

Advisee Handbook

INFORMATION

Name _____

Major _____

Department Head _____

School _____

Dean _____

Departmental Academic Advisor _____
Name

Professional Academic Advisor _____

ACCESS Department (Optional)

I visited my Academic Advisor(s): (Checklist)

- Early Registration
- Regular Registration
- Mid-Semester
- Mid-term Advisory Grade Review
- Personal
- Miscellaneous
- Referral(s) _____

Acknowledgement:

An important factor in the advising process for Norfolk State University students is having an academic advisor who shows concern for you as individuals. You are more likely to value the information and follow the advice given to you when you recognize the faculty advisor's genuine interest and concern.

The **mission of academic advising** is to provide a vital link between you and the University. Your academic advisor will assist you through intrusive advising, course scheduling, referrals to support services and coordinating services with academic schools, with the outcome leading to your independence, responsible decision-making and persistence toward degree completion.

Information contained in this handbook is based on concerns and requests most frequently expressed by NSU Students. The handbook should **not** be considered all-inclusive in its coverage. Students should consult class schedules, handbooks and departmental and college publications, and institutional general bulletins for information on policies, regulation and procedures. Failure to read and be familiar with institutional regulations and policies **does not exempt a student from responsibility.**

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Mission Statement

Norfolk State University is a public, urban, comprehensive university offering programs at the undergraduate and graduate levels. Founded in 1935, Norfolk State University adheres to the traditional purpose of the historically black university and espouses the tradition of service to its students, its alumni, the academy, the Commonwealth of Virginia, the nation, and the world.

To this end, Norfolk State University is committed to the following ideals:

- The high quality academic preparation of its students so they will contribute to a global and rapidly changing society;
- Broad involvement of its faculty in teaching, research, and scholarly activities to solve human problems and create new knowledge and commerce for the common good;
- Continued cultivation of a culture focused on concern for the aesthetic, social, economic, and environmental welfare of fellow human beings; and
- Sustained efforts to develop and utilize rapidly advancing technologies for the education of its students and the management of the University.

Goals and Objectives of Academic Advising

1. To help clarify your values and goals.
2. To lead to a better understanding of the nature and purpose of higher education.
3. To provide accurate information with regards to educational options, requirements, policies and procedures.
4. To plan educational programs consistent with your interests and abilities.
5. To assist in continual monitoring and evaluating of your educational progress.
6. To integrate the many resources of the institution to meet special educational needs and aspirations.

Advisee Goals

- Identify and clarify personal values, abilities, interests, and goals.
- Communicate and share ideas in the academic planning process.
- Become knowledgeable about and adhere to institutional policies, procedures and requirements.
- Contact and make appointments with your advisor when required or when in need of assistance.
- Notify the advisor about change in appointments, career plan, or course schedule.
- Plan in advance for advising sessions: bring necessary materials such as transcripts, NSU Catalog, departmental requirements, class schedule book, proposed class schedule, and questions.
- Follow through on actions identified during each advising session.
- Evaluate the advising system, when requested, in order to strengthen the advising process.
- Request re-assignment to a different advisor if necessary.
- Accept final responsibility for all decisions.

Role of the Advisee

- To meet with the advisor periodically as needed.
- To be aware that final responsibility for selecting courses and meeting degree requirements is the **advisee's**. The advisor can suggest, recommend, and remind the student of rules and requirements, but the **advisee** has the primary responsibility for meeting program and degree requirements.
- To obtain a copy of the Academic Evaluation from your departmental office or advisor for the chosen major and keep it up to date as program requirements are fulfilled.
- To inform the advisor of important changes which directly affect academic performance and educational goals.
- To complete the early registration process, which begins in October for spring semester and in March for the fall semester.
- To be familiar with the published academic rules and regulations of the University.
- To discuss with the advisor unsatisfactory academic performance and its implications as well as to develop a plan of action.
- To be familiar with the academic calendar, which includes the following dates:
 - first and last day of classes
 - scheduled holidays
 - early registration
 - mid-term and final exam periods

Characteristics of a Great Advisee

The advisee:

1. Understands reasons for going to college.
2. Gets to know NSU and its various curriculum materials. Also becomes familiar with the rules, policies, or procedures that pertain to student life at NSU.
3. Makes an appointment with assigned advisor as soon as possible. Does not wait until it is time to register. Gets to know his/her advisor as an individual. Develops a relationship beyond simply signing a Course Registration Worksheet (CRW) or lifting a registration hold.
4. Makes appointments with his/her advisor when possible. Finds out advisor's office hours and tries to make appointments during those times, or other times when advisor is available. Keeps your scheduled appointments and arrive on time.
5. Has an agenda when meeting with advisor. Prepares for the meeting by jotting down a list of items he/she would like to discuss; (i.e scheduling courses, situations where more information is needed, or areas where help is needed).
6. Becomes knowledgeable about all the services available on campus. Such services include financial aid, Career Services, Counseling Center, ACCESS Department's Tutorial Center, Supplemental Instruction/Tutorials Center, Computer Lab Instruction, extracurricular activities.
7. Thinks about their entire academic curriculum, not just registration for the current semester. Keeps in mind that a minimum of four years will be spent working towards a degree; thus, puts an overall plan in place to fulfill the degree requirements as he/she proceeds through the curriculum. Does not just look at one semester in isolation but looks at each semester and courses chosen, in relation to fulfilling the requirements needed to graduate.
8. Does not depend on advisor to solve problems, but allows advisor to steer him/her to an office or University component that can help in solving the problem.

