



Graduate College

HANDBOOK AND OPERATING PROCEDURES



WIGWAM BUILDING, THIRD FLOOR,
HAMPTON, VIRGINIA

*“Engaging Today’s Graduate Students
for Tomorrow’s Impact”*

Reviewed June 2026

GRADUATE COLLEGE HANDBOOK AND OPERATING PROCEDURES

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MISSION STATEMENT

The mission of Hampton is to promote learning, the building of character, and the holistic preparation of students for positions of global leadership and lives of service. The University is a historically Black, research-focused institution grounded in a commitment to an education for life, innovation, the creation of new knowledge and artistic works, and respect for diverse cultures. The University serves students from diverse national, cultural, and economic backgrounds. From its beginning to the present, the institution has enrolled students from five continents – North America, South America, Africa, Asia and Europe – and many countries including Gabon, Kenya, Ghana, Japan, China, Armenia, Great Britain and Russia, as well as the Hawaiian and Caribbean Islands and numerous American Indian nations. Placing its students at the center of its planning, the University provides a holistic educational environment. Learning is facilitated by a range of educational offerings, a rigorous curriculum, excellent teaching, professional experiences, leadership opportunities, and an emphasis on our core values of respect, professionalism, integrity, and community.

Research and public service are integral parts of Hampton's mission. In order to enhance scholarship and discovery, faculty are engaged in writing, research and grantsmanship. Faculty, staff and students provide leadership and service to the University as well as the global community.

In achieving its mission, Hampton University offers exemplary programs and opportunities, which enable students, faculty and staff to grow, develop, and contribute to society in a productive, useful manner.

QUALITY ENHANCEMENT PLAN
Preserving Our 3Cs: Character, Community, and Culture



The Quality Enhancement Plan – Preserving our 3Cs” Character, Community, and Culture – is designed to advance learning by increasing students’ participation and engagement in learning experiences that foster a deeper understanding and appreciation of the role of character, community, and culture in their personal and professional lives. In addition, the QEP will actively engage students in transformational programs and activities that promote new, heightened values of character building, professionalism and service: key qualities central to their success at Hampton University and beyond.

HAMPTON UNIVERSITY: A BRIEF HISTORY



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

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

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

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

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

The Undergraduate College and the Graduate College are the colleges that comprise Hampton University. The University is comprised of seven schools: the James T. George School of Business;



the School of Engineering, Architecture, and Aviation; the Scripps Howard School of Journalism and Communications; the School of Liberal Arts and Education, and the Schools of Nursing, Pharmacy, and Science. Online degree programs are administered through the Hampton University Global virtual campus. Hampton University offers bachelor's degree programs, master's degree programs, and doctoral degree programs as well as professional degrees and graduate certificates.

The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Department of Education of the Commonwealth of Virginia. Various schools and departments within the University also maintain specialized accreditations of their own. The University holds membership in the American Council on Education, the Council of Graduate Schools, the Council of Independent Colleges in Virginia, the Thurgood Marshall College Fund, and the United Negro College Fund.

Our exceptional faculty includes distinguished scholars in a range of academic disciplines, as well as accomplished professionals from business, government, science and technology, and the arts. The result is a synthesis of classroom theory and practical experience that permeates virtually every facet of campus life. Each year, Hampton faculty members are cited for outstanding achievement in a range of scholarly activities, including teaching, research, writing, and the arts. Some 88 percent hold doctoral or other terminal degrees. All faculty share a commitment to excellence in education.

The student-to-faculty ratio of 15:1 provides for more personalized instruction and advisement for each student and enables the University to more effectively track and support individual student progress. Interactive classroom activities are complemented by experiences that extend learning far beyond the boundaries of the campus. Research projects, internships, international study, and numerous other activities are integral to the Hampton experience. You will learn from nationally and internationally noted guests—including visiting scholars, professional experts, and artists—further expanding the array of learning opportunities to prepare you for tomorrow's competitive global marketplace.

Visitors to the Hampton campus in recent years include: former President Barack Obama and former First Lady Michelle Obama; former President George H. W. Bush; Vice President Kamala Harris; former Secretary of Energy Hazel O'Leary; Dr. Regina M. Benjamin, former U.S. Surgeon General; U.S. Senators Corey Booker, Mark Warner, and Tim Kaine; former Virginia Governors Terry McAuliffe and George Allen; Don Scott, the first Black speaker in the Virginia House of Delegates' history; Congressman Robert C. "Bobby" Scott; former Virginia Senator George Allen; Katherine G. Johnson, former NASA mathematician, 2015 Presidential Medal of Freedom recipient and one of the leading inspirations behind the film *Hidden Figures*; Bishop T.D. Jakes; Sheila Johnson, co-founder of Black Entertainment Television; Arne Duncan, former U.S. Secretary of Education; television celebrity and alumnus Spencer Christian; former NAACP President Kweisi Mfume; U.S. District Judge and alumnus Vanessa Gilmore; Rev. Jesse Jackson; authors Ernest Gaines, Langston Hughes, Toni Morrison, and Alice Walker; journalist, author and former Dean of the School of Journalism and Communication Tony Brown; former *Essence* magazine editor Susan Taylor; poet Dr. Maya Angelou; actor Lou Gossett Jr.; Miss America Debbie Turner; scholar Lani Guinier; actor Danny Glover; author Bebe Moore Campbell; and comedian and actor Sinbad.

FOREWORD TO GRADUATE FACULTY



Dear Graduate Faculty,

It is my pleasure to welcome you to the Graduate College at Hampton University. As a graduate faculty member at one of only 13 R2 “High Spending Research and Doctorate Production” Historically Black Colleges and Universities (HBCUs) in the country and one of only nine Opportunity Colleges and Universities in the Commonwealth of Virginia according to the Carnegie Classification of Institutions of Higher Education, you join a community of researchers and scholars committed to expanding research opportunities and to excellence in graduate-level education, mentorship, advisement, and leadership.

This Handbook, prepared by the Graduate College and reviewed by the Graduate Council, is designed for two key audiences: graduate faculty and graduate students. For graduate faculty, it outlines the organizational chart and governing bylaws of the Graduate College, and doubles as an informational resource and reference guide. The Graduate College website and SharePoint site contain additional resources to assist graduate faculty with the many roles they serve at the University.

For graduate students, this Handbook outlines the responsibilities of Hampton University graduate students and the governing bylaws of the Organization of Graduate Students. The [Academic Catalog Faculty Handbook](#), Research Handbook, and the [Graduate College website](#) offer additional resources and important information.

With every best wish,

Scott Challener

Associate Professor of English and Dean of the Graduate College

FOREWORD TO GRADUATE STUDENTS

Welcome, Graduate Students!

On behalf of the Graduate Council, graduate faculty, and Graduate College staff, it is my pleasure to welcome you to Hampton University.

We are pleased that you have chosen Hampton as the institution for your advanced study. This Handbook, prepared by the Graduate College, outlines your responsibilities as a Hampton University graduate student. It also outlines the organizational chart and governing bylaws of the Graduate College. The [Academic Catalog](#), the [Student Handbook](#), and the Graduate College's [website](#) and Canvas site, are additional resources, containing important information about university policies and procedures.

At Hampton, we take our founding motto, “an Education for Life,” seriously. Pursuing graduate education is not about a credential or excellence for excellence’s sake: it’s about inquiry, resiliency, and paying it forward. You are joining a supportive intellectual community committed to leadership, service, and research excellence. We have a low faculty to student ratio, which ensures that students receive individualized attention, mentorship, and experience they need to build knowledge and advance their careers. You will also receive support from our award-winning staff, including our partners at the Student Counseling Center and Career Center, who we work with to offer services and programs designed with your wellness and career outcomes in mind.

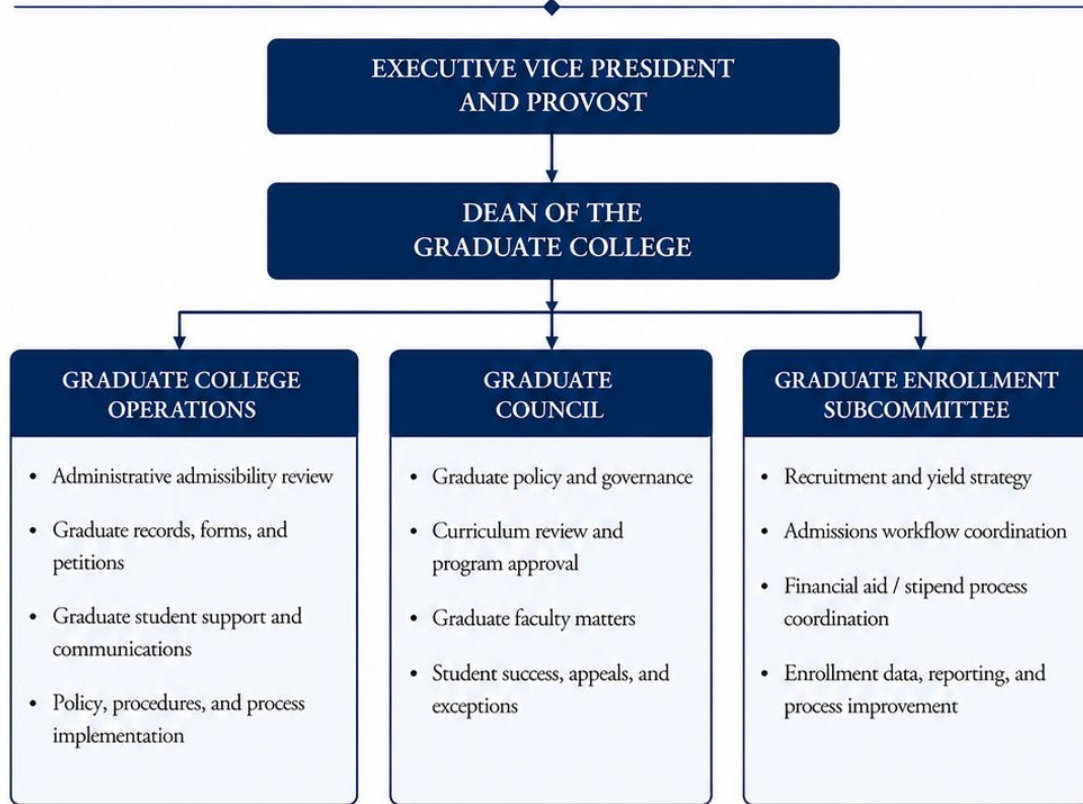
We are one of only 13 R2 “High Spending Research and Doctorate Production” Historically Black Colleges and Universities (HBCUs) in the country and one of only nine Opportunity Colleges and Universities in the Commonwealth of Virginia and we are the only HBCU that runs a Proton Cancer Institute and a National Science Foundation Antarctic Research Program. We are also the first and only HBCU to have had 100% control of a NASA mission.

