for specialization in two concentrations:

1. Management and Planning, or
2. Juvenile Justice.

For more information, please contact:

Dr. Robert K. Perkins, CJS & UAF Graduate Programs Coordinator

Phone: (757) 823-8167

Email: [criminaljustice@nsu.edu](mailto:criminaljustice@nsu.edu)