15 Tips for College Success

1. Get to know your advisor - a valuable source of information. He/she will be able to help you with more than your course schedule.
2. We do not have "Student Advisors". Do not allow fellow students or former students of NSU to "advise" or tell you which courses you do or do not need to take. Each student has a curriculum of mandatory courses needed to complete the Baccalaureate Degree and must successfully complete each course in order to graduate.
3. Talk to your instructor if you are having trouble in the class or if you want more information. Faculty have office hours for your benefit.
4. Take a study skills class or attend sessions during the semester, especially if you are returning to school after a lengthy absence.
5. Take notes in class and review notes before the next class meeting. Review and rewrite notes immediately after each class.
6. Schedule your time. Plan for study time, study breaks, and free time.
7. Don't get behind in studying or completing assignments; it's too hard to catch up. Keep up! Last minute cramming won't get you through.
8. Go to class! If you must miss class, notify your instructor before your absence, if possible.
9. Find out the prerequisites for your classes and the requirements for your academic major.
10. Know deadlines, such as the last day to drop or add a course and financial aid deadlines. Academic calendars are posted in course schedule booklets and on bulletin boards.
11. **Don't be afraid to ask questions.** If there is something that you don't know or you are unsure of - ask!
12. Learn about and use student support services that are available to you.
13. Sit toward the front of the class; pay attention to the instructor.
14. Get to know at least one person in each class. You can help each other understand assignments!
15. **Problem Resolution.** Experience has shown that the best and quickest way to resolve a problem is to contact the person or office involved. If you have a problem, you should take it directly to the faculty member, department head, director, or manager of the unit involved. If the problem is not resolved, then see your academic advisor.

Campus Personnel and Resources That You Need to Know		
President	Dr. Carolyn Winstead Meyers	520 HBW
VP for Student Affairs	Mr. Larry Curtis	330 HBW
VP for Academic Affairs	Dr. Elsie Barnes	460 HBW
VP for U. Advancement	Mr. Phillip D. Adams	410 HBW
VP for Finance & Business	Mr. Ralph W. Johnson	310 HBW
Registrar	Ms. Regina Bynum	110 HBW
Admissions	Mr. James Smith	100 HBW
Athletics	Mr. Marty Miller	164 EMH
Counseling Center	Dr. Curtis Greaves	309 MEG
Customer Care/ New Student Orientation	Ms. Michelle Marable	Lobby HBW
Introduction to University Life	Ms. Jacqueline Bolden	118 JBB
Student Support Services	Miss Valerie Holmes	321 MEG
Chief of Police	Mr. Carl D. Burt	
Parking Services	LT. Price	125 Spartan Station
ACCESS	Dr. Gladys M. Bennett	118 JBB
First Year Experience	Dr. Gladys M. Bennett	118 JBB
Alumni Relations	Ms. Kim S. Walton	320 MEG
Food Services		Scott/Dozier
Facilities Management	Ms. Karen Barrett	101 Facilities Management
Wesley Minsters Fellowship		2412 Corprew Ave
Residential Life	Mrs. Faith Fitzgerald	112 JBB
Honors Program	Dr. Page Laws	106 LBB
DNIMAS Program	Dr. Aliecia McClain	322 NCH
Mailroom	Ms. Ronita McIntyre	Mailroom
Disability Services	Ms. Marian Shepherd	240 LBB
Alcohol & Drug Abuse	Ms. Lori Hobson	309 MEG
Library		337 LBB

L. D. Wilder Performing Arts Center	Ms. Joyce Coker	145 LDW
Navy ROTC		176 JBB
Army ROTC		104 EMH
Student Health Services		Spartan Station
Student Activities, Intramurals		164 EMH
Business Manager for Spartan Echo		318 MEG
Student Government Association		312 MEG

Advisee Handbook

Information Resources That You Should Have

NSU Catalog (the year you entered the University)

