

THE GRADUATE COLLEGE

HANDBOOK AND OPERATING PROCEDURES



HAMPTON, VIRGINIA

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

Mission Statement

Hampton University is a comprehensive institution of higher education, dedicated to the promoting of learning, building of character, and preparation of promising students for positions of leadership and service. Its curricular emphasis is scientific and professional with a strong liberal arts undergirding. In carrying out its mission, the University requires that everything that it does be of the highest quality.

A historically black institution, Hampton University is committed to multiculturalism. 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, multiple leadership opportunities, and an emphasis on the development of character which values integrity, respect, decency, dignity, and responsibility.

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.

About Hampton University



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

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

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

Recent initiatives have attracted Native American students to renew their ties with Hampton.



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

The Undergraduate College, the University College, the Graduate College, and the College of Virginia Beach are the four colleges that comprise Hampton University. The Undergraduate College is comprised of seven (7) schools -- Business, Engineering and Technology, Scripps Howard School of Journalism and Communications, Liberal Arts & Education, Nursing, Pharmacy, and Science. Online degree programs are



administered through the Hampton University Online virtual campus, which is housed in the University College. Hampton University offers bachelor's degree programs, master's degree programs, as well as the previously mentioned doctoral or professional degrees.

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

Our exceptional faculty includes distinguished scholars in a range of academic disciplines, as well as accomplished professionals from business, government, science and technology, and the arts. The result is a synthesis of classroom theory and practical experience that permeates virtually every facet of campus life. Each year, Hampton faculty members are cited for outstanding achievement in a range of scholarly activities, including teaching, research, writing, and the arts. Some 72 percent hold doctoral or other terminal degrees -- and all share a commitment to excellence in education.

The student-to-faculty ratio of 9:1 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: Katherine G. Johnson, former NASA mathematician, 2015 Presidential Medal of Freedom recipient and one of the leading inspirations behind the Hollywood feature film *Hidden Figures*; Michael Eric Dyson, Author and Radio Host; Dr. Regina M. Benjamin, U.S. Surgeon General; Bishop T.D. Jakes; Sheila Johnson, Co-Founder of Black Entertainment Television; Arne Duncan, U.S. Secretary of Education; former President Barack Obama and former First Lady Michelle Obama; U.S. Senator Corey Booker; television celebrity and alumnus Spencer Christian; former President George H. W. Bush; former NAACP President Kweisi Mfume; U.S. District Judge and alumnus Vanessa Gilmore; Rev. Jesse Jackson; authors Ernest Gaines, Toni Morrison and Alice Walker; journalist, author and former Dean of the School of Journalism and Communication Tony Brown; former Essence magazine editor Susan Taylor; poet Dr. Maya Angelou; actor Lou Gossett Jr.; Miss America Debbye Turner; scholar Lani Guinier; actor Danny Glover; author Bebe Moore Campbell; comedian and actor Sinbad; former Secretary of Energy Hazel O'Leary; Congressman Robert C. "Bobby" Scott; former Virginia Senator George Allen; U.S. Senator Tim Kaine and Virginia Governor Terry McAuliffe.

**GRADUATE COLLEGE HANDBOOK
AND OPERATING PROCEDURES
TABLE OF CONTENTS**

FOREWORD	8
GRADUATE COLLEGE GOVERNANCE	9
Organizational Chart (Hampton University)	9
Graduate College Bylaws	10
Organization of Graduate Students	14
Civility	31
GRADUATE FACULTY	33
Criteria for Graduate Faculty Membership.....	33
Listing of Graduate Faculty	33
STUDENT AFFAIRS	34
Notice of Non-Discrimination	34
Discrimination Complaint Procedures	35
Complaint Procedures.....	36
Student Rights at Hampton University	38
Student Responsibilities at Hampton University	40
Code of Conduct	41
Dress Code	43
ADMISSIONS AND OTHER ACADEMIC MATTERS	45
Admissions.....	45
Admissions – International Students	47
Applicant Classifications	49
On Track to the Master’s Degree.....	50

Policies on Separation from and Re-entry into the University	54
Guidelines for Awarding Assistantships.....	56
Graduate Assistants.....	58
Research Assistants.....	59
Teaching Assistants	59
Guide for Preparation of Theses and Dissertations.....	60
Steps to Submitting a Thesis or Dissertation	61
Required Thesis/Dissertation Forms.....	64
POSITION DESCRIPTIONS IN THE GRADUATE COLLEGE	69
Dean	69
Counselor	70
Admissions Counselor	72
Administrative Secretary	73
Graduate College Office	74
ADDITIONAL FORMS.....	75

FOREWORD

Welcome, Graduate Students!

On behalf of the Graduate Council, faculty and research scientists, and staff, it is my pleasure to personally welcome you to the Graduate College at Hampton University. As we collectively focus our attention on character-building at all academic levels, including graduate education, Hampton University continues to excel in scientific and technological advancements, while retaining its emphasis on graduate scholarship and research efficacy.

We are pleased that you have chosen Hampton University as the institution for your advanced study. This Student Handbook, prepared by the Graduate College, outlines your responsibilities as a Hampton University graduate student. The Academic Catalog, the Official Student Handbook, and the Graduate College's website, <http://gradcoll.hamptonu.edu/>, are additional resources, containing important information about university policies and procedures.