In the Graduate College, we know that master’s and doctoral level education are life-changing and world-changing. We cannot begin to address the problems we face, from climate change, public health crises, energy demands and needs, and high-performance computing and technological needs, that affect all of us without advanced study and the creation of new knowledge. That said, the transformative work you will do as graduate students is demanding, challenging work. No one in the academy succeeds alone. Please know that we are here for you. Our doors are open: all Graduate Council members, graduate faculty, and staff, are here to respond to your questions and concerns and support you throughout your matriculation at our “Home by the Sea.”

With every best wish,

Scott Challener
Associate Professor of English and Dean of the Graduate College

GRADUATE COLLEGE GOVERNANCE AND OPERATIONS STRUCTURE



ACADEMIC SCHOOLS AND DEPARTMENTS



BYLAWS OF THE GRADUATE COLLEGE

ARTICLE I NAME

The name of this unit/organization shall be the Graduate College of Hampton University.

ARTICLE II PURPOSE

The purpose of these bylaws is to establish the procedure for governance of the Graduate College wherein graduate faculty share in the development of policy for graduate education at Hampton University through the Graduate Council. These bylaws also outline the duties and responsibilities for the Graduate Council and the duties and responsibilities of the dean for the implementation of policy as set by the Graduate Council.

Document History
Amended November 2025 by the Graduate Council

ARTICLE III THE GRADUATE FACULTY

Section 1. The graduate faculty shall consist of persons holding a terminal degree who have been recommended by their school dean and approved by the Graduate Council.

Document History
Amended November 2024 by the Graduate Council

Section 2. The criteria for membership in the graduate faculty are set forth in the Faculty Handbook and in the Graduate College Handbook. Responsibility for designating graduate faculty rests with the department chair with the approval of the school dean, the dean of the Graduate College, and the Graduate Council.

Document History
Amended January 2026 by the Graduate Council

Section 3. Criteria for Membership in the Graduate Faculty

3a. Graduate Faculty advance the mission of Hampton University through excellence in graduate education. The Graduate Faculty is composed of Full Members and Associate Members. This policy describes the process and conditions for appointment to the Graduate Faculty at Hampton University.

3b. Full Members
“Full Members,” in this policy, are tenure-system faculty appointed to the Graduate

Faculty with the right to direct master's and doctoral theses.

3c. Associate Members

“Associate Members,” in this policy, are faculty and practitioners appointed to the Graduate Faculty who may direct master's and doctoral theses with formal approval of the Graduate Council.

3d. Tenure-System Faculty

“Tenure-system Faculty,” in this policy, are faculty who are tenured or on a tenure-track appointment at Hampton University.

3e. Faculty on temporary annual contracts (i.e. non-tenure-track faculty, including instructors, adjunct or visiting professors), retired faculty, and emeriti faculty, upon recommendation by the department chair and with approval of the school dean and the Dean of the Graduate College, may be appointed as Associate Members of the Graduate Faculty. They may teach graduate courses and serve on thesis and dissertation committees. They may direct master's and doctoral theses with formal approval of the Graduate Council.

3f. Retired Faculty

“Retired Faculty,” in this policy, are full-time faculty who have retired from Hampton University.

3g. Emeriti Faculty, in this policy, are tenured faculty who have been conferred emerit status at the time of retirement in recognition of their distinguished career at Hampton University.

Document History
Proposed December 2025
Amended April 2026 by the Graduate Council

Section 4. The Graduate Faculty shall have the responsibility for matters of curriculum, subject matter, research methodology, evaluation of graduate student performance, and advising and mentorship.

Section 5. Special meetings of the Graduate Faculty may be called by the Dean of the Graduate College or by written petition signed by at least ten (10) members of the Graduate Faculty.

Section 6. Members of the Graduate Faculty may serve on standing and special committees when duly elected by established procedures.

Section 7. The Graduate Faculty may initiate action on matters of concern to the body or to graduate students.

Section 8. All members of the Graduate Faculty shall have the right to vote at meetings of the

Graduate Faculty.

- Section 9. A majority of voting members must be present to constitute a quorum. Matters of business may be resolved by an electronic quorum of official representatives of members, utilizing means that include but are not limited to, email, virtual conferencing, and telephone conferencing. A simple majority of the official representatives voting is required for approval.

Document History
Proposed March 2026
Amended April 2026 by the Graduate Council

ARTICLE IV THE GRADUATE COUNCIL

- Section 1. The Graduate Council shall (1) formulate standards and regulations affecting all graduate curricula and work leading to a graduate degree and (2) institute said standards and regulations as delegated by the graduate faculty. The Graduate Council shall serve and act on behalf of graduate faculty and graduate students.

- Section 2. Specifically the Graduate Council shall perform the following duties:

- a. Review and approve minimum standards for graduate student admission.
- b. Review and approve basic requirements for graduate degrees.
- c. Review and approve new and revised graduate courses and degree programs.
- d. Recommend policy on financial support for graduate students.
- e. Develop strategies for increasing financial support for graduate students and graduate programs.
- f. Provide periodic qualitative review of graduate programs.
- g. Develop general criteria and procedures for the identification and selection of members of the graduate faculty.
- h. Serve as a means of communication between and among the graduate faculty, administrators, and students.
- i. Facilitate professional development of the graduate faculty to include coordination of research and teaching efforts at the graduate level.

- Section 3. The Graduate Council shall be composed of voting members and ex officio members. Voting members consist of the Graduate Program Coordinators for each graduate program in the University. Graduate Program Coordinators are graduate faculty members designated by the department chair with the approval of the school dean and the Dean of the Graduate College.

The Graduate Council will include ex officio members who hold administrative positions important to graduate programs at Hampton University. Ex officio members may make motions and participate in debate and deliberation. They do not vote and are not included in establishing a quorum of the Graduate Council.

Ex officio members include a representative from each of the following offices:

- University Library
- University Registrar
- Office of Athletics
- Office of Financial Aid & Scholarships
- Office of Sponsored Programs
- Office of Operations Analysis and Research
- Office of the Vice President for Research
- Office of Student Business Services
- Office of Residence Life and Housing
- Student Counseling Center
- The Graduate College
- Hampton U Global

The Dean of the Graduate College is the academic officer responsible for coordinating support for the graduate programs of the University and for implementing the policies of the University regarding graduate education. The Dean of the Graduate College will serve as the chair of the Graduate Council but will not be a voting member.

Document History
Amended November 2024 by the Graduate Council
Amended December 2025 by the Graduate Council

ARTICLE V ADMINISTRATION OF THE GRADUATE COLLEGE

The chief administrative officer of the Graduate College shall be the dean, and as such he or she shall be responsible for providing overall leadership and management for the Graduate College.

ARTICLE VI PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall govern the conduct of all meetings.

ARTICLE VII AMENDMENTS

- Section 1. Proposed amendments to these Bylaws shall be submitted in writing to the chair of the Graduate Council and be made available to all members of the Council at least one week prior to the regular meeting at which they are to be discussed.
- Section 2. The chair shall submit the proposed amendment to the Graduate Council for recommendations at the regular meeting of the Graduate Council.
- Section 3. Any proposed amendments to the Bylaws shall be submitted to the Graduate Council and shall become effective upon approval by two-thirds of that body.

Document History
Amended April 2026 by the Graduate Council

ORGANIZATION OF GRADUATE STUDENTS

PREAMBLE

We the graduate students of Hampton University, in order to establish representation in the University, ensure the interests and welfare of the graduate student community, promote graduate student development, encourage interdisciplinary engagement, while fostering relationships and partnerships within the local community, do hereby state the constitutional framework for the Organization of Graduate Students at Hampton University, Hampton, Virginia.

ARTICLE I NAME OF ORGANIZATION

The name of this organization shall be the Organization of Graduate Students (OGS) at Hampton University, hereinafter referred to as “OGS” or “the OGS”.

ARTICLE II LOCATION

The principal office of OGS shall be located within the Graduate College on Hampton University’s campus at 309 Wigwam Hall, Hampton, Virginia 23668.

ARTICLE III PURPOSE AND FUNCTIONS

The purpose and functions of the Organization of Graduate Students are to:

- Support, promote, and represent all graduates students at Hampton University.
- Provide a forum for advocacy, discussions, and recommendations on matters involving graduate students and their welfare at Hampton University.
- Operate as a liaison between graduate students and the Graduate College in the communication and exchange of information, development of policies, and improvement of graduate student affairs.
- Promote opportunities for academic, professional, and social development through graduate community events and programming.
- Encourage interdisciplinary engagement among graduate students in the various academic departments at Hampton University.
- Strengthen the relationship and partnerships between Hampton University graduate students and the local community.

ARTICLE IV GOVERNING DOCUMENTS

The OGS operates in accordance with:

- The Hampton University [Code of Conduct](#), AND;
- The [Student Handbook](#) for Hampton University, AND;
- The Graduate College Policies, AND;
- The Graduate Council Bylaws, AND;
- The policies and guidelines set forth by the Division of Student Success and Enrollment Management for Hampton University graduate student organizations, AND;
- The structure and rules outlined in this document provided they are not in conflict with any of the above documents.

ARTICLE V STRUCTURE

- Section 1: The General Body is composed of all currently enrolled Hampton University graduate students.
- Section 2: The Membership Body, which also may be referred to as the “active members” or “active membership,” shall consist of any individual from the General Body that becomes a dues-paying member within OGS.
- Section 3: The Executive Board, which also may be referred to as the “Executive Officers” or “Executive Team,” is the governing body of OGS. The Executive Board shall be composed of nominated and elected persons from the Membership Body, or persons from the General Body who join the organization’s Membership Body any time prior to the date of officer elections.

ARTICLE VI MEMBERSHIP

- Section 1: General Body involvement in OGS shall be open to all currently enrolled graduate students of the Hampton University community. General Body members are eligible to attend OGS meetings, activities, and related events, yet shall not hold any office nor have voting privileges within the organization.
- Section 2: The Membership Body, which also may be referred to as the “active members” or “active membership,” in OGS shall consist of any individual from the General Body that becomes a dues-paying member within OGS. Active members are eligible to attend OGS meetings, activities, and related events, hold any office, and have voting privileges within the organization.
- Section 3: Membership and participation shall be free from discrimination based on sex, race, religion, ethnic group, age, national origin, or disability.
- Section 4: OGS seeks members of high ethical and moral standards who will uphold and

further the organization's mission. If deemed necessary, a person's membership may be reviewed by the Executive Board and the Graduate College for repeated or serious violations of the OGS Constitution. Members may also be expelled by a unanimous vote of the Executive Board for gross ethical or professional misconduct.