Student Handbook

Advisee Handbook

NSU Map

NSU Schedule Book

Department and School Telephone Numbers (Area Code 757)	
Accounting	823-8217
Admissions	823-8396
ACCESS	823-8507
Allied Health	823-8389
Army ROTC	823-8825
Biology	823-8512
Bookstore	823-2037
Box Office	823-9009
Career Development	823-8918
Chemistry	823-2285
Computer Science	823-9454
Consumer Science	823-8022
Counseling	823-8173
English & Foreign Language	823-8891
Entrepreneurial Studies	823-8955
Finance & Marketing	823-8955
Fine Arts	823-8844
Health, Physical Education & Exercise Science	823-8703
History & Geography	823-8828
Interdisciplinary Studies	823-8198
International Programs	823-2374
Management & Decision Sciences	823-8668
Mass Communication & Journalism	823-8330
Mathematics	823-8820
Military Science	823-8291
Music	823-8544
Naval Science	823-8895
Physics & Electronics Engineering	823-8909

Political Science	823-8999
Psychology	823-8573
School of Business	823-8870
School of Education	823-8701
School of Liberal Arts	823-8118
School of Science & Technology	823-8180
School of Social Work	823-8668
Secondary Education & School Leadership	823-8178
Social Work, Undergraduate	823-8122
Sociology	823-8436
Special Education	823-8714
Student Financial Services	823-2813
Student Information Center (Brown Hall)	823-2231
Tri-Cities Center	396-6806
Virginia Beach Higher Education Center	368-4155

Academy for Collegiate Excellence and Student Success (ACCESS)

The Academy for Collegiate Excellence and Student Success (ACCESS) is a multi-faceted, comprehensive department designed to facilitate and improve student success, retention, and graduation rates. Academic advising, an integral part of ACCESS, emphasizes assisting students in strengthening basic skills, reinforcing classroom instruction, and enhancing overall student academic, personal and professional development. The ACCESS Department is under the Division of Academic Affairs and is supported in part by Title III.

Office of First Year Experience/ACCESS Academic Advising Services

Intrusive Advising

Intrusive academic advising is a proactive means in which the University and advisors provide support services to help students succeed. Intrusive advising is comprised of proactive interactions with students, with the intent of connecting with them before a situation arises. Intrusive Advising involves:

- Active concern with student academic preparation
- Assisting in exploring services and programs that will improve academic skills
- Motivating students to complete their degree, certificate, or educational program

Intrusive advising integrates prescriptive advising and developmental advising so that the advisor is systematically and directly offering assistance to students and supporting them in identifying developmental needs and accomplishing educational goals. “

For more information about the Academic Advising Center, please contact:

Office of First Year Experience/ACCESS

James A. Bowser Building, Suite 118

Phone: (757) 823-8507

Fax: (757) 823-2226

Email: access@nsu.edu

Access Computer Instruction Lab

Supervised Lab Instruction

The ACCESS Instructional Computer Lab has 30 computer workstations and a networked printer to allow for student use and faculty lab instruction. For your convenience, student lab assistants are available to assist you with all lab operations.

Software Listing

- French for the Real World for Foreign Language
- General Ledger Applications for Accounting
- Dragon Naturally Speaking for Speech Recognition
- The Art of Public Speaking
- Microsoft Internet Explorer for INTERNET Connection
- Microsoft Works & Office 2000
- Interact Math & MathPro for Mathematics
- SkillBank4 (Math & English Tutorials & Diagnostics)
- SPSS 10.0 for Statistics
- DISCOVER for Career Exploration
- WordPerfect Office Suite 2003
- GMAT, LSAT, GRE & MCAT Graduate School Preparation
- American, World & Western Civilization for History
- Microsoft Visual Basic Learning for Programmers
- PLATO software for
 - physical science
 - reading
 - vocabulary
 - history
 - math problem solving
 - arithmetic skills
 - fractions
 - decimals & percent
 - algebra & trigonometry
 - geometry & measurement
 - literature
 - communication skills
 - writing in the workplace
- Multisim for Electronic Simulation
- Math Advantage
- Math Check for Windows
- Computer Concepts
- Aztec Software
- Go Venture
- MultiMCU

- Body Fluids Tutor

Open Monday - Thursday 8:00 am to 7:30 pm & Friday 8:00 am to 5:00 pm
For more information about the ACCESS Computer Lab, please contact:

Office of First Year Experience/ACCESS
James A. Bowser Building, Suite 118
Phone: (757) 823-8507
Fax: (757) 823-2226
or email: access@nsu.edu

ACCESS Services

"Tutoring can be an ongoing process to reach academic success."

The ACCESS tutorial program is available at no-cost for students enrolled at NSU. The ACCESS tutorial Program is designed to provide academic assistance to students by pairing them with peers who are competent in a particular subject area. A student does not necessarily have to be failing a course to receive tutoring or supplemental instruction. Over 30% of students who use student support services do so in order to maintain A or B grades.