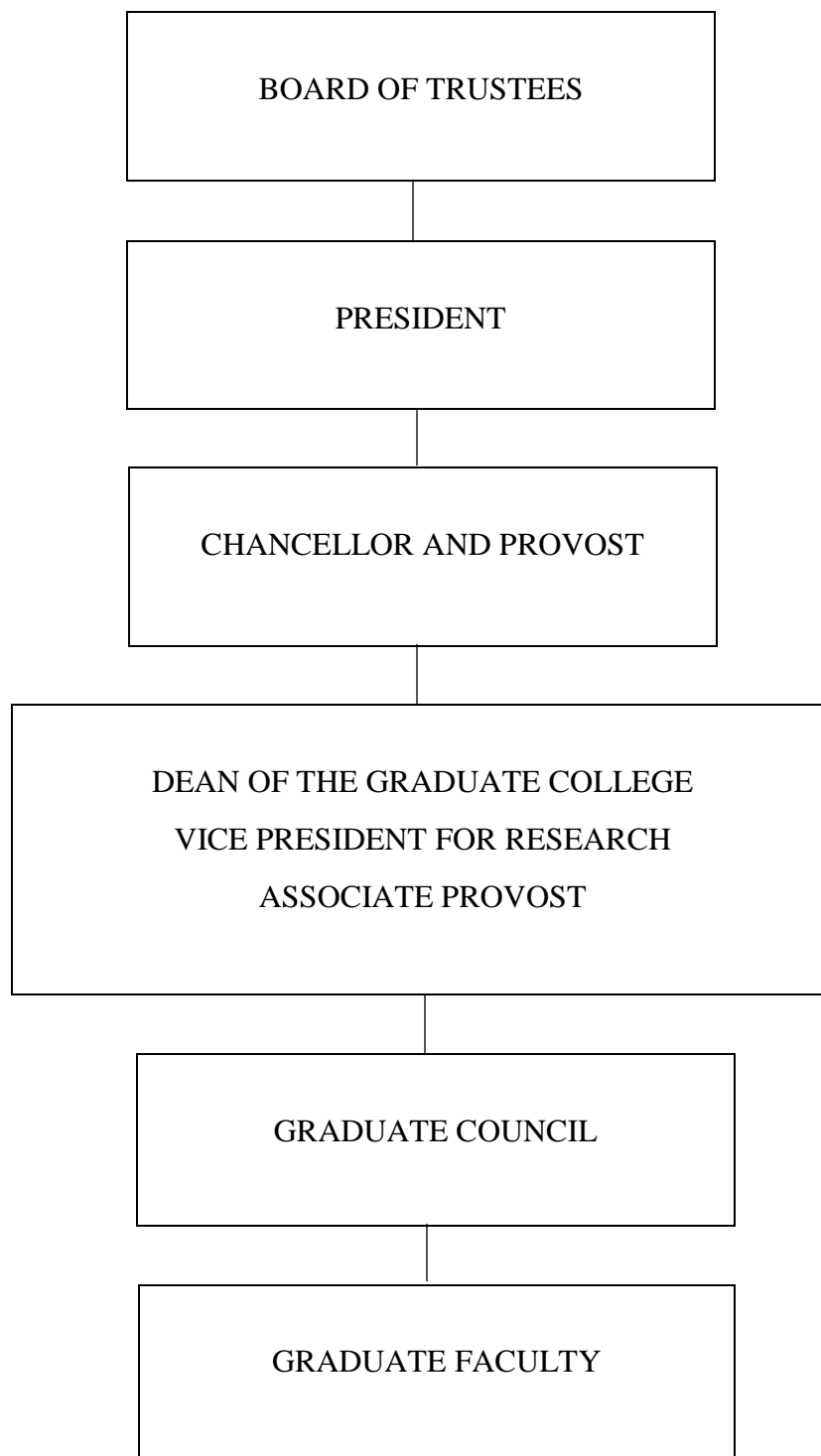
In closing, please know that all Graduate Council members, faculty and staff, "stand ready" to respond to your questions and concerns throughout that your matriculation at our "Home by the Sea."

Best Wishes,

A handwritten signature in cursive script that reads "Michelle Penn-Marshall".

Michelle Penn-Marshall
Vice President for Research and Associate Provost
Dean of the Graduate College

**GRADUATE COLLEGE GOVERNANCE
ORGANIZATIONAL CHART**



HAMPTON UNIVERSITY

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 both faculty and students share in the development of policy through the Graduate Council for graduate education at Hampton University. 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.

ARTICLE III

THE GRADUATE FACULTY

- Section 1. The graduate faculty shall consist of persons holding professional ranks, who have been recommended by the School Dean and approved by the Graduate Council.
- Section 2. Additionally, the University President, Provost, Vice Presidents, Dean of the Schools and the Director of the University Libraries shall be members of the faculty of the Graduate College.
- Section 3. The criteria membership are set forth in the Academic Handbook and in the Graduate College Handbook. Responsibility for designating graduate faculty rests with the department chair with the approval of the Dean of the School, the Dean of the Graduate College and the Graduate Council.
- Section 4. Adjunct or visiting professors, upon recommendation by the department chair and with approval as stated in Section 3, may be appointed to teach or to serve on thesis and dissertation committees.