ARTICLE VII MEMBERSHIP FEES

- Section 1: To be considered an active member (i.e., a participant within the Membership Body) of OGS, graduate students must pay an annual membership fee due to the Treasurer or Advisor of the organization.
- Section 2: The recommended annual schedule of fees for active membership within OGS is as follows:
- A. During the fall semester, the membership fee shall be assessed between September 1 and October 1 for any graduate students who are interested in joining the Membership Body of OGS.
 - B. After October 1, the membership fee shall increase for the duration of the fall semester.
 - C. During the spring semester, the membership fee shall be assessed between January 1 and February 1 for any graduate students who are interested in joining the Membership Body of OGS.
 - D. After February 1, the membership fee shall increase for the duration of the spring semester.
- Section 3: Active dues paying members of OGS are entitled to special privileges within the organization. These privileges include, but are not limited to, voting privileges, eligibility to hold an office, discounts on the prices for OGS events, activities, and merchandise, special offers, and special membership status.
- Section 4: Membership dues and fees are subject to change at the discretion of the Executive Board.

ARTICLE VIII EXECUTIVE BOARD

- Section 1: The Executive Board for OGS shall be comprised of the President, Vice President, Secretary, Treasurer, Student-Faculty Liaison, Professional and Social Development Chair, and Community Engagement Chair. The creation of additional Executive Board positions must be approved by a two-thirds vote of the active membership and with the support of the Advisor.
- Section 2: The purpose and functions of the Executive Board shall be as follows:
- A. Serve as the primary governing and representative body of OGS.
 - B. Represent the diverse voices of graduate students and act in their best interest.
- Section 3: Eligibility for consideration as an Executive Board Members:
- A. Members of the Executive Board must be currently enrolled Hampton University graduate students and active, dues-paying members of OGS.
 - B. Active members of OGS shall not concurrently be elected for more than one (1) Executive Board position.
- Section 4: The collective duties and responsibilities of the Executive Board shall include:
- A. Being collectively responsible for the effective operation of OGS and for fulfilling the purpose, function, and mission of OGS as described in this Constitution.
 - B. Striving to represent the opinions and concerns of the General Body as communicated.
 - C. Working with the General Body to identify and resolve issues facing graduate students.
 - D. Attending and keeping record of regular Executive Board and General Body meetings.
 - E. Ensuring that all meeting decision and reports are brought to the attention of the Graduate College where appropriate.
 - F. Advising on and approving the OGS annual budget as well as any amendments to the budget.
 - G. Reviewing OGS governing documents and proposing amendments to this Constitution according to the procedures described in Article XVII.
 - H. Assisting during orientation programs for incoming graduate students.
 - I. Representing OGS at various Hampton University functions.
 - J. Performing further duties as detailed for each Executive Board position.
- Section 5: Duties of the President shall include:
- A. Setting the tone and strategic plan of OGS as advised by the Executive Board.
 - B. Presiding over all meetings of the organization.
 - C. Calling emergency meetings, pursuant to Article XV, Section 4.
 - D. Overseeing OGS initiatives.

- E. Providing leadership to the organization.
- F. Maintaining strong relationships with the Executive Board and OGS members.
- G. Ensuring that OGS operates in accordance with this Constitution and all governing documents.
- H. Working directly with the Advisor to ensure that OGS is operating within the expectations of the University.
- I. Acting as the chief spokesperson of the organization.
- J. Addressing the student body as circumstances dictate.
- K. Establishing and maintaining strong and effective relationships with the Graduate College and any relevant parties that exist in conjunction with the graduate student community.

Section 4: Duties of the Vice President shall include:

- A. Serving as the chief advisor to the President and the Executive Board, especially on matters relating to university policies.
- B. Assisting the President with the fulfillment of their duties.
- C. Acting in place of the President in their absence.
- D. Presiding over general body meetings in concert with the President.
- E. Ensuring that the appropriate parliamentary procedures and Robert's Rules of Order are followed during all meetings.
- F. Providing support and guidance for the development of OGS activities as planned by the Executive Board.
- G. Keeping up to date on major policy issues involving graduate students and higher education on a university, local, state, and national level.
- H. Working with the President to maintain strong working relationships with relevant parties on and off campus.
- I. Ensuring that OGS operates in accordance with this Constitution and all governing documents.
- J. Represent OGS during mandatory meetings for university organizations.

Section 5: Duties of the Secretary shall include:

- A. Assisting the President in the preparation and distribution of meeting agendas.
- B. Working with the Treasurer to maintain detailed membership records.
- C. Keeping detailed minutes and attendance records for all meetings.
- D. Coordinating the press relations of the organization to include emails, newsletters, websites, social media, OGS listservs, flyer/poster approval, promotion of meetings and events, timely dissemination of OGS information, and any other forms of OGS communication.
- E. Advising the Executive Board on all matters related to the communications and public relations of OGS.
- F. Ensuring that all changes of Executive Board members are reported to the Graduate College and other appropriate University officials.
- G. Maintaining the archive of all OGS documents.

Section 6: Duties of the Treasurer shall include:

- A. Keeping accurate and precise records of all OGS financial transactions and funding.
- B. Meeting with the Advisor on a regular basis to review account balances and financial transactions.
- C. Preparing and presenting any and all budgets, financial budget requests/appeals, and reports during Executive Board meetings.
- D. Advising the Executive Board on financial decisions associated with the organization.
- E. Working with the Executive Board to establish budgets for any special committees that are created.
- F. Maintaining detailed membership records, including the amount of dues collected from each member.
- G. Disbursing reimbursements as described in Article XVI.
- H. Exploring and maintaining external funding sources as appropriate.
- I. Presiding over any and all OGS fundraising initiatives and endeavors.

Section 7: Duties of the Student-Faculty Liaison shall include:

- A. Acting as the liaison between the General Body and the University.
- B. Attending and representing OGS during Graduate Student Advisory Council meetings.
- C. Presenting recommendations to the Graduate College and University administrators regarding policies that impact the welfare of Hampton University graduate students.
- D. Communicating on behalf of all graduate students to university administrators, faculty, staff, and other external bodies.
- E. Interacting regularly with departmental chairs and graduate student delegates.
- F. Ensuring adequate representation of all graduate departments during general body meetings.

Section 8: Duties of the Professional and Social Development Chair shall include:

- A. Advising and assisting the Executive Board on all matters related to OGS programs and events.
- B. Identifying and reporting relevant opportunities for academic, professional, and social development to the Executive Board and General Body members.
- C. Overseeing the development and execution of OGS events and activities.
- D. Coordinating interdisciplinary partnerships and networking events with local professionals and other graduate student organizations.
- E. Coordinating the efforts of special committees.

Section 9: Duties of the Community Engagement Chair shall include:

- A. Fostering the interaction and formation of partnerships between OGS, the greater Hampton University community, and the surrounding Hampton and Newport News communities.
- B. Promoting volunteer and service opportunities within Hampton University and

- C. the local communities.
- D. Developing and executing volunteer and service opportunities.
- E. Encouraging organization-wide and campus-wide participation of various service opportunities.
- F. Coordinating the efforts of special committees.

ARTICLE IX EXECUTIVE BOARD ELECTIONS

- Section 1: Elections shall be held annually for all Executive Board positions.
- Section 2: All Executive Board members shall be elected no later than April 1 and will serve a term of June 1 – May 31 of the following academic year. The time between elections and May 31 shall serve as a transition period for new Executive Board members, where exiting Executive Board members are expected to contribute to the training and transitioning of the newly elected Executive Board.
- Section 3: All members of the Executive Board may not serve more than two (2) consecutive full terms in the same positions. Consent shall be given by the Advisor and the Graduate College if outgoing Executive Board members wish to run for election for the same position beyond their term limits.
- Section 4: Executive Board elections shall consist of the following three-step process: 1. nominations, 2. elections, and 3. run-off elections (if necessary).
- A. Nominations: Nominations will be held in-person and electronically prior to the scheduled date of elections. Anyone from the General Body may nominate a person from the Membership Body, or a person from the General Body who has joined the organization's Membership Body any time prior to the date of officer elections, for any Executive Board position. Nominations will only be accepted during the general body meeting or via electronic absentee nominations sent prior to elections. Candidates can be nominated for no more than two (2) positions, and candidates may nominate themselves for a position if they are not nominated by another General Body member.
 - B. Elections: Elections will consist of each candidate sharing a speech for up to five (5) minutes, followed by up to three (3) minutes of questions and answers from OGS members. Only the Membership Body present during elections shall cast a vote, and only these votes shall count towards the simple majority necessary for election to office. The order of elections shall be as follows: President, Vice President, Secretary, Treasurer, Student-Faculty Liaison, Professional and Social Development Chair, and Community Engagement Chair.
 - C. Run-off Elections: If no candidate receives a simple majority of the vote, a run-off election shall be held between two candidates receiving the most votes. During the run-off election, the candidate that receives the most votes of the Membership Body shall be elected to the Executive Board position. If a simple majority vote of the Membership body is not obtained, a simple majority vote of the existing Executive Board members shall determine the position.