The Student Tutorial Center provides one-on-one tutoring in more than 30 courses. It also provides:

- Tutoring sessions with student's individual needs in mind.
- Small group tutoring
- Assistance by appointment or on a walk-in basis
- Assistance to all NSU students in most courses offered on campus
- Tutorial centers as study halls

Tutorial Center Locations:		
Brown Memorial Hall (BMH)	B191	8:30 am – 7:30 pm – M-Th 8:30 am - 5:00 pm - Friday
James A. Bowser Building (JBB)	118	8:30 am - 7:30 pm – M-Th 8:30 am - 5:00 pm - Friday

Courses Tutored:	
Courses tutored may vary from semester to semester. Please consult with the coordinator for availability. Listed below is a listing of courses generally available:	
Accounting: ACC 201,202	Essay Revision
Arabic	Exercise Science: EXS 447
Biology: BIO 100,110,160	French
Chemistry: CHM 100,221	History
Computer Science: CSC 150,170,260, 265	Math: MTH 101,103,105,131,132,151, 153,184,251,252,351
Economics: ENC 211,212	Physics: PHY 152,160,161
Psychology: PSY 210,270	Decision Sciences: DSC 270,376

Supplemental Instruction

What is Supplemental Instruction?

Supplemental instruction (SI) is a non-remedial, institution-wide program designed to increase student achievements and retention in "high risk" courses and improve graduation rates. The SI program targets traditionally difficult academic courses that have high percentage rates of D and F grades and withdrawals -- normally first and second year courses.

SI student leaders help students with course content and learning/study strategies in regularly scheduled, out-of-class, peer facilitated sessions. Because SI is open to everyone enrolled in a specific class, study sessions attract students from all ability levels. SI student leaders are trained and certified to assist students in various courses.

For more information visit the Student Tutorial Center in the James A. Bowser Building, Suite 118 or contact Ms. Robin Marable at 823-2196/823-2201 or email: rmarable@nsu.edu

Advisors

Your most important advising relationship is with your departmental faculty advisor. Academic advisors in the Office of First Year Experience/ACCESS serve as advisors to Undeclared Students and students on Academic Probation. If you have declared your major you will be advised by your departmental faculty advisor.

Your Departmental Faculty Advisor

Your departmental faculty advisors are specialists in your major. They are knowledgeable of the course requirements for each degree plan and the contents of the department courses. They can help you put together a schedule and degree plan to meet your goals. Additionally, your departmental faculty advisor can assist you with:

- Selecting courses before you register each semester
- Monitoring your degree requirements to stay "on track"
- Taking advantage of campus resources
- Dropping/Adding a course or withdrawing
- Applying transfer courses to your degree program
- Locating general information about career opportunities in your major
- Recommendations for awards, prospective employers, graduate and professional schools.

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OFFICE OF FIRST YEAR EXPERIENCE DEPARTMENTAL PERSONNEL		
Name	E-Mail Address	Phone
Dr. Gladys M. Bennett	gmbennett@nsu.edu	823.8507
Acting Executive Director of First Year Experience		
		823.8507
Director of ACCESS		
Jacqueline S. Bolden	jsbolden@nsu.edu	823.2193
Director of New and Transfer Student Transition		
Sheryll Heard	sheard@nsu.edu	823.2938
Academic Support Coordinator		
Robin Marable	rmarable@nsu.edu	823.2196
Supplemental Instruction/Tutorial Coordinator		
		823.8507
Coordinator of Undeclared Student Services		
Angela T. Bunch	atbunch@nsu.edu	823-8882
Academic Advisor		
Maria A. Day	maday@nsu.edu	823.2194
Academic Advisor		
Samuel Ray	sray@nsu.edu	823.8190
Academic Advisor		
Teresa Wiggins	twiggins@nsu.edu	823.2967
Academic Advisor		
Heather Davis-Belton	hadavis-belton@nsu.edu	823-2122
Academic Skills Counselor		
Sherese Parker	swparker@nsu.edu	823-2201
ACCESS Tutorial/Supplemental Instruction Lab Supervisor		
Ebonie Campbell	eacampbell@nsu.edu	823-2195
Computer Lab Specialist		

Monika Hines	mhines@nsu.edu	823-8507
Administrative Support Specialist II		

Registration Process

The University Registrar is the official custodian of academic records and is responsible for the process of enrolling students in courses, assessing tuition charges and related fees, and collecting and maintaining academic information in accordance with University policy. The Registrar certifies students for graduation and is the keeper of the University seal. The Registrar is responsible for calculating and recording student grades and notifying students of their status including academic probation and suspension.

Registration

- The first step in the registration process is admission to the University.
- In order to attend classes at Norfolk State University, all students **must** complete the registration process.
- A schedule booklet outlining registration policies and procedures, schedule of classes, final examination schedules, and other information pertaining to registration for a given semester or summer school is available in the Registrar's office and is issued to each student prior to the schedule registration period.
- Registration dates are included in the University calendar. Students are responsible for complying with all of the policies and procedures governing registration, changing of class schedules, tuition payments, that are outlined in the current schedule booklets, current University Catalog and/or any other official University publications, and other mandated requirements by the University.
- Each student **must** obtain the signature of the departmental head or the academic advisor on the Course Request Card indicating approval of the student's schedule of courses.
- Payment of tuition and fees is a part of the registration process. A student is **not** enrolled or registered until all necessary fees are paid or arrangements are made.