- Section 5. The graduate faculty in the various departments and schools shall have the responsibility for matters of curriculum, subject matter, research methodology, evaluation of student achievement and advising.
- Section 6. The faculty of the Graduate College shall meet at least once during each semester. Special meetings may be called by the Dean of the Graduate College or upon receipt of written petition signed by at least ten (10) members of the graduate faculty.
- Section 7. Members of the faculty of the Graduate College may serve on standing and special committees when duly elected by established procedures.
- Section 8. The graduate faculty may initiate action on matters of concern to the body or to graduate students.
- Section 9. All members of the graduate faculty shall have the right to vote at meetings of the graduate faculty.
- Section 10. A quorum shall consist of twenty-five (25) of the graduate teaching faculty for any given semester.

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 the faculty and students in the Graduate College.
- 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 for 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 career development of the graduate faculty to include coordination of research and teaching efforts at the graduate level
 - j. Report to the faculty of the Graduate College at least once during each semester.

- Section 3. The Graduate Council shall be composed of 22 members to include the Dean of The Graduate College, who shall serve as Chair, Deans of the Schools, Dean of the College of Continuing Education, 12 elected faculty members (one from each department that offers a graduate degree), one student member elected or appointed by the Organization of Graduate Students, Provost, the Director of the Summer Session, the University Registrar, and the Director of Financial Aid. The University Registrar, Director of the Summer Session and the Director of Financial Aid shall be ex-officio members. Terms for the graduate student shall be up to two years.
- Section 4. The Graduate Council shall consist of standing and special committees as may be necessary to accomplish its mission. This may include representatives from the graduate faculty. The standing committees shall be Programs and Courses, Admissions and Academic Standards, and Student Affairs. The Chair shall appoint special committees as deemed necessary.
- Section 5. The Graduate Council shall meet monthly during the academic year. Special meetings will be called by the chair, or any (10) members of the graduate faculty.
- Section 6. A quorum shall consist of 51% of the Council membership.

ARTICLE V

ADMINISTRATION OF THE GRADUATE COLLEGE

The chief administrative officer of the Graduate College shall be the Dean, and as such he/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 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 shall be submitted to the graduate faculty through the Council and shall become effective upon approval by two-thirds of that body.

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 203 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 Official 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 Affairs, also recognized as the Student Affairs Council, 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 1: 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 2: 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.

Section 3: The Board of Advisors (BOA) shall consist of the President and Vice President of the outgoing Executive Board. Persons on the BOA shall maintain their position for three (3) months from June 1 to September 1 during the transitional period between the outgoing and incoming OGS Executive Boards.

Section 4: The Graduate Student Advisory Council consists of one (1) appointed graduate student delegate from each of the departments housed within Hampton University’s Graduate College and one (1) representative (i.e., the Student-Faculty Liaison) from the Executive Board of OGS.

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: Persons on the Board of Advisors may hold honorary membership and shall not hold any office nor have voting privileges.

Section 4: Membership and participation shall be free from discrimination based on sex, race, religion, ethnic group, age, national origin, or disability.

Section 5: 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 \$5.00 between September 1 and October 1 for any graduate students who are interested in joining the Membership Body of OGS. After October 1, the membership fee shall increase to \$10.00 for the duration of the fall semester.
- B. During the spring semester, the membership fee shall be \$5.00 between January 1 and February 1 for any graduate students who are interested in joining the Membership Body of OGS. After February 1, the membership fee shall increase to \$10.00 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.
- C. Advise the Graduate Student Advisory Council in their promotion of policies and endeavors that promote the best interest of the General Body.

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. Ensuring that the Student Advisory Council has access to pertinent resources and information as deemed necessary for its proper functioning.
- G. Advising on and approve the OGS annual budget as well as any amendments to the budget.
- H. Reviewing OGS governing documents and propose amendments to this Constitution according to the procedures described in Article XVII.
- I. Offering assistance during orientation programs for incoming graduate students.
- J. Representing OGS at various Hampton University functions.
- K. 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. Advise 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 the 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 the local communities.
- C. Developing and executing volunteer and service opportunities.
- D. Encouraging organization-wide and campus-wide participation of these various service opportunities.
- E. 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: In the event that 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. In the event that 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 of 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. In the event that a position becomes vacant while the remaining time 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

BOARD OF ADVISORS

Section 1: The Board of Advisors (BOA) to OGS shall consist of the President and Vice President of the outgoing Executive Board.

Section 2: Persons on the BOA shall maintain their position for three (3) months from June 1 to September 1 during the transitional period between the outgoing and incoming OGS Executive Boards.

Section 3: The BOA and the Advisor shall be responsible for the maintenance and guidance of OGS by ensuring the organization's longevity within the graduate student community at Hampton University. The BOA shall act as mentors, consultants, and a checks-and-balances system for OGS.

Section 4: During the three-month transitional period between the outgoing and incoming Executive Boards, the BOA may hold honorary membership and shall not hold any office nor have voting privileges within OGS.

Section 5: Follow the three-month transitional period between the outgoing and incoming Executive Boards, persons on the BOA may continue their involvement within the General Body or Membership Body of OGS.

ARTICLE XII

GRADUATE STUDENT ADVISORY COUNCIL

Section 1: The Graduate Student Advisory Council shall:

- A. Be comprised of one (1) appointed graduate student delegate from each of the departments housed within the Graduate College and one (1) representative (i.e., the Student-Faculty Liaison) from the Executive Board of OGS.
- B. Represent the diverse experiences and perspectives of students within each graduate department.
- C. Provide recommendations on University policies that impact the welfare of graduate students.
- D. Act in the best interest of all Hampton University graduate students.