ARTICLE X

REMOVAL AND VACANCIES OF ELECTED EXECUTIVE BOARD MEMBERS

- Section 1: Grounds for the removal and impeachment of elected Executive Board members include, but are not limited to, the following:
- A. Failure to fulfill the duties and responsibilities of office.
 - B. Misuse or abuse of OGS funds or property.
 - C. Conduct that undermines the mission and purpose of OGS.
 - D. Behavior or decisions in violation of the Hampton University [Code of Conduct](#).
- Section 2: An elected Executive Board member who fails to maintain the confidence of the organization and its members shall receive written notice of the charges and shall have an opportunity to be heard before the Graduate College and the Executive Board. All investigation(s) and initial hearings shall be conducted by the Graduate College and the Executive Board.
- Section 3: In the event that an Executive Board member is judged to be deficient in his/her duties (as decided by a unanimous agreement of the other Executive Board members and after review by the Graduate College), he or she may be removed from their position by a simple majority vote of the Executive Board. The Advisor shall oversee the impeachment process to ensure a fair and democratic process.
- Section 4: If removed, the Executive Board member shall immediately forfeit all the duties and powers given by the position. An individual removed from an Executive Board position shall be ineligible for re-election to any position within OGS for one (1) academic year.
- Section 5: If an Executive Board position shall become vacant by any circumstance, the duties of the vacant position shall be temporarily assumed by the Executive Board member next in the line of succession. If the Executive Board member next-in-line accepts, that person shall carry out both the duties of their original position and the duties of the vacant position. If the Executive Board member next in-line shall refuse, the responsibilities of the vacant position shall be temporarily assumed and shared by all Executive Board members.
- Section 6: Replacing Impeached or Vacant Executive Board Positions:
- A. The filling of an office vacated by impeachment or resignation shall be conducted by a special election held in the manner of elections as defined in Article IX, Section 4.
 - B. Any vacant position must be filled within thirty (30) days after the impeachment or resignation.
 - C. In the case of a vacancy for the President, the Vice President shall be appointed President, and a replacement for the Vice President shall be elected.
 - D. The incoming Executive Board member, filling a vacancy in the middle of the academic year, shall only serve until the end of the current Executive Board term.
 - E. If a position becomes vacant while the remaining period for the current Executive Board term is less than thirty (30) days, the position may remain vacant until filled during Executive Board elections for the following year.

ARTICLE XI SPECIAL COMMITTEES

- Section 1: Special committees may be formed for pertinent programming and advocacy initiatives at the discretion of the Executive Board.
- Section 2: The Professional and Social Development Chair and Community Engagement Chair shall serve as the chairpersons of any special committees formed within OGS.
- Section 3: Committee membership is open to all General Body members.
- Section 4: Special committees shall exist until the end of each academic semester, excluding summer semesters. At the start of each academic semester, the necessity to continue a special committee shall be determined by the Executive Board. All special committees shall be fully dissolved at the close of each academic year.
- Section 5: Special committees shall perform their functions and duties in accordance with this Constitution.
- Section 6: All special committees shall be subordinate to the Executive Board itself.
- Section 7: Special committees shall report to the Executive Board on their progress and on any committee meeting proceedings. All outcomes and deliberations of special committees shall be subjected to review, confirmation, referral, and veto by the Executive Board.

ARTICLE XII ADVISOR

- Section 1: OGS shall have no more than one (1) advisor, and such a person will be appointed by the Graduate College.
- Section 2: The Advisor must be a full-time faculty member, staff member, or administrator at Hampton University.
- Section 3: The Graduate College Counselor shall serve as the appointed Advisor for OGS.
- Section 4: The responsibilities and duties of the Advisor shall include the following:
- A. Meeting with the Executive Board and the Graduate Student Advisory Council on a regular basis.
 - B. Maintaining active involvement in OGS meetings, activities, and events.
 - C. Keeping abreast of OGS issues and intentions.
 - D. Meeting with the Treasurer on a regular basis to review account balances and financial transactions.
 - E. Assisting with the implementation of an Executive Board transition program.
 - F. Rendering support and guidance to the Executive Board, Graduate Student Advisory Council, and any respective committees associated with OGS.

- G. Providing information from the Graduate College to OGS and its affiliates.
- H. Assisting in the dissemination of any requests or information from OGS through the proper channels at Hampton University.

Section 5: The Advisor shall be an ex-officio member of OGS, and as such, shall not have voting rights.

Section 6: The Advisor shall have veto power over any decision made by OGS which is in direct violation of Hampton University guidelines and policies. This authority shall be used primarily in circumstances where the Executive Board and/or Graduate Student Advisory Council violate Hampton University guidelines and policies.

Section 7: If a new Advisor must be chosen before the fulfillment of any academic year, the dean of Graduate College will collaborate with the Executive Board to appoint a new advisor.

ARTICLE XIII MEETINGS

Section 1: Meetings of the Executive Board shall:

- A. Be presided over by the President of the organization.
- B. Be attended regularly by all members of the Executive Board.
- C. Be held every two weeks during the fall and spring semesters, excluding times in which the University designates as academic breaks.
- D. Contain the approved minutes from the previous Executive Board meeting.
- E. Contain officer reports from each of the Executive Board members regarding the progress of their respective initiatives.
- F. Serve as a forum where the agendas for General Body Meetings are finalized.
- G. Have at least two-thirds of the Executive Board present for voting matters.

Section 2: General Body Meetings shall:

- A. Be held once a month during the fall and spring semesters, excluding the summer months and times in which the University designates academic breaks.
- B. Be scheduled for a set meeting date and time each semester as determined by the Executive Board.
- C. Be communicated to all graduate students no less than five (5) days before each meeting.
- D. Follow a predetermined agenda as determined by the Executive Board, prepared by the Secretary, and made available to attendees on the day of the meeting.
- E. Be open to attendance by the General Body and Membership Body of OGS.
- F. Serve as a forum to discuss and address matters and concerns that impact Hampton University graduate students.
- G. Serve as the venue to inform graduate students of OGS initiatives, activities, events, and progress.
- H. Serve as a forum for the Membership Body to present and vote on proposed amendments, resolutions, and other policies relative to OGS. To vote, two-thirds of the Membership Body must be present during the meeting.

- I. Be conducted using parliamentary procedure and Robert's Rules of Order as a guide for meeting proceedings.

Section 4: Emergency Executive Board and General Body Meetings shall:

- A. Be called into session by the President of the organization and agreed upon by a simple majority of the Executive Board.
- B. Have at least two-thirds of the Executive Board present to conduct the emergency business for Executive Board meetings.
- C. Be communicated to all graduate students at least 48 hours prior to an emergency general body meeting.

ARTICLE XIV DISBURSEMENT OF FUNDS

Section 1: All disbursements of funds must be approved by the Treasurer and the Advisor.

Section 2: Any committees, to include but not limited to meeting, service, project, advocacy, activity, or event committees, that are formed through OGS must submit a budget proposal for the approval and disbursement of funds over \$100. The proposals must be approved by the Treasurer and the Advisor.

Section 3: Reimbursement for OGS-related expenditures will only be accepted for Executive Board and General Body members who have retained an original, itemized receipt and a description of the expense(s) incurred.

Section 4: Any expenditure in excess of \$200 must be approved by a majority of the Executive Board.

Section 5: All financial transactions of OGS will be managed by the Treasurer and the Advisor through the established OGS accounting system, as stipulated by the Graduate College and Hampton University.

Section 6: Only the Executive Board and the Advisor shall have the ability to charge expenses, along with depositing and withdrawing funds, for organizational purposes to the OGS account.

ARTICLE XV AMENDMENTS AND REVISIONS

Section 1: Amendments and revisions to this Constitution may be proposed at any time by any person within the Executive Board and the Membership Body of OGS.

Section 2: For an amendment or revision to be considered, an individual within the Membership Body should bring their proposed amendment/revision to the attention of the Executive Board in the form of a proposal, petition, or formal letter.

Section 3: Proposed amendments or revisions must be submitted to the Executive Board no

later than seven (7) days before the next general body meeting.

- Section 4: Proposed amendments or revisions must be presented and circulated throughout the Membership Body no later than three (3) days, or a minimum of seventy-two (72) clock hours, prior to the general body meeting in which the amendment(s)/revision(s) shall be discussed.
- Section 5: The Executive Board will bring the proposed amendment(s)/revision(s) before the Membership Body during the subsequent general body meeting. During the general body meeting, the proposed amendment(s)/revision(s) require a two-thirds vote of the Membership Body before approval and inclusion into this Constitution.
- Section 6: If two-thirds of the Membership Body present for the general body meeting vote in favor of the proposed amendment(s) or revision(s), the amendment(s)/revision(s) will be incorporated into this Constitution and take effect the semester in which the amendment(s)/revision(s) is/are approved. If the proposed amendment(s) or revision(s) is/are found to conflict with corresponding parts of this Constitution, the amendment(s)/revision(s) will take effect immediately upon the resolution of the conflict.
- Section 7: The Executive Board and Advisor will be responsible for taking necessary steps to amend or revise this Constitution.
- Section 8: All statutes, rules, and policies that are in effect at the time of ratification of the amendment(s)/revision(s) and are not incoherent with the amendment(s)/revision(s) shall remain valid and binding until revised in accordance with the new amendment(s)/revision(s).
- Section 9: All amendments or revision(s) must be submitted to the Graduate College and the appropriate University officials for review and approval before taking effect.

ARTICLE XVI RESOLUTIONS

- Section 1: Individuals or groups wishing to propose some course of action or bring to the attention of OGS an issue affecting the graduate student community may bring forth resolutions during the monthly general body meetings. Resolutions, letters, or more informal writings of solutions may be submitted by any graduate student, regardless of OGS membership status.
- Section 2: The Protocol for submitting resolutions is as follows:
- A. The completed resolution must be submitted to the Vice President of the OGS at least three (3) days prior to the general body meeting at which it will be presented so that it may be added to the agenda.
 - B. During the general body meeting, the resolution is to be presented by the person who submitted it. This person may use outside speakers or presenters to aid in his/her presentation, but total presentation shall not exceed 5 minutes.

- C. After the presentation time, the floor shall be opened to a discussion of the resolution, with the discussion proctored by the Vice President of OGS, who will allot a specific amount of time for discussion and who shall explain the protocol for the proceedings to all present. All parties present at the meeting must wait to be acknowledged by the Vice President before speaking.
- D. During the discussion, motions may be made to amend the resolution for clarity and content, with a majority vote by voting members to amend. All discussion time may be forfeited by a move to vote on the resolution with a majority of voting members in agreement.
- E. Following discussion, voting members will vote on the resolution. The passing of a resolution requires a two-thirds majority of voting members. Any resolution that is not passed may be resubmitted no sooner than thirty (30) days after its previous presentation.

Section 3: Resolutions passed by the OGS shall be forwarded to the Graduate College and any appropriate Hampton University offices, departments, or outlets.

ARTICLE XVII COMMUNICATIONS

Section 1: Any publication, advertisement, promotional material, or social media content released by OGS must be approved by the Executive Board prior to production, posting, dissemination, or distribution.

Section 2: Publications, advertisements, promotional materials, or any social media content must adhere to all University policies, including those mandated by the Graduate College and the Division of Student Affairs for Hampton University graduate student organizations.

ARTICLE XVIII AFFILIATION WITH THE NATIONAL ASSOCIATION OF GRADUATE- PROFESSIONAL STUDENTS (NAGPS)

Section 1: The Organization of Graduate Students may join and become affiliated with the National Association of Graduate-Professional Students (NAGPS), a national organization which “connects graduate and professional students across the United States to facilitate the sharing of information, resources, and best practices” (NAGPS, 2017). Organizational membership within the National Association of Graduate-Professional Students spans from September 1 to August 31 of each academic year.