Early Registration

Currently enrolled students are encouraged to register in advance (early-registration) for the upcoming spring or fall semesters. The procedures for early-registration are published in the current Schedule Book, which are available in the Registrar's Office and your major department. The dates and times for early-registration are included in the University calendar and the current Schedule Book.

Late Registration

A late registration fee of **\$75** will be assessed against any student who fails to complete the registration process within the specified period for regular registration. The last dates for late registration, adding classes, and changing class schedules are listed in the University calendar and current Schedule Book. Exceptions must be approved by the Vice President for Academic Affairs.

Changes in Class Schedule (Add/Drop)

- Changes in class schedules (Add/Drop) may be made only with the written consent of the course instructor and the advisor or department head.
- Changes initiated by a student, who has not declared a major, may be approved by the Director of Undeclared Students.
- A student must:
 - complete the add/drop form
 - obtain the appropriate signatures
 - and report to your major department
 - or the Registrar to complete the transactions.
- No changes in class schedules may be made after the dates stipulated in the calendar for making changes without incurring the penalty of failure, "F", for the course(s) involved.

Withdrawal from the University

- University policy requires a student to complete an application for withdrawal when enrollment is terminated before the end of a semester or summer session.
- The Application for Withdrawal may be obtained from the department head/advisor
- A student should discuss the matter with the department head/advisor or a member of the Counseling Center staff before processing the Application for Withdrawal.
- If the student is ill or otherwise incapacitated and cannot complete the Withdrawal (or drop) process, the student must contact, or have someone contact, the Office of the Vice President for Student Affairs immediately.

Failure to meet published deadlines for withdrawal

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

Under no circumstances does non-attendance constitute an official withdrawal from the University.

Standards of Satisfactory Academic Progress for Full-Time Undergraduates

A student will be placed on financial aid probation and will be given a warning letter at the end of the fall semester when the record reflects a cumulative grade point average less than that shown in the charge below.

Standards of Satisfactory Progress for Financial Aid Eligibility for Full-Time Undergraduates				
Classification at end of the year	Freshman	Sophomore	Junior	Senior
Number of credit hours toward degree	Less than 30 hrs.	30-59 hrs.	60-89 hrs.	90 and above
At least this grade point	1.7	1.8	2.0	2.0

Any student **not** meeting the minimum standards at the **end of the spring semester will be ineligible** to receive financial aid for the following year (not including the summer session). A notification letter will be sent to the student.

A student who fails to satisfy the minimum standards at the end of the spring semester has the opportunity to earn credits and meet the requirements in the following summer session.

Satisfactory academic progress for financial aid eligibility will be reviewed annually prior to the beginning of each academic year. Any student who does not meet the satisfactory progress requirements and whose aid must be withdrawn will be given written notice.

Right of Appeal

Any student whose financial aid has been terminated may submit a written appeal to the Associate Vice President for Student Affairs explaining why satisfactory progress was not maintained and provide any supporting documentations as to why aid should not be terminated.

Re-establishing Satisfactory Progress

After financial aid has been withdrawn, students may re-establish satisfactory academic progress by either of the following methods:

- taking courses in the University's summer session
- repeating failed courses
- removing incomplete grade

Part-time Undergraduate Student

Classification of Part-time Undergraduate Students	
part-time student	enrolled with less than 12 semester hours
three-quarter (3/4) time	class load of 9 to 11 semester hours
one-half (1/2) time	class load of 6 to 8 semester hours

The classification is based upon the number of semester hours for which the student is officially enrolled on the last day for adding classes as published in the Norfolk State University Catalog and current Schedule Book for the appropriate semester.

Financial aid eligibility for students who are enrolled less than full-time will be calculated on a probated basis. Part-time students must also meet and maintain all requirements as established by university, federal, and state guidelines.

ACADEMIC INFORMATION

The Academic Year

The academic year is divided into two (2) semesters and a summer session.

- the first semester begins in late August and ends before the Christmas holidays
- the second semester begins in January and ends in May.
- there is a short Thanksgiving recess that begins at noon on the Wednesday before.
- Thanksgiving ends on the Sunday immediately after Thanksgiving.
- there will be approximately three (3) weeks between the end of the first semester and the beginning of the second semester
- there is a spring vacation period of one (1) week beginning on the Monday of the week following mid-semester examinations
- classes resume the following Monday
- instruction is also suspended on the following legal holidays:
 - Labor Day
 - Martin Luther King Day
 - Memorial Day
 - Independence Day

The Summer Session

The annual summer session includes a six-week term and mini-terms. It offers significant opportunities to entering freshmen and to other students who wish to accelerate their studies and satisfy degree requirements. Various short workshops and institutes on topics of current interest are part of the summer offerings. The maximum load for the summer is nine semester hours for undergraduates.

Unit of Instruction

The semester hour is the unit of instruction used for computing the amount of work required for graduation. One semester hour is equivalent to one 50 - 70 minute period of instruction or lecture per week for 15 weeks. Two or three 50-minute periods of laboratory sessions are equal to one period of recitation or lecture.