Section 2: Each graduate department shall select one (1) graduate student to serve as a departmental delegate on the Graduate Student Advisory Council, each occupying one (1) voting seat in Council, according to the selection method described in the Graduate Council Bylaws.

Each departmental delegate shall have one (1) vote in the Graduate Student Advisory Council, except for the cases noted in the Graduate Council Bylaws.

Section 3: Graduate student delegates shall take their seats immediately after their selection has been communicated to the Executive Board and the Graduate College. Delegates shall serve in their roles until the day preceding the first day of class in the subsequent academic year. Delegates may serve unlimited terms for as long as they are eligible.

Section 4: Graduate student delegates shall:

- A. Attend open Graduate Council meetings as determined by the Graduate College.
- B. Inform the Graduate College, the Executive Board, and their department in the event that they are unable to attend a Graduate Council meeting.
- C. Have full rights and privileges of speaking, voting, and proposing recommendations during open Graduate Council meetings.
- D. Actively participate in at least three (3) OGS general body meetings or events per semester.
- E. Solicit input from graduate students within their respective departments on policies and recommendations.
- F. Inform the chairs and graduate students within their respective departments of proceedings from OGS and Graduate Council meetings to include, but not limited to, legislation, programs, and events.
- G. Support and perform the duties of the Graduate Student Advisory Council as described in this Constitution.
- H. Perform additional duties as described in the Graduate Council Bylaws.

Section 5: In the event that a graduate student delegate is unable to attend a Graduate Council meeting, the department may appoint an alternate graduate student delegate to attend that particular meeting. In those cases, the alternate delegate shall retain all rights and privileges as the originally appointed delegate.

Section 6: The Student-Faculty Liaison, as an appointed representative from the Executive Board, shall retain all rights and privileges as graduate student delegates. The Student-Faculty Liaison shall occupy one (1) voting seat within the Graduate Student Advisory Council.

Section 7: Further related regulations shall be described by the Graduate Council Bylaws.

ARTICLE XIII

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 XIV

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: If willing, 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: In the event that a new Advisor must be chosen before the fulfillment of any academic year, the Graduate College in collaboration with the Executive Board has the power to appoint a new advisor.

ARTICLE XV

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: Meetings of the Graduate Student Advisory Council shall:

- A. Be presided over by the Dean of the Graduate College.
- B. Be scheduled for a set meeting date and time as determined by Graduate College and the Graduate Council.
- C. Be attended by the graduate student delegate for each department during open Graduate Council meetings.

Section 3: 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 as 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. In order 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 XVI

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 XVII
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 be in 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 XVIII

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 either 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 XIX

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 XX

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

GUIDELINES

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.

The Graduate College's 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 tHampton 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.

The Graduate College 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 the Graduate College personnel.
3. A student, staff, or faculty member may bring an issue forward and request confidentiality, provided that 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 Student Code of Conduct Policies.

Adopted from Johns Hopkins School of Education – <http://education.jhu.edu/student-resources/student-affairs/civility/>

GRADUATE FACULTY

CRITERIA FOR GRADUATE FACULTY MEMBERSHIP

Each nomination must be approved by the Department Chair and the Dean of the School and sent to the Dean of The Graduate College on the appropriate form provided by The Graduate College.

Nominations shall be based on the following three criteria:

1. Formal professional training

The nominee must have attained the highest earned degree commonly awarded in the field. If the nominee lacks the terminal degree (normally the doctorate), there should be evidence of high productivity or exceptional achievement.

2. Teaching experience

The nominee should have a minimum of three years of college/university teaching and should have attained the rank of assistant professor.

3. Scholarly activities and research

The nominee shall have a combination of publications and other scholarly activities. Scholarly activities may include reading and presentation of papers; writing of reviews and reports; consulting service; participation in professional or extramural support.

No single criterion will be used in judging the fitness of the nominee for appointment to the graduate faculty. Consideration will be given to whether the faculty member is an active, effective teacher and productive scholar.

LISTING OF GRADUATE FACULTY

The current listing of graduate faculty can be found in the Hampton University academic catalog.

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, College of Continuing Education, College of Virginia Beach 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
 Kelly Harvey, J.D.
 Wigwam Building – Room 205
 Hampton University
 Hampton, VA 23668
 Telephone: 757-727-5426
 Email: kelly.harvey@hamptonu.edu

Title IX Specialist
 Terri Haskins
 Wigwam Building – Room 205
 Hampton University
 Hampton, VA 23668
 Telephone: 757-727-5426
 Email: terri.haskins@hamptonu.edu

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

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

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

STUDENTS

Mr. Woodson Hopewell
 Dean of Judicial Affairs & Housing
 2nd Floor Student Center
 Hampton, VA 23668
 757-757-5303
 Email: woodson.hopewell@hamptonu.edu

EMPLOYEES INCLUDING FACULTY

Ms. Rikki R. Thomas
 Director of Human Resources
 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 either:

Title IX Coordinator
 Kelly Harvey, J.D.
 Wigwam Building – Room 205
 Hampton University
 Hampton, VA 23668
 Telephone: 757-727-5426
 Email: kelly.harvey@hamptonu.edu

Title IX Specialist
 Terri Haskins
 Wigwam Building – Room 205
 Hampton University
 Hampton, VA 23668
 Telephone: 757-727-5426
 Email: terri.haskins@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:

Mr. Woodson Hopewell
 Dean of Judicial Affairs & Housing
 2nd Floor Student Center
 Hampton, VA 23668
 Telephone: 757-727-5303
 Email: woodson.hopewell@hamptonu.edu