Section 2: When in conflict, Hampton University policy shall supersede the policy of the National Association of Graduate-Professional Students.

ACKNOWLEDGEMENTS

The original version of this document was composed by Brittany G. Suggs, President, and Steven N. Buckner, Vice President, for the organization during the 2016-2017 academic year. The task of revising and reviewing this Constitution in its range, depth, and complexity is such that any degree of its satisfactory accomplishment would have been impossible without the support and collaborative assistance from the 2016-2017 OGS Executive Board and the Graduate College.

CIVILITY

The Graduate College is guided by the common values of community, life-long learning, scholarship, creativity and innovation, diversity and civility, collaboration, financial responsibility and continuous improvement. We also recognize and value the diversity of communication, personal interaction and management styles that exist within our school community. While being cognizant that our diversity may influence communication style and personal interactions, we are committed to fairness and honesty in all of our interactions and to treating one another with civility, in a manner that embraces, respects, and fosters trust and open communication.

Definition of Civility

Civility is behavior that demonstrates consistent respect for others, including an effort to understand differences. Civility helps to create an environment within the Graduate College where all are valued and can be productive.

Policy on Civility

Within the Graduate College community, we value civility and seek to create an environment where all are valued and can be productive. This includes, but is not limited to, a respect for differences. The caliber of the instruction, the quality of life of our students, and the quality of the work life of our staff and faculty drive the quality of the educational experiences at Hampton University. Working to foster a civil community includes, but is not necessarily limited to, the following. We will:

- Be courteous towards fellow colleagues, students, faculty, staff, and visitors. Disruptive, discourteous, and/or insubordinate conduct will not be tolerated.
- Share ideas, raise questions, and express differences of opinion in a civil manner without fear of reprisal, insult, or denigration.
- Listen respectfully while others share their ideas, allowing the speaker to complete his or her thoughts, and be open to considering new approaches.
- Be sensitive to the impact of tone, language, and content of our communication, including electronic communication.
- Treat everyone equitably and with respect, regardless of their title, and maintain the same expectations for civility regardless of position, perceived power, rank, or authority.

Guidelines

1. Students, staff, and faculty who are part of the Graduate College community are encouraged to address civility concerns about another student, staff, or faculty member at the point of origin because issues are often resolved easiest and fastest at that level. Direct resolution of problems may foster a deeper understanding and stronger relationships.
2. There may be times when students, staff, and faculty may not feel comfortable addressing a concern directly. In such instances, they are encouraged to bring the concern to the attention of the appropriate Graduate College personnel.
3. A student, staff, or faculty member may bring an issue forward and request confidentiality, if there is no legal obligation for Hampton University to address the concern. Confidentiality can limit the extent of any action because it may not be possible to address the incident without breaching confidentiality.
4. Students can bring their concerns regarding student, staff, or faculty civility/breaches of conduct to the attention of their program coordinator or the Vice President for Student Affairs.
5. Staff and faculty can bring their concerns regarding staff or faculty civility/breaches of conduct to the attention of their supervisor and/or the head of Human Resources. Staff and faculty concerns regarding students should be brought to the attention of the department head or the school dean.
6. Such concerns, where applicable, will be addressed under the terms of the Faculty and Student Handbooks and the [Code of Conduct](#).

Adapted from policy developed by the Johns Hopkins School of Education.

STUDENT AFFAIRS

NOTICE OF NON-DISCRIMINATION

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

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

Title IX Coordinator

Ms. Kori N. Harris, M.A.
Wigwam Building, Room 205
Hampton University
Hampton, VA 23668
Telephone: 757-637-2102
Email: kori.harris@hamptonu.edu

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

STUDENTS

Dr. Dominique Turner
Office of Judicial Affairs & Dean of Students
Student Center
135 Marshall Ave
Hampton, VA 23668
757-727-5250
Email: judicialaffairs@hamptonu.edu

EMPLOYEES INCLUDING FACULTY

Ms. Rikki R. Thomas
Chief Human Resources Officer
Armstrong-Slater Room 110
53 Marshall Avenue
Hampton, VA 23668
757-727-5250
Email: rikki.thomas@hamptonu.edu

DISCRIMINATION COMPLAINT PROCEDURES

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

Complaints Alleging Sex Discrimination and/or Harassment in Violation of Title IX

Complaints by Students and Employees including Faculty alleging sex discrimination and/or harassment in violation of Title IX should be directed to the Title IX Coordinator:

Title IX Coordinator

Ms. Kori N. Harris, M.A.
Wigwam Building, Room 205
Hampton University
Hampton, VA 23668
Telephone: 757-637-2102
Email: kori.harris@hamptonu.edu

See Policy and Procedures on Sexual Discrimination and Misconduct (Title IX).

Complaints Alleging Discrimination and/or Harassment NOT Involving Title IX

STUDENTS

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

Dr. Dominique Turner
Office of Judicial Affairs & Dean of Students
Student Center
135 Marshall Ave
Hampton, VA 23668
757-727-5250
Email: judicialaffairs@hamptonu.edu

COMPLAINT PROCEDURES

The student should make the complaint verbally or in writing to the VP for Student Success and Enrollment Management. If, however, the complaint involves the VP for Student Success and Enrollment Management, then the complaint should be directed to the Chief Human Resources Office and will be handled in accordance with the Faculty Handbook procedures, Section 1.3.1.

In making a complaint, the student should provide sufficient information to identify the parties involved, any witnesses, the alleged discrimination, and all facts that support the allegations of discrimination.

The VP for Student Success and Enrollment Management (hereinafter “Investigator”) shall immediately begin an investigation of the complaint. The investigation will involve meeting with all parties and witnesses. The complainant and the person(s) against whom the allegation of discrimination have been made and their respective representatives, if any, will be provided an opportunity to submit information, written statements and documentation regarding the complaint allegations. To the extent appropriate, interim measures for the protection of the complaining party may be taken while the investigation is pending.

Within 30 days of receipt of the complaint, unless the Investigator has notified the parties in writing that the facts require a longer investigation, the Investigator shall issue a written determination as to the complaint, including the investigative findings, and provide such written determination to the complainant and the respondent. The Dean of Students will implement prompt remedial action to remedy any discrimination or harassment that he concludes has occurred.

Either party may appeal the findings of an investigation by submitting a written document within seven (7) days of notification of the determination to the Vice President for Student Success and Enrollment Management, Hampton University, Hampton, VA 23668 who shall refer the appeal to the three (3) member Administrative Appeals Committee. The appeal must specify with particularity the irregularities of the Investigator’s determination. The Vice President for Student Success and Enrollment Management must inform the parties of the appeal decision within fourteen (14) days of the receipt of the appeal.

Although Hampton University will make every effort to comply with these timelines, circumstances such as school breaks may justify an extension of time. If such an extension is warranted, the parties will be advised.

Retaliation against any person who files a complaint of alleged discrimination or harassment, participates in an investigation, or opposes a discriminatory or harassing education practice or policy is prohibited under university policy and by state and federal law. An individual who believes he or she was subjected to retaliation can file a complaint about the alleged retaliation under these procedures. If it is determined that retaliation has occurred, sanctions may be imposed, including, but not limited to, suspension or termination.

EMPLOYEES INCLUDING FACULTY

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

Ms. Rikki R. Thomas
Chief Human Resources Officer
53 Marshall Avenue
Hampton, VA 23668
757-727-5250
Email: rikki.thomas@hamptonu.edu

For details concerning these complaints procedures, please see the following: Education Support Staff Handbook or [Faculty Handbook](#).

STUDENT RIGHTS AT HAMPTON UNIVERSITY

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

connection with local, national, or international organizations for intellectual, religious, social, political, economic, or cultural purposes, and to publish and distribute his/her views without impairing his/her standing in the institution, provided he does not claim to represent the institution.

STUDENT RESPONSIBILITIES AT HAMPTON UNIVERSITY

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

THE CODE OF CONDUCT

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

Respect:

1. To respect himself or herself.

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

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

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

Professionalism:

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

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

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

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

Integrity:

5. To respect the rights and property of others.

Each member of the Hampton Family will only engage in activities that are legal and ethical, both on

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

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

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

Community:

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

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

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

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

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

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

Document History
Approved by Administrative Council, July 31, 2018

THE DRESS CODE

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

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

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

Examples of Inappropriate Dress and/or Appearance Include:

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

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

Dress Code: Procedures for Cultural or Religious Head Coverings

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

Document History

Revised Dress Code Policy, Approved by Administrative Council July 14, 2009

Revised and Approved by Administrative Council, August 2022

ADMISSIONS AND OTHER ACADEMIC MATTERS

ADMISSIONS

For a more detailed discussion of the admissions process and requirements, applicants are referred to the current issue of the [Academic Catalog](#).

Main Campus Programs – Degree Seeking Applicants

To be considered for admission, an applicant must provide the following:

1. A completed application for admission including the non-refundable fee.
2. Official transcripts from all institutions previously attended. If a degree was earned, the transcript must show the type of degree and date it was awarded.
3. In certain circumstances, official test scores of the:
 - GMAT (Business Administration applicants)
 - MCAT or DAT (Medical Science applicants)

*ENG 503 – English Composition for Graduate Students is required if the following minimum test scores are not met: [Duolingo English Test](#) < 120; TOEFL iBT < 87; TOEFL PBT < 525; TOEFL CBT < 194; IELTS Academic < 6.5; MCAT Verbal < 6.5 & N on essay; DAT Reading Comprehension < 13).

4. Two signed letters of recommendation on official letterhead attesting to personal and professional qualifications. Note: three letters of recommendation are required for students applying to pursue degrees in Atmospheric Science, Marine and Environmental Science, and Planetary Science.
5. A personal statement. (Note: a personal essay is accepted for Communicative Sciences and Disorders applicants.)
6. Resume. (Marine and Environmental Science, and Sport Leadership certificate applicants only.)

ADDITIONAL REQUIREMENTS FOR SPECIFIC DEGREE PROGRAMS

M.A. Communicative Sciences and Disorders: In addition to the CDCAS application, students applying to this degree program are required to complete the Graduate College application. The remaining applicable documents above are already included in the CDCAS application and do not need to be resent.

Doctor of Physical Therapy: In addition to the PTCAS application, students applying to this degree program are required to complete the Graduate College application. The remaining applicable documents above are already included in the PTCAS application and do not need to be resent.