The Curriculum

Developing, implementing, and updating curricula is the responsibility of the university faculty and academic administrators. The curriculum is the vehicle through which the University seeks to make its most significant impact upon the lives of students. The curricular offering of each department and major are clearly and accurately described in the NSU catalog.

Major Courses

Courses are organized around the major, the subject or area which students center their studies according to talents, interests, and future plans. Usually, a student has confirmed a choice of a major by the end of the sophomore year, by which time he or she might have taken some beginning courses in the major field.

The student will then take advanced major courses in the junior and senior years. The major consists of a minimum of 27 semester hours in a subject or discipline. Besides the major, the student also gains general knowledge and determines interest in various fields of studies in general education and electives.

Elective Courses

Courses not taken to fulfill general education or major requirements may be chosen as electives to complete the minimum of 120 semester hours required for graduation. In the choice of electives, a student should be guided by his or her prospective work and interest.

Explanation of Course Numbering

The three-digit number will convey the course level and certain specific information as outlined:	
100 - 199	Freshman Level Courses
200 - 299	Sophomore Level Courses
300 - 399	Junior Level Courses
400 - 499	Senior Level Courses
* 500 - 599	First Year Graduate Courses
600 - 699	Graduate Courses
* Seniors who meet the qualifications outlined in the Graduate Catalog may, with the approval of the graduate program director, enroll in 500 level courses.	

Student Academic Load/Overload

- The normal course load for a full-time undergraduate student is **15** and no more than **19** semester hours.
- Students with a 3.00 average or above may carry additional hours **ONLY** with appropriate approval.
- The Registrar is authorized to approve up to **21** semester hours.
- A course load in excess of **21** semester hours must be approved by the Vice President for Academic Affairs.
- *Recommendation for Course Overload Form* must be completed and signed by the department head/advisor before submission to the Office of the Registrar or the Office of the Vice President for Academic Affairs.
- The normal course load for a full-time graduate student is **9** and no more than **13** semester hours.
- The Registrar may approve up to **15** semester hours.
- A course load in excess of **15** semester hours must be approved by the Office of the Vice President for Academic Affairs.

Classification of Undergraduate Students

Classification of Undergraduate Students	
Freshmen	Students meeting all entrance requirements who have completed 0 - 29 semester hours
Sophomores	Students who have completed 30 - 59 semester hours
Juniors	Students who have completed 60 - 89 semester hours
Seniors	Students who have completed at least 90 semester hours
Full-time	A full-time student is one who is registered for a minimum of 12 credit hours during a given semester
Part-time	A part-time student is one who is registered for less than 12 credit hours during a given semester
Non-degree	A non-degree student is one who is not enrolled in a degree program (non-matriculating)

Academic Standards

Students are expected to study and perform to the best of their abilities. In order to assure that students take maximum advantage of their educational opportunities, the University sets academic standards which students must meet to remain in school.

Students receiving financial aid from federal, state, or institutional funds administered by the Office of Financial Aid must meet the academic standards required of all students as well as the standards required by specific financial aid programs. Continued eligibility for financial aid is contingent upon remaining in good academic standing in the University and making satisfactory progress toward the completion of a degree.

Academic standards of the University are outlined in the undergraduate and graduate catalogs, student handbook, financial aid publications, and publications of the academic schools and departments of the University.

It is each student's responsibility to know the standards required for remaining in the University and to understand that continued financial aid is dependent upon meeting these standards.

Undergraduate Academic Standards

Norfolk State University changed its admission criteria to enhance student credentials for college and motivate high school students toward higher achievement. Effective, Fall 2001, the University implemented the following admission standards - **GPA 2.3, SAT 800 and 17 ACT.**

Academic progress toward degree completion is determined by the student's academic standing as measured by the number of semester hours completed, and the number of grade quality points earned. A minimum of 240 grade points and 120 graded semester hours (2.0 or "C" average) are required for graduation.

All departmental and school requirements must be met.

The minimum standards for satisfactory progress are as follows (effective Spring 2002):	
1 - 29	1.700
30-59	1.800
60 - and over	2.000

Failure to achieve the academic standards listed above will result in the student's placement on academic probation, and triggering the following academic probation reinstatement process.

Warning Status	Academic Reinstatement Requirement
1st Warning	Upon receipt of First Warning Probation Letter student must:
	Develop and sign an Academic Performance Contract
	Meet with ACCESS Advisors for schedule revision if pre-registered or completed early registration. (Students who did not pre-register for the semester, must see their faculty advisors to assist with course selection and registration).
	Enroll in REQUIRED Study Skills Seminar GST 200 with ACCESS.
	Re-take courses failed (this will help achieve an acceptable GPA in a timely manner).
2nd Warning	Upon receipt of Second Warning Probation Letter student must:

	Develop and sign a new Academic Performance Contract
	Meet with ACCESS Advisors for schedule revision if pre-registered or completed early registration. (Students who did not pre-register for the semester, must see their faculty advisors to assist with course selection and registration).
	Enroll in REQUIRED Study Skills Seminar GST 200 with ACCESS, if have not already completed.
	Re-take courses failed (this will help achieve an acceptable GPA in a timely manner).
3rd Warning	Issuance of Suspension Letter
	Students who do not achieve the required grade point average after two semesters are subject to suspension from the University.