COMPLAINT PROCEDURES

1. The student should make the complaint verbally or in writing to the Dean of Judicial Affairs & Housing. If, however, the complaint involves the Dean of Judicial Affairs & Housing, then the complaint should be directed to the Director of Human Resources and will be handled in accordance with the Faculty Handbook procedures, Section 1.3.1.
2. 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.
3. The Dean of Judicial Affairs & Housing (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.
4. 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 Judicial Affairs and Housing will implement prompt remedial action to remedy any discrimination or harassment that he concludes has occurred.
5. 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 Administrative Services, 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 Administrative Services must inform the parties of the appeal decision within fourteen (14) days of the receipt of the appeal.
6. Although Hampton University will make every effort to comply with these timelines, circumstances such as school breaks, may justify an extension of time. If such an extension is warranted, the parties will be advised.
7. Retaliation against any person who files a complaint of alleged discrimination 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
Director of Human Resources
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, as long as appropriate Hampton University rules, procedures and regulations are followed and with each edition approved by the advisor. These publications, just as any other publication at the University, must adhere to the code of common decency and shall not transgress any civil or criminal laws, including libel, copyright, pornography or indecency. If these are not adhered to, the publication will not be allowed to continue.
12. The right of every student to exercise freely his/her 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, the maintaining The Standard of Excellence, the following are expected of each member of the Hampton Family:

Respect:

1. To respect himself or herself.

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

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

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

Professionalism:

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

Every member of the Hampton Family must strive for efficiency and job perfection. Each individual must exhibit a commitment to serve, and tasks must be executed in a human 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 possessions, 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 statues 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 which could possibly include dismissal from the University.

Community:

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

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

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

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

THE DRESS CODE

The Dress Code is based on the theory that learning to use socially acceptable manners 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 manners and dress insures 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, casual or dressy attire.
2. Formal programs in Ogden Hall, the Convocation Center, the Little Theater and the Memorial Chapel - business or dressy attire.
3. Interviews - business attire.
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. Do-rags, stocking caps, skullcaps 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 for men in any building;
3. Baseball caps and hoods for women 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 and 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. Men's undershirts 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. Men and Women's pants that show underwear.

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 Offices of the Dean of Judicial Affairs and Housing or the Dean of Residence Life 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.

ADMISSIONS AND OTHER ACADEMIC MATTERS

ADMISSIONS

For a more detailed discussion of the admissions process and requirements, the reader is referred to the current issue of the University Catalog.

Main Campus Programs – Degree Seeking Students

To be considered for admission, an applicant must provide all of 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. Official test scores of the:
 - GMAT (Business Administration applicants)
 - MCAT or DAT (Medical Science applicants)
 - GRE (all other applicants) – The GRE School Code for Hampton University is 5292.

*ENG 503 – English Composition for Graduate Students will be required if the GRE verbal score is below 150 or a 4.0 in Analytical Writing

***Applicants applying with a conferred MA or MS degree from an accredited United States college/university are not required to take the GRE test.**

4. In addition to the above test scores:
 - PRAXIS (Education applicants)
 - TOEFL or IELTS (Applicants whose native language is not English)
5. Two letters of recommendation attesting to personal and professional qualifications. (recommender signature is required and on letterhead)
6. A personal statement.
7. Resume (Counseling applicants only)

ATTENTION DOCTOR OF PHYSICAL THERAPY APPLICANTS: In addition to the PTCAS application, the Graduate College requires the following; 1) application fee, 1) Online Graduate College application, and 3) Signature Page. The remaining applicable documents above are already included in the PTCAS application and do not need to be resent.

Main Campus Programs – Non-Degree/Special Students

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.

Application and supporting documents may be mailed to:

The Graduate College
Hampton University
200 William R. Harvey Way
Wigwam Hall, 203
Hampton, VA 23668

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

ADMISSIONS – INTERNATIONAL STUDENTS

Please send the following to complete your admissions file:

1. A completed application for admission.
2. A non-refundable application fee payable by a United States Bank issued cashier's check or via the application fee link.
3. An official transcript from each college/university attended with English translation.
4. Official test scores of the:
GMAT (Business Administration applicants)
MCAT or DAT (Medical Science applicants)
GRE (all other applicants) – The GRE School Code for Hampton University is 5292.

*ENG 503 – English Composition for Graduate Students will be required if the GRE verbal score is below 150 or a 4.0 in Analytical Writing
5. In addition to the above test scores:
TOEFL or IELTS (Applicants whose native language is not English)
6. Two letters of recommendation with English translation (recommender signature is required and on letterhead)
7. A personal statement.

Application and supporting documents may be mailed to:

The Graduate College
Hampton University
200 William R. Harvey Way
Wigwam Hall, 203
Hampton, VA 23668

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

Test of English as a Foreign Language (TOEFL)/

International English Language Testing System (IELTS): Students 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 TOEFL or IELTS examination. The TOEFL is administered by the [Educational Testing Service \(ETS\)](#). To have your scores sent to Hampton University, you will need to provide the institution code (5292) to ETS. Please consult your TOEFL registration booklet or the department code list on the TOEFL website. For further information on IELTS exam please visit their website at www.ielts.org.

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 statement must be provided to the Graduate College by the individual providing the support.** Hampton University also requires a photocopy of bank statements that document availability of funds when personal/family support is used.