5-Year Master of Business Administration:

- Completion of the bachelor's program at Hampton University's JTG School of Business in Business Administration and permission of the Department Chair.
- Two letters of recommendation, preferably from a professor in the School of Business or the student's concentration.
- Minimum cumulative undergraduate GPA of 3.25; cumulative GPAs under 3.25 require a GMAT score of at least 400.
- If your cumulative undergraduate GPA is below 3.0, you are not eligible to apply to the program.

Track A-Bachelor's Degree earned December, begin MBA January

Application deadline date – November 1st.

- Qualifying GPA will be based on the Summer cumulative undergraduate GPA of the previous SCHOOL year.
- If you do not have a qualifying cumulative undergraduate GPA, you must take and pass the GMAT and receive a minimum score of 400 by October 31st.

Track B- Provisional Admission-Bachelor's Degree in May, begin MBA in the Summer

- Application deadline date May 15th.
- Qualifying undergraduate GPA of 3.25 is based on your current Spring cumulative GPA.
- If you do not have a qualifying cumulative undergraduate GPA of 3.25, you must take and pass the GMAT and receive a minimum score of at least 400 by May 14th.

Students on this track **MUST** complete their graduate-level internship in the SUMMER (immediately after earning their bachelor's degree) to officially begin the program. There is no FALL start for this program. If you do not have an internship for the SUMMER, you must withdraw from the program.

The maximum number of credit hours that an applicant can transfer into the graduate program is nine credits; the transfer of credit occurs after the applicant is fully admitted into the program. Please note that your undergraduate cumulative GPA does not carry over into the Graduate College. If your graduate cumulative GPA falls below 3.0, you will be placed on probation.

M.S. in Entrepreneurship and Innovation

- Prerequisite coursework in Accounting, Economics, Finance, and Legal Issues for Entrepreneurs (totaling 12 credit hours).
- Permission from the Chair of the Department
- Minimum cumulative GPA of 3.2.

Main Campus Programs – Non-Degree/Special Applicants

1. A completed application for admission including the non-refundable fee.
2. Official transcripts from all institutions previously attended. If a degree was earned, the transcript must show the type of degree and date it was awarded.

The Graduate College will forward the application to the appropriate department to review once the file is complete. A decision letter will be emailed once the review process has been completed.

ADMISSIONS – INTERNATIONAL APPLICANTS

Applicants outside of the U.S. need to apply early and allow plenty of time for the application process. We may have to wait for your official [Duolingo English Test](#), TOEFL, IELTS, or other required test scores to arrive. If you are admitted, it will take a few days or weeks for your I-20 Form to reach you by mail. Then you will have to make an appointment for a visa interview at a U.S. Embassy or consulate, which may not be available immediately.

Please take special note of admissions deadlines listed on our website. Send the following to complete your admissions file:

- Completed online application form
- \$50 non-refundable fee
- An official transcript from each college/university attended with English translation. Please request official translations services (ex., WES Worldwide Evaluation Services). A credential evaluation is a comparison of your academic accomplishments to the standards in the United States.
- Official test scores of the:
 - Graduate Management Admissions Test (GMAT) for Business Administration applicants
 - Medical College Aptitude Test (MCAT) or Dental Aptitude Test (DAT) for Medical Science applicants
- Submission of the GRE score is waived indefinitely for all applicants.
- In addition to the above test scores Hampton University requires the following minimum test scores:
 - [Duolingo English Test](#) < 120;
 - TOEFL iBT < 87; TOEFL PBT < 525; TOEFL CBT < 194;
 - IELTS Academic < 6.5;
 - MCAT Verbal < 6.5 & N on essay;
 - DAT Reading Comprehension < 13.
- Two letters of recommendation
- Personal Statement
- Passport

The Graduate College will forward your application packet to the appropriate department to review once your file is complete. A decision letter will be emailed once the review process has been completed.

Test of English as a Foreign Language:

Applicants whose native language is not English must demonstrate that their English language skills are sufficient for them to undertake advanced academic work in an English-speaking institution. To show English proficiency, an applicant must provide scores for the [Duolingo English Test](#), TOEFL, or IELTS (Applicants whose native language is not English) examination. The TOEFL is administered by the Educational Testing Service (ETS). Minimum test scores are provided on the previous page and listed on our website.

Financial Resources:

Applicants who expect to hold an F-1 visa will need an I-20 Form. Evidence that a student will have sufficient funds available for the first academic year must be provided to issue this form. Typically, these funds come from a teaching or research assistantship, a scholarship, or personal/family sources. A completed and properly notarized Financial Affidavit must be provided to the Graduate College by the individual providing support. Hampton University also requires a photocopy of bank statements that document availability of funds when personal/family support is used.

Note: Students admitted as Special/Non-degree status are not eligible for an I-20.

APPLICANT CLASSIFICATIONS

An applicant may be classified as either of the following if an offer of admission is extended:

1. **Regular Admission:** all the above criteria have been satisfied.
2. **Provisional Admission:** Applicants whose records fall short of meeting specific requirements for admission may be admitted to the Graduate College on a provisional basis. This status is a temporary classification that applies to students who have been reviewed by the admitting department and additional requirements have been imposed to determine the student's academic ability and/or to have academic deficiencies addressed. Students must submit all required documents, including official transcripts, most fulfill requirements identified by the admitting department in the time (up to a maximum of one year) and manner specified in the written notification of provisional admission. Extension of time beyond one year requires an approved petition from the department or advisor.
3. **Probationary Admission:** Applicants who have less than a 2.5 cumulative grade point average from an accredited institution may be admitted on a probationary status. They must show strong evidence of capability in their field and have adequate writing and computational skills. The applicants must submit a completed application with all supporting credentials to the department for review. The department may recommend the application for probationary admission; however, the decision to admit under this special condition will be made by the Dean of the Graduate College. Probationary students must attain a grade point average no less than a "B" (3.0) by the end of one full semester of full-time study or after the first 9 credit hours of part-time study. Continuation in the graduate program will be permitted on favorable appraisal of the student's performance. The student will be offered regular admission upon successful completion of probationary prerequisites. The probationary admission status of a graduate student who does not give satisfactory evidence of capability will be withdrawn. This constitutes dismissal of the student.
4. **Non-degree Seeking Student:** Only an official transcript showing the award of a degree is needed. The student is a non-degree seeking student and is not expected to change to degree-seeking status.

ON TRACK TO THE MASTER'S DEGREE

Admission to the Graduate College does not entail acceptance to candidacy for the master's degree. To be admitted to candidacy, the student must have:

1. Attained "regular admission" status.
2. Completed at least nine (9) semester hours of graduate course work with an overall GPA of not less than 3.0.
3. Removed all "Incomplete" grades.
4. Demonstrated proficiency in English by either satisfactory test scores if applicable or successfully completing an English Composition course.
5. Filed a completed degree plan:

Plan A: Thesis

Plan B: Comprehensive Examination

Plan C: 36 hours of course work or whichever is applicable in the chosen program.

Thesis and Dissertation Committees

The committee selection process shall include consultation between the student and appropriate faculty members, including the designated academic advisor. The majority of the membership of the Thesis and Dissertation committees must be comprised of Hampton University faculty from the academic discipline concerned. The members must be recommended to and approved by the Dean of the Graduate College.

Grades and Grading

For a more detailed discussion of the grading policies at Hampton University, the reader should refer to the Graduate College Catalog and the University Student Handbook. However, these points are stressed:

1. No undergraduate courses (100-400 level) will be used in calculating the GPA.
2. A minimum GPA of 3.0/4.1 is required.
3. Any student whose cumulative GPA falls below 3.0 at the end of any term will be placed on academic probation. This probationary status must be removed by the time he/she completes nine (9) additional hours. If the GPA has not reached 3.0 on the 4.1 scale or higher by that time, the student is subject to academic dismissal.
4. All "I" grades must be removed before the close of the next semester following the semester in which the grade was earned.
5. The grade "IP"—"In Progress"—will be assigned in such courses as thesis, research, internship, and practicum when they are not completed at the end of the term.

Change of Major/Program

Students wishing to change to a graduate program outside their present general area must submit an application to the new program along with all the credentials required of new applicants. A student must submit to the Graduate College a "Petition for Change of Major Form" to change major and/or concentration within the same general field. Whenever a program change is affected, the cumulative graduate grade-point average remains intact.

Course-Load Limitations

Full-time students in good academic standing may enroll for nine (9) credit hours. Permission to exceed this limit must be secured from the chairperson. Non-degree students must obtain permission from the Dean of the Graduate College to exceed nine (9) hour limit. Students on academic probation should consider reducing their credit hour load until such status is removed.

Regulations for Probation and Academic Dismissal of Graduate Students

The minimum standard for graduate work leading to a master's degree is a 3.0 grade point average.

A student whose overall grade point average falls below 3.0 at the end of any term will be placed on academic probation and must raise this average to 3.0 by the time he or she completes nine (9) additional hours. A student who fails to comply with this requirement will be subject to dismissal from the degree program or from the Graduate College by the Graduate Council based on the recommendation of the department chair or the Dean of the Graduate College.

Grades below "C" carry no credit. However, such grades will be used in computing the overall grade point average. An earned grade below "C" in any course requires that the course be repeated.

An accumulation of no more than eight (8) hours of grades below "B" may be counted toward degree requirements.

The University reserves the right to terminate the registration of any student whose record falls below the standard acceptable to Hampton University. The department, with the concurrence of the Graduate Dean, can recommend to the Graduate Council that a student be withdrawn from the degree program for unsatisfactory performance.

Readmission Procedures

The student may appeal the dismissal decision to the Graduate Council by submitting such in writing through the department chair and the Graduate Dean. If the student has engaged in graduate study at another post-secondary/baccalaureate institution since dismissal, official transcripts should accompany the appeal. If health conditions contributed to the academic decline, a statement from the attending physician should accompany the appeal.

Readmission to the Graduate College after separation for whatever reason requires the submission of a current formal application for admission and any other documents in the term of planned re-entry.

The Appeals Process

1. Student appeals should take the form of a letter addressed to the Graduate Council.
2. All letters should be typed and follow the conventions of formal correspondence.

Procedures for Appeals

1. Appeal letters should be made on the basis of evidence.
2. Appeal letters must be initiated at the level of graduate faculty member and/or advisor.
3. The graduate faculty member/advisor reviews the appeal letter and submits a summary and recommendation for action to the program coordinator and chair of the department in which the student is enrolled. The recommended action may be to accept the appeal or deny the appeal. The graduate faculty member/advisor must provide evidence to justify the recommended action.
4. The program coordinator or chair reviews the student's appeal and the graduate faculty member/advisor's summary and recommendation and submits a recommendation for action to the school dean.
5. The school dean reviews the appeal letter, summary, and recommendations and provides a final recommendation to the Graduate Council for consideration and action.
6. The Graduate Council shall inform, in writing, the school dean, department chair, program coordinator, and student of action taken by the Graduate Council.