Policy and Procedures for Appealing Academic Suspension

If a student wishes to appeal suspension decision, a written letter of appeal must be faxed or mailed to the Office of the Registrar by the Wednesday prior to the beginning of the next semester. Any appeals received after this date will be deferred until the following semester. The appeal is submitted to the Suspension Appeals Committee and its decision is final. Notification of the outcome will be provided by the Office of the Registrar.

Students will not be considered for appeal if they did not comply with the reinstatement requirements.

Readmission after Academic Suspension

Restoration of Academic Eligibility/Readmission: Students suspended from the University for academic reasons must appeal the suspension prior to being re-admitted. It is strongly suggested that students adhere to the following requirements prior to appeal for readmission if:

- Student takes courses (minimum: 6 credit hours) during the University's summer session and maintains a GPA of 2.0 or better.
- Student has been absent from NSU for one or more semesters (which may include one summer) and has completed a minimum of 6 credit hours of academic work at another college or university, and has earned a GPA of 2.0 or better each semester.

Class Attendance Policy

The University expects students to attend all classes. While absences are discouraged, the University recognizes that, on occasion, students may have legitimate reasons for being absent. Thus, a student will be permitted one "unexcused" absence per semester hour credit or the number of times a given class meets per week.

Once a student exceeds the number of allowed unexcused absences, an instructor may require an official university excuse. Not more than 20% of class meetings (excused and/or unexcused) may be missed by a student during a given semester.

At the discretion of the instructor, a student whose absences exceed 20% of scheduled class meetings for the semester may receive a grade of "F" for the course.

Each student has the responsibility to confer with his instructor(s) regarding all absences or intended absences. If sudden departure from the campus (for an emergency or extraordinary reason) prevents a student from communicating with each of his instructors, the student is expected to notify the Office of Student Services/Affairs within **48** hours.

Class excuses are issued for legitimate reasons (medical, funerals - immediate family members only [mother, father, siblings, etc.], official university business/activities, etc.) by the Office of Student Services/Affairs.

Notes from relatives, friends, etc. are not accepted as "official" documentation for absences.

The Dean's office will determine if an absence is legitimate and if an excuse will be issued. Students who become ill are encouraged to report to the Spartan Health Center, located in the Spartan Station, for "minor" medical treatment. A current NSU ID card must be presented prior to treatment. Written verification of illness issued by the Health Center should be carried to the Office of Student Affairs, and an official University excuse should be obtained. Students residing in on-campus housing facilities are governed by the same policies and procedures as non-residential students class attendance and class excuses are concerned.

Leave-of-Absence from the University

The leave-of-absence is granted to full-time students who need to interrupt their studies during the semester due to family, personal and other situations. Leave is granted for one

or two full semesters, but not less than one full semester, to students who intend to return to the University.

Applications for a leave-of-absence are obtained from, and returned to, the Registrar's Office. Students must specify the semester in which they expect to return. A leave-of-absence is recorded on the student's official transcript. Students are not eligible for more than two (2) leave-of-absence requests.

Students on leave must contact the Registrar to receive an appointment to complete registration for the semester of their planned return. Failure to register for the approved return semester will result in withdrawal from the University by the Registrar.

A student wishing to return after the approved return date must apply for readmission.

Advisee Handbook

The Grading System, Grade Points, and Grade Point Average

The grade (quality) point system based upon all hours graded at Norfolk State University is used to calculate student scholarship as follows:

Grade	Grade Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C	2.00
C-	1.70
D	1.00
F	0.00

*P	No grade points	
**AU	No grade points	Audit
I	No grade points	Incomplete
W	No grade points	Official Withdrawal
**NG	No grade points	No Grade Reported

* Pass/Fail grades are not available to graduate students
** Entered by the Registrar

Course	Grade	Semester Hour	Grade Point
BIO 100	C	3	6.00
BIO 100L	B-	1	2.70
CSC 150	B	3	9.00
MTH 103	C+	3	6.90
PED 100	A	1	4.00
ENG 101	A-	3	11.10
TOTALS		14	39.70

The grade point average is obtained by dividing the total number of grade points earned by the total number of semester hours graded. Example: **(39.70 divided by 14 = 2.8357 GPA)**.

Removal of Incomplete (I) Grades

The "I" (Incomplete) grade is used by the instructor when the course requirements have not been met because of illness or some other reason is accepted by the instructor. It is the responsibility of the individual receiving the "I" to make arrangements with the instructor for the removal of the "I" grade.