APPLICANT CLASSIFICATIONS

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

1. Regular Admission – all of the above criteria have been satisfied.
2. Provisional Admission: Applicants whose records fall short of meeting all general and/or departmental 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, at a later time, to change to degree-seeking status.

ON TRACK TO THE MASTER'S DEGREE

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

1. Attained "regular admission" status.
2. Complete 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 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. Thesis and Dissertation committees shall be composed of 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 of 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 effected, 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 or the graduate dean. Non-degree students must obtain permission from the Graduate Dean 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

1. The minimum standard for graduate work leading to a master’s degree is a 3.0 grade point average.
2. 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.
3. 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.
4. An accumulation of no more than eight (8) hours of grades below “B” may be counted toward degree requirements.
5. 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

Letters Addressed to the Graduate Council

1. All letters should be typed and should follow the conventional style of business correspondence.
2. All letters should reflect the product of an educated person relative to the mechanics of writing, spelling, punctuation, grammar, and sentence structure.

Procedures for Appeals/Petitions/Requests

1. Appeals, petitions, and requests should be based upon factors other than “personal reasons.”
2. Appeals, petitions, and requests shall be initiated at the level of major professor/advisor.
3. The major professor/advisor shall submit a recommendation to the chairman of the department in which the student is enrolled.
4. The department chair/school dean shall submit a report to the Graduate Council for consideration and action.
5. The Graduate Council shall inform, in writing, school dean/department chair and student of action taken by 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 is 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.

Health Requirements

The University requires every graduate student to file a complete physical examination form and copy of his/her immunization record with the Health Center. Specific requirements are listed in the Student Health Center section of this catalog and on that unit’s website:

http://www.hamptonu.edu/studentservices/health/health_svcreq.cfm. A student who fails to comply with these stipulations will be prohibited from registering for our attending classes.

Disabilities

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 Director of Compliance and Disability Services provides and coordinates accommodations, support services and auxiliary aids for qualified students with disabilities and qualified employees with disabilities. Students and employees in need of disability services should contact the Director of Compliance and Disability Services, located in 212 Wigwam Building, Hampton University, 200 William R. Harvey Way, Hampton, Virginia 23668, (757) 727-5493. Students should refer to the Official Student Handbook and the University website at www.hamptonu.edu/compliance for more detailed information regarding disability services and forms used for requesting accommodations. Employees should also refer to the University 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 the 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 completed 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. Dismissal for Academic Deficiencies

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, Graduate Program Coordinator or the Dean of the Graduate College.

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.

4. 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

A limited number of teaching, research, and laboratory or resident hall assistantships as well as fellowships are available to qualified graduate students. 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 typically range from \$3,200 to \$15,000 and may include partial or full tuition coverage. Students cannot be obligated for more than 20 hours of work per week (while school is in session) for these assistantships.

The term "Graduate Assistantship" applies to a wide variety of awards that are made to a graduate student 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 bear a meaningful relationship to the student's course of study. Some guidelines concerning the awarding of graduate assistantships are presented below:

Eligibility

Students must complete all Graduate College admission requirements in the time period specified in the current Graduate Catalog or in the acceptance letter. Students must be enrolled in a degree program and in good standing at Hampton University. (3.0 cumulative GPA or higher on 4.0 scale). In general, students may not hold more than one graduate assistantship at one time. Multiple awards are appropriate if the awards include graduate fellowships that do not require a work obligation on the part of the student. For example, it would be permissible to have one award 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 (if applicable) to graduate students must be approved by the Dean of the School and/or College and 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 time period worked) through the payroll department after time-sheets are completed, signed (by both student and supervisor/principal investigator) and submitted in a timely manner. In some cases, 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 on duty at all times.
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 on 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 Men/Women.
8. Actively assert a leadership role in initiating programs in the residence hall and work 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 buy the Office of the Dean of Men/Women 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 desk receptionist should always be aware of which person is on duty and the whereabouts of that person.