Academic Integrity

Academic Integrity is the component of students, faculty members, staff, administrators, and officials adhering to the principle of honesty in all activities which involve or influence teaching, learning, research, and decision-making within the University community.

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

Medical Clearance

Hampton University requires every graduate student to meet medical clearance requirements prior to coming to campus. Specific requirements are listed in the Student Health Center section of this catalog and on that unit's website: <https://home.hamptonu.edu/healthcenter>. A student who fails to comply with these stipulations may be prohibited from registering for or attending classes.

Office of Access and Learning

Hampton University is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students and employees with disabilities.

The Office of Access and Learning provides and coordinates accommodations, support services and auxiliary aids for qualified students with disabilities and qualified employees with disabilities. Any member of the campus community in need of disability services should contact the Director of

Access and Learning, located in the Student Success Center and can be reached at 757-727-5493 or via email: disabilityservices@hamptonu.edu. Students should refer to the Official Student Handbook and the [website of the Office of Access and Learning](#) for more detailed information regarding disability services and forms used for requesting accommodations. Employees should also refer to the website.

POLICIES ON SEPARATION FROM AND RE-ENTRY INTO THE UNIVERSITY

Types of Separation from the University

Students enrolled in the Graduate College are generally required to maintain their official enrollment status with the university until their degree requirements are fulfilled. Certain conditions warrant a student's separation from the university. Failure to enroll for any semester after the initial enrollment term constitutes an unofficial withdrawal and necessitates reapplication to the Graduate College. Outlined below are the categories of separation and the processes for reinstatement that are applicable to the Graduate College.

1. Violations of Hampton University's Standard of Conduct

All students are advised to secure a copy of the Official Student Handbook for an in-depth discussion of the Standards of Conduct. Please be reminded that the University reserves the right to take disciplinary measures compatible with its own best interest.

2. Withdrawal/Leave of Absence

Official withdrawal as defined by the University means that the student ceases to attend all classes and is no longer considered enrolled in the University. Leave of absence is included within official withdrawal. Official withdrawal occurs after the student informs the Department Chair and Dean of the Graduate College of the intent to withdraw and completes the University Separation Form.

A student who withdraws before the end of the course drop period will have his/her entire semester registration record removed from the permanent record. Withdrawing after the end of the drop period, but before 4:00 p.m. on the last day of classes, results in a grade of "WP" or "WF" on each course of the student's current registration; withdrawing after the last day of classes result in grades as earned for the term being recorded in the permanent record.

Unofficial withdrawal results when a student who is matriculated for a degree and is in good standing with the Graduate College does not enroll in a successive semester (excluding summer). Any student who leaves during a term without notifying the Graduate College and does not file a University Form is considered unofficially withdrawn.

A student who withdraws unofficially does not establish an official date of separation and consequently cannot be given a pro-rated tuition refund for which he/she otherwise may be eligible.

3. Academic Dismissal

A student whose overall grade point average falls below 3.0 at the end of any term will be placed on academic probation and must raise this average to 3.0 by the time he or she completes nine (9) additional hours. A student who fails to comply with this requirement will be subject to dismissal from the degree program or from the Graduate College by the Graduate Council based on the recommendation of the department chair and/or graduate program coordinator.

The university reserves the right to terminate the registration of any student whose record falls below the academic standard acceptable to Hampton University. The department, with the

concurrence of the Dean of the Graduate College, can recommend to the Graduate Council that a student be withdrawn from the degree program for unsatisfactory academic performance.

4. Non-Academic Dismissal

The university reserves the right to terminate the registration of any student whose record falls below the non-academic standard acceptable to Hampton University as outlined in the Student Handbook and the [Code of Conduct](#). The department, with the concurrence of the Dean of the Graduate College, can recommend to the Graduate Council that a student be withdrawn from the degree program for unsatisfactory non-academic performance, including misconduct as determined by the department, failure to meet required professional competencies, or other kinds of unsatisfactory non-academic performance.

5. Continuous Enrollment Requirement

Students who leave without the prior approved Leave of Absence form will be dropped automatically from the program and must re-apply for admission in order to continue. Upon re-entry, the student will follow the catalog requirements at the time of re-entry. Courses completed prior to re-entry may not be accepted toward degree requirements.

GUIDELINES FOR AWARDING ASSISTANTSHIPS

The term “Graduate Assistantship” applies to a wide variety of awards that are made to qualified graduate students in return for the performance of assigned duties and responsibilities. Graduate assistantships may be granted to research assistants, residential assistants, and teaching assistants. This term does not include fellowships or scholarships, that is, those awards that do not require a work-related service on the part of the student. It is important that work responsibilities associated with graduate assistantships do not negatively impact the student’s primary responsibilities. These responsibilities should, where possible, bear a meaningful relationship to the student’s course of study.

Offers of assistantships and fellowships are made contingent upon the applicant’s acceptance as a regular graduate student by the Graduate College. All students applying for aid are required to file a Free Application for Federal Student Aid (FAFSA) Application. Awards may include partial or full tuition coverage. Students cannot be obligated for more than 20 hours of work per week while school is in session for these assistantships.

Some guidelines concerning the awarding of graduate assistantships are presented below.

Eligibility

Students must complete all Graduate College admission requirements in the period specified in the current Graduate Catalog or in the acceptance letter. Students must be enrolled in a degree program and in good standing at Hampton University (3.0 cumulative GPA or higher on 4.0 scale). In general, students may not hold more than one graduate assistantship at one time. Multiple awards are appropriate if the awards include graduate fellowships that do not require a work obligation on the part of the student. For example, it would be permissible to have one award cover tuition and fees and another provide stipend support. Graduate students must satisfactorily perform the duties assigned by their supervisors. Students cannot be paid for completing work associated with courses for which they receive academic credit. In cases where they are paid to work on projects related to academic requirements, the work responsibilities must reflect time and effort beyond that required for credit.

Duties

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

Appointment

All awards to graduate students must be approved by the Director of Financial Aid. Required forms at present include the Student Aid Form (from the Office of Grants Management), and the Employment Eligibility Verification (I-9), a federal form that must be completed annually by the student and can be obtained from the Financial Aid Office, and monthly time sheets (the first one is generated by the Financial Aid Office and subsequent ones by the payroll department). Changes in conditions of employment must be cleared through the Financial Aid Office.

Reappointment

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

Payment

Graduate assistants are paid once each month (generally the 15th of the month following the period worked) through the payroll department after timesheets are completed, signed (by both student and supervisor/principal investigator) and submitted in a timely manner. In some cases, graduate assistants may be eligible for remission of tuition (80%) for the first 9 credit hours only.

GRADUATE ASSISTANTS

IN THE RESIDENCE HALLS:

The graduate assistant is a graduate student who lives in the residence hall and acts as an assistant to the Residence Hall Director or is the Residence Hall Director in cases where a full-time director is not assigned. Certain duties listed in the Residence Hall Director's position description may be delegated to the graduate assistant. Other specific duties include the following:

1. Should share residence hall management with the Residence Hall Director so that at least one of the two persons is always on duty.
2. Is available to hall residents during his/her on duty* time for consultation, hall emergencies, and all other management responsibilities.
3. Counsel and advise students within the limits of his/her professional training.
4. Assist in the training and supervision of undergraduate Resident Assistants.
5. Work from 15-20 hours a week at the residence hall reception desk.
6. Advise student committees on the residence hall; specific committees are to be worked out jointly with the Residence Hall Director.
7. Handle certain administrative tasks, such as completing reports, distributing forms, interviewing residents, etc., that may be delegated by the Residence Hall Director or the Office of the Dean of Students.
8. Actively assert a leadership role in initiating programs in the residence hall and works closely with students in their implementation.
9. Act as the building supervisor in the absence of the Residence Hall Director.
10. Assume other miscellaneous duties, which may be delegated by the Office of the Dean of Students or the Residence Hall Director.

*ON-DUTY refers to that time a staff person is designated to be responsible for the residence halls and the well-being of its residents. The Director or graduate assistant is expected to be present and available in the building when he/she is on duty, though he/she may not be physically stationed at the reception desk or front office. The residence hall receptionist should always be aware of which person is on duty and the whereabouts of that person.

RESEARCH ASSISTANTS

Work under the supervision and direction of the project's principal investigator performing tasks related to data collection and analysis.

TEACHING ASSISTANTS

1. All Ph.D. Teaching Assistants in Physics must teach one year of a 200-level physics course. This is in addition to assigned responsibilities as a laboratory instructor.
2. Grade all laboratory reports and quizzes and reports results to the instructor.
3. Attend assigned laboratory preparation sessions.
4. Give advisor or principal investigator weekly reports of progress of experiments.
5. Complete other duties as assigned.

RESOURCES FOR THE PREPARATION OF THESES AND DISSERTATIONS

All forms and resources related to the preparation of theses and dissertations, including a detailed [Thesis and Dissertation Manual](#), are available on the Graduate College website and on our Canvas site. [Program-specific candidacy forms](#) are also available on both sites.

ADDITIONAL FORMS

Additional forms related to academic progression may be found on the Graduate College website and on the Graduate College Canvas site.

STEPS TO SUBMITTING A THESIS OR DISSERTATION

1. Request for the Appointment of the Advisory Committee.

- The [Request for the Appointment of the Advisory Committee](#) form should be filed by the student prior to becoming a candidate for the degree (candidacy). Each member of the committee must sign the form and have curriculum vitae on file with the Graduate College. Once the Graduate College approves the advisory committee, notice will be sent by mail to the committee members and Program Coordinator.
- The Graduate College keeps a copy of the vitas of approved committee members on file. The student should request a current vita from new faculty members or faculty members outside of Hampton University who serve on an advisory committee to be submitted with the Request for the Appointment of the Advisory Committee form.
- If any changes to the committee are made after the form is submitted to the Graduate College. The student must submit a new form complete with the signatures of all the committee members.
- The Thesis Manual provides further guidance regarding the role and appointment of the advisory committee.