The instructor will set a time limit, usually no later than the mid-term of the next semester, for the removal of the "I". Students **who do not register** for the next semester have a time limit of one year to remove the "I" or it will change to "F" (failure).

No student will be allowed to graduate with an "I" on the record.

Grade Appeal

The instructor has the responsibility for evaluating course work and determining grades; however, the student has the right to appeal a grade that he/she believes to be in error. The appeal process involves any or all of the following steps:

1. The student confers with the instructor involved
2. The student and instructor (preferably together) confer with the chairperson of the department offering the course.
3. The student and instructor (preferably together) confer with the dean of the school in which the department is housed.
4. When the above steps do not resolve the issue, the student may initiate a formal written appeal through the Vice President for Academic Affairs to the Faculty/Student Grievance Committee for its review and recommendations.
5. Grade appeals should be made immediately after the grade in question is received. However, no appeals will be considered after one year has elapsed or after graduation, whichever is earlier.

Repeating Courses

A student who has received a final grade of "C-" through "F" in a course may repeat the course. The course to be repeated must be taken at Norfolk State University. The normal registration procedure must be followed when registering for repeat courses and the grade earned will be posted to the student's record.

The credit and quality points for the highest grade earned (one grade only) will be used to calculate the student's GPA. As with all other course work attempted, the original course entry and grade remain on the student's permanent record and will appear on the transcript.

Graduation Requirements

1. Complete the General Education Core requirements.
2. Have a minimum cumulative grade point average of (GPA) of 2.0
3. Have a minimum of 120 semester hours of credit.
4. Meet all requirements of the curriculum leading to the degree of which he/she is a candidate
5. Have spent a minimum of two semesters in residence at Norfolk State University and earned a minimum of 30 semester hours of credit during this period, including all of the courses required by the senior year curriculum. Exceptions to this may be made only with PRIOR written approval of the Vice President for Academic Affairs upon recommendation of the Department Head and School Dean. Exceptions may not exceed six semester hours.

Writing Competency Assessment

Students who began matriculation in Fall 2001 and thereafter will be required to take entry and exit examinations, to assess their writing competency. The entry examination, COMPASS, is an untimed, multiple-choice, computerized examination designed to provide diagnostic information. It will be administered as a pretest in English 101 and as a posttest in English 102.

The exit examination is a two-hour writing examination in which students will select a topic relevant to their discipline or culture and respond to it with an essay of at least 500 words, using an expository form suitable for the topic. A satisfactory essay reflects the author's awareness of purpose and audience in its form, organization, content (development), and usage and style (syntax, vocabulary, grammatical and mechanical correctness).

Students are required to take the exit writing examination before completing 90 semester hours. This will allow time for students who do not meet the minimum passing standard to develop a course of action for improvement and pass the examination before graduation.

Academic History

In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University for the use of its libraries, computers and other facilities.

"Academic or academically related misconduct" includes, but is not limited to:

- unauthorized collaboration or use of external information during examinations
- plagiarizing or representing another's ideas as one's own
- furnishing false academic information to the University
- falsely obtaining, distributing, using or receiving test materials
- obtaining or gaining unauthorized access to examinations or academic research materials
- soliciting or offering unauthorized academic information or materials
- improperly altering or inducing another to alter improperly any academic record
- or engaging in any conduct which is intended or reasonably likely to confer upon one's self or another to an unfair advantage or unfair benefit respecting an academic matter.

Further information regarding academic or academically related misconduct, and disciplinary procedures and sanctions regarding such misconduct, may be obtained by consulting the current edition of the Norfolk State University Student Handbook.

Norfolk State University ACCESS Academic Performance Contract

Spring ____ Fall ____ Year _____

The academic performance contract stipulations for the current semester are as follows:

1. I understand I must enroll in no more than 12 - 14 credit hours during the current semester.
2. I understand that I will attend a weekly Study Skills Seminar.
3. I understand that I must attend all scheduled classes without being tardy.
4. I understand that I must follow all rules and regulations in the student handbook.
5. I agree to retake, during this semester, all of the courses in which I have received a grade of "F". Additionally, I am encouraged, although not required to retake any courses in which I have received a "D" to improve my cumulative GPA.
6. I understand that I must earn grades that result in a 2.50 or higher semester GPA by the end of the current semester.
7. I understand that I must complete all of the current semester's course work by the end of the semester (no grades of "I")
8. I understand that I must receive tutorial assistance and other support services at least 3 - 4 times per week.
9. I understand that I must see my professional advisor to report progress made on a weekly basis.
10. I understand that I must see my professional advisor as soon as I am aware of any extenuating circumstances that may adversely affect my academic performance and/or class attendance.
11. I understand that I must see my professional advisor for early registration.
12. I understand that failure to comply with any of the items listed on this performance contract may result in suspension and a hold on my registration.ⁱ

Student's Signature and Date

Professional Advisor's Signature & Date

ACCESS Director's Signature and Date