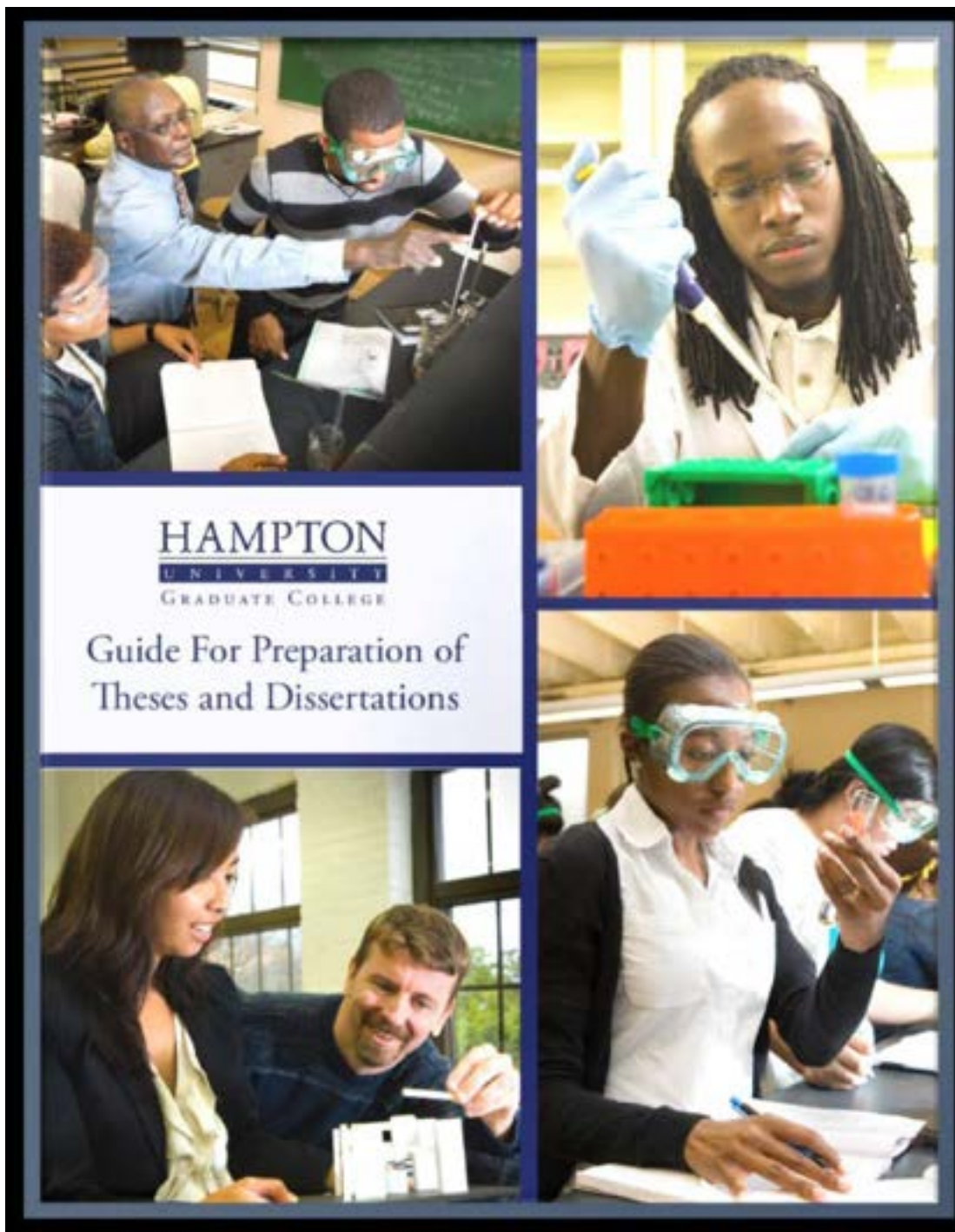
RESEARCH ASSISTANTS

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. Assistants 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.

GUIDE FOR PREPARATION OF THESES AND DISSERTATIONS



http://gradcoll.hamptonu.edu/media/docs/20130718_160829_thesis_and_dissertation_manual_20130717.pdf

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, University Microfilms (UMI) also known as ProQuest. These forms and more information can also be found on the UMI website.

7. Update your address with the Graduate College.

- Copies of approved manuscripts will be sent for binding in December, and then distributed to students, departments, and the library in March. The student's bound copy will be sent the address indicated at submission (see Thesis Manual) - Please inform the Graduate College of any address changes between the time of submission and distribution of your manuscript.

An electronic copy of the student's thesis or dissertation must be emailed to the Graduate College advisor prior to oral defense date (within 1-2 weeks) for review & approval to move forward with oral defense.

REQUIRED THESIS/DISSERTATION FORMS

REQUEST FOR THE APPOINTMENT OF THE ADVISORY COMMITTEE

Thesis/Dissertation

Only completed forms will be processed

Name	Student ID Number	E-mail address
Current address (street, city, state and zip code)	Telephone Number	
Major field (and concentration , if any)	M.A. <input type="radio"/> M.S. <input type="radio"/> Ph.D. <input type="radio"/>	
Degree Check one: Thesis <input type="radio"/> Dissertation <input type="radio"/>		

Thesis/Dissertation Title

(Note: If title changes, submit an updated form with the following signatures; committee chair, departmental chair, and academic dean.)

The student is responsible for obtaining all signatures.

I agree to serve on the above-named student's advisory committee.

1.	Circle one: Committee Chair or Co-Chair Name	Title
	Hampton University Department	Committee Chair's or Co-Chair's Signature
2.	Circle one: Committee Chair or Co-Chair Name	Title
	Hampton University Department	Committee Chair's or Co-Chair's Signature
3.	Committee Member Name	Title
	Hampton University Department	Committee Member's Signature
4.	*Committee Member Name	Title
	Hampton University Department	Committee Member's Signature
5.	*Committee Member Name	Title
	Hampton University Department	Committee Member's Signature

*A fourth committee member is only required of doctoral candidates.
This individual can be external to the Department or University. **All members must have a curriculum vita (resume) on file.**

_____ Program Coordinator's Signature	_____ Date	_____ Program Chair's Signature	_____ Date
_____ Academic Dean's Signature	_____ Date	_____ Student's Signature	_____ Date
<i>For Official Use Only</i>			
_____ Graduate College Dean's Signature		Date	
		Approved <input type="checkbox"/> Denied <input type="checkbox"/>	

Hampton University – The Graduate College

APPLICATION FOR ADMISSION TO CANDIDACY FOR DEGREE COMPLETION
Applied Mathematics (AMAT)

Only fully complete forms will be processed when submitted before the application deadline.

Application Deadlines*

May Graduation – Nov. 1
Aug. Graduation – Mar. 1
Dec. Graduation – June 1

I wish to apply for candidacy and graduation. I am applying at least 6 months (but no more than 1 year) prior to my expected graduation date, have met all admission requirements, have a cumulative GPA of 3.0 or higher, and do not have any incomplete course work (except research/thesis).