2. Apply for Admission to Candidacy and Graduation.

- At least six months (but no more than a year) prior to your expected graduation date, [complete and submit the Application for Admission to Candidacy for Degree Completion form](#) (specific to your program). This form serves as an application for candidacy, and as an application for graduation. Only students who: have met all admission requirements, have a cumulative GPA of 3.0 or higher, have passed the Qualifying Examination (doctoral candidates only), and do not have any incomplete course work (with the exception of research courses) are eligible to apply. Note: Other departmental requirements may affect eligibility for candidacy, please check with your advisor.
- If you do not graduate during the expected term, complete and submit a [Graduation Update](#) form according to published deadlines. You must have a current graduation application on file and be enrolled in order to graduate.
- Refer to the [Important Dates for Graduate Students](#) for this and other deadlines.

3. Electronic Submission of Thesis or Dissertation for Graduate College Review.

- Each student must submit an electronic copy of their thesis or dissertation via e-mail to the Graduate College counselor prior to the student's oral defense.
- The student must plan accordingly to have their thesis or dissertation submitted to the Graduate College in order to schedule their defense within the deadline.

4. Successfully complete an oral presentation and defense.

- Your [Request to Conduct the Oral Thesis/Dissertation Defense](#) must be approved by the Graduate College. The form should be submitted at least two weeks before the scheduled date of the defense.
- Numerous drafts should have been reviewed by the committee resulting in a final manuscript before the defense. The student has seven days to submit the final copies of the manuscript to Graduate College after a successful defense- allowing time for minor changes to be made to the manuscript before the deadline.
- The Thesis Manual provides further guidance regarding the oral thesis/dissertation defense.
- When possible, the Dean or a representative from the Graduate College will attend the defense.

5. Submit one copy of the final manuscript to the Graduate College for review on regular paper along with the Thesis/Dissertation Transmittal form. The Graduate College will not review the student's thesis or dissertation without the respective signatures on the Transmittal Form.

- One copy of the manuscript in final form must be submitted to the Graduate College by 5:00pm seven days after a successful defense (i.e. if you defend on the Tuesday, your final copies are due to the Graduate college the following Tuesday).
- The [Thesis/Dissertation Transmittal](#) form is to be submitted to the Graduate College before a compliance review of the manuscript can begin.
- The Graduate College reserves the right to reject a manuscript that is submitted after the deadline - this is likely to delay the student's graduation date and will require an update of the thesis/dissertation.
- Refer to the Thesis Manual for detailed information regarding the submission of your thesis/dissertation.
- If corrections are required by Graduate College, students should note that the thesis/dissertation will only be accepted once for re-submission.
- Refer to the [Important Dates for Graduate Students](#) for this and other deadlines.

6. Publish your manuscript or abstract.

Currently, you are not required to publish your thesis/dissertation; however it is strongly encouraged by the Graduate College. Please talk with your committee chair or Program Coordinator regarding issues related to publishing your manuscript. The Graduate College and your Program Coordinator have publishing agreements available for the one of the oldest and most established publishing companies, ProQuest. More information can also be found on the [ProQuest website](#).

7. Update your address with the Graduate College.

Copies of approved manuscripts will be uploaded by the student to ProQuest. The student's bound copy will be sent the address indicated in ProQuest. Two copies from ProQuest will be sent to the Graduate College and subsequently forwarded to Harvey Library.

An electronic copy of the student's thesis or dissertation must be emailed to the Graduate College two weeks prior to oral defense date for review & approval to move forward with oral defense.

POSITION DESCRIPTIONS IN THE GRADUATE COLLEGE

DEAN

Duties and Responsibilities

- Administer and supervise the Graduate College.
- Chair the Graduate Council.
- Implement the policies and regulations established by the Graduate Council.
- Liaise with school deans and designated administrators of graduate programs.
- Approve and appoint graduate assistants, fellows, and trainees.
- Seek financial support for graduate students.
- Provide guidance in the preparation of departmental literature relating to graduate programs.
- Assist with editing/preparation for publication and distribution of the Academic Catalog and other literature of the Graduate College.
- Approve thesis and dissertation committees and theses and dissertations.
- Administer periodic review of graduate programs.
- Maintain records for reporting to university administrators, state, federal, and other appropriate bodies.
- Develop long-range strategic plans for the Graduate College.
- Serve as the institutional representative to national and regional bodies concerned with graduate education.
- Advocate for the importance of graduate education in the university and in the larger community.

Document History
Updated February 2026

GRADUATE COUNSELOR

The Graduate Counselor oversees academic progression and assists graduate students in navigating the matriculation to degree completion process. The Graduate Counselor manages all academic forms which include but is not limited to, candidacy for degree completion, comprehensive examination, program adjustments, and transfer credits. In addition, the Graduate Counselor works with the Dean of the Graduate College regarding academic administration and fosters a rapport with graduate students during their graduate school career. The Graduate Counselor reports directly to the Dean of the Graduate College.

Duties and Responsibilities

- Counsel students on the proper procedures to follow in the degree pursuit as well as other personal concerns.
- Prepare and send out application results.
- Make decisions regarding graduation update applications.
- Review all applications for graduation.
- Review all applications to take the comprehensive examination and send out application results.
- Conduct audits and clear candidates for graduation.
- Assist Program Coordinators in reviewing files of all students admitted in a provisional or probational status each semester.
- Prepare the documentation regarding the current academic status of students who were admitted on a provisional or probational basis and submit to the Graduate College Dean for review.
- Review the grade comprehensive report at the end of each semester to assess the academic status of all currently enrolled graduate students.
- Prepare academic probation letters and send out correspondence.
- Review all theses/dissertations for adherence to guidelines.
- Attend meetings at the Dean's request.
- Provide leadership and assistance as necessary during the registration period.
- Serve as advisor to the Organization of Graduate Students.
- Plan and coordinate the annual Graduate College Open House.
- Assist in the development of program literature.
- Provide leadership to the construction of Dates to Remember.
- Assist in the development and revision of forms.
- Maintain line of communication with program coordinators regarding student issues.
- Plan and coordinate New Graduate Student Orientation.
- Prepare job description for and supervise graduate assistants.
- Facilitate the completion of CGS and SED Surveys.
- Send out Exit Surveys (Graduate College Tracker) each semester.

Document History
Updated May 2026

GRADUATE ADMISSIONS COORDINATOR

The Graduate Admissions Coordinator receives, processes, and manages admission applications for all main campus graduate programs. In addition, the Graduate Admissions Coordinator manages all inquiries from prospective M.A., M.S., and Ph.D. applicants and ensures quality and accuracy of data management to support the admissions and enrollment process. The Graduate Admissions Coordinator reports directly to the Dean of the Graduate College.

Duties and Responsibilities

- Maintain and update newly admitted student records using SLATE CRM, BANNER and ARGOS Web Viewer data management system.
- Maintain and track applicants' progress throughout the application process to matriculation.
- Provide excellent customer service to prospective students through effective outreach and follow-up.
- Possess complete knowledge of FERPA requirements.
- Meet and communicate regularly with prospective graduate students and visitors.
- Maintain daily communication with Graduate Program Coordinators.
- Work closely with the Dean of the Graduate College to perform other duties as assigned.
- Interact with students, administration, faculty, and staff in a courteous and professional manner.
- Directly train and supervise Graduate College staff assigned to the admissions area.
- Represent the College of Graduate Studies at graduate fairs, conferences and other recruitment events both locally and nationally.
- Assist with the design and implementation of enrollment, communication, recruitment, and retention strategy.
- Facilitate presentations, trainings, or other workshops for prospective students or current faculty and staff related to graduate admissions.
- Serve as liaison between applicants and graduate program staff.
- Respond to student inquiries and counsel graduate students about application and admission policies/procedures.
- Review and evaluate applications.
- Compile and organize data for statistical surveys and reports for the Dean of the Graduate College.
- Required NAGAP membership – the Association for Graduate Enrollment Management.
- Required SLATE, BANNER, and ARGOS training.

Document History
Updated February 2026

GRADUATE ADMISSIONS COUNSELOR

The Graduate Admissions Counselor receives, processes, and manages admission applications for all main campus graduate programs. In addition, the Graduate Admissions Counselor addresses all inquiries from prospective M.A., M.S., and Ph.D. applicants and ensures quality and accuracy of data management to support the admissions and enrollment process. The Admissions Counselor reports directly to the Graduate Admissions Coordinator.

- Assist with meeting or exceeding recruitment goals for graduate programs by providing excellent customer service to prospective students through effective outreach and follow-up.
- Through extensive phone and email contact, guide prospective students through the admissions application process up to the point of enrollment.
- Meet with prospective graduate students, visitors, and constant communication with Graduate Program Coordinators.
- Must possess public relations skills with internal departments and external community.
- Highly skilled with processing of documents and applications for graduate programs. BANNER Admission Database Management and CRM interaction will be highly involved.
- Complete knowledge of FERPA requirements and an understanding of the EU General Data Protection Regulation (GDPR)
- Must have complete knowledge of International Graduate Admission processes and procedures.
- Record and process graduate application fees.
- Generate enrollment management reports to be used for analysis to determine effectiveness and efficiency of procedures and admission tracking/trends.
- Work closely with the Graduate Admissions Coordinator to perform other duties as assigned.
- Interact with students, faculty, and staff in a courteous and professional manner.
- Required NAGAP membership – the Association for Graduate Enrollment Management.
- Required SLATE, BANNER, and ARGOS training.

Document History
Updated May 2026

ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for the daily oversight of the Graduate College office. The Administrative Assistant provides direct administrative support to the Dean of the Graduate College and supports the Graduate Counselor, Graduate Admissions Coordinator, and Graduate Admissions Counselor as directed by the Dean of the Graduate College.

Duties and Responsibilities:

- Ensure the Graduate College is open and ready for daily operation at 8:00 a.m.
- Access voice mail and email upon arrival and throughout the day, to make certain applicable action is taken in a timely manner.
- Provide front line customer service support in a professional and courteous manner via in person interactions, phone conversations, and email correspondence.
- Manage an effective and efficient filing system.
- Process internal and external forms/documents (i.e., travel, purchase orders, office supplies, etc.). Oversee all transactions to completion.
- Process incoming mail (date stamped and disseminate accordingly).
- Record minutes for Graduate Council and Graduate Enrollment Management meetings, prepare agendas, and disseminate meeting materials.
- Assist with Graduate College Day recruitment event/preparations.
- Assist with Graduate College social media and website updates.
- Assist in managing the Graduate College email account.
- Update the Graduate College Handbook as applicable.
- Assist with Graduate College commencement preparations.
- Manage the Dean's calendar.
- Draft correspondence for the Dean's review and approval.
- Disseminate correspondence on behalf of the Dean.
- Arrange and confirm meetings for the Dean.
- Respond to other duties as assigned by the Dean.