Clearly print your full name as it should appear on the diploma (limit to three names)

Student ID Number

Email Address

Local Address (Street, City, State, Zip Code)

Permanent Address (Street, City, State, Zip)

Master of Science

Degree

Home town (City, State, Country) for Commencement Program

Telephone Number

May / Aug / Dec 20

Expected month and year of graduation
(Circle one and include year)

Previous degree earned (University, Degree, Year)

Use your unofficial transcript (HL/net) to complete the Degree Plan of Study below. Identify the term (Fall = F, Spring = S, Summer = Su) and year for which a course was/will be taken and the grade received. Indicate substitutions in the appropriate column with the course and number. Put a check mark (✓) in the appropriate column if a course is transfer credit or waived.

Degree Plan of Study			Cr.	Term	Grade	Substitute*	Transfer**	Waived**
Required Courses: 12 credits								
MAT	504	Advanced Linear Algebra	3					
MAT	511	Advanced Ordinary Differential Equations	3					
MAT	513	Elements of Real Analysis	3					
MAT	515	Functions of a Complex Variable	3					
Degree Plan Courses: 22 or 25 credits (Check Plan A or Plan B)								
Plan A <input type="checkbox"/>	MAT	(600 level Math Elective)	3					
	MAT	(600 Level Math Elective)	3					
	MAT	(600 Level Math Elective)	3					
	MAT	(600 Level Math Elective)	3					
	MAT	(600 Level Math Elective)	3					
	MAT	(500 or 600 Level Math Elective)	3					
	MAT	681	Thesis	4				
Plan B <input type="checkbox"/>	MAT	(600 level Math Elective)	3					
	MAT	(600 Level Math Elective)	3					
	MAT	(600 Level Math Elective)	3					
	MAT	(600 Level Math Elective)	3					
	MAT	(600 Level Math Elective)	3					
	MAT	(600 Level Math Elective)	3					
	MAT	(500 or 600 Level Math Elective)	3					
	MAT	(500 or 600 Level Math Elective)	3					
	MAT	702	Comprehensive Exam	1				
*The appropriate forms must be filed to receive credit for course substitutions, transfer credit and waivers.								Total Credits: 34-37

I understand that I may not deviate from the Degree Plan of Study without permission from the Dean of the Graduate College.

Student's Signature

Date

Program Coordinator's or Dept. Chair's Signature

Date

For Official Use Only

Met Admission Requirements: _____

Cumulative GPA: _____

Incomplete Coursework: _____

Comprehensive Examination: _____

Approved Denied

Reason for denial: _____

Dean, Graduate College Signature

Date: _____

Revised 9/1/15

*Late applications require written explanation to be approved by the Provost.

Revised 04/2014

*Candidacy forms are program specified. Please use the link below to access the correct form for your Program of Study.

<http://gradcoll.hamptonu.edu/page/Application-for-Admission-to-Candidacy-for-Degree-Completion-Application-for-Graduation>



REQUEST TO CONDUCT THE ORAL THESIS/DISSERTATION DEFENSE

Only fully completed forms will be processed

**A draft manuscript must be submitted to the Graduate College with this request form*

Name	Student ID #	E-mail address
Current address (street, city, state and zip code) or primary	()	Telephone number
Major (and concentration, if any)	M.B.A. <input type="radio"/> M.A. <input type="radio"/> M.S. <input type="radio"/> M.T. <input type="radio"/> D.P.T. <input type="radio"/> Ph.D. <input type="radio"/>	
Check one: Thesis <input type="checkbox"/> Dissertation <input type="checkbox"/>		
Thesis/Dissertation title		

I request that the Hampton University Graduate College authorize the Chair of my advisory committee to conduct the formal oral defense of my thesis/dissertation on the following day :

Day, Date	Time	Building and Room
-----------	------	-------------------

I understand that the final product of my thesis/dissertation copies (requested number, plus two, plus three if Nursing) are due to the Graduate College within 7 days of the above stated date. In addition, the date I am submitting this form is at least two weeks prior to the requested defense date.

Student Signature	Date
-------------------	------

I have reviewed a draft of the manuscript of the above-named student and find it to be satisfactory for the purposes of the oral presentation. I understand the student will have 7 days after the oral defense to make any corrections suggested by the advisory committee and submit the thesis/dissertation copies in final form to the Graduate College.

Committee Chair Signature	Date
---------------------------	------

Program Coordinator's Signature	Date	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
---------------------------------	------	---

Department Chair's Signature	Date	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
------------------------------	------	---

Academic Dean's Signature	Date	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
---------------------------	------	---

<i>FOR OFFICE USE ONLY</i>		
Dean, Graduate College Signature	Date	Approved <input type="checkbox"/> Denied <input type="checkbox"/>

The Graduate College
Hampton University
Thesis/Dissertation Transmittal Form

Student: _____ Date: _____

Committee Chairperson: _____

Document Title: _____

The following committee members agree that in every respect to Hampton University, the attached document fulfills the final requirement for the _____ degree in _____.

Committee Chair: _____

Signature: _____ Date: _____

Department: _____

Committee Member: _____

Signature: _____ Date: _____

Department: _____

Committee Member: _____

Signature: _____ Date: _____

Department: _____

Committee Member: _____

Signature: _____ Date: _____

Department: _____

As Chair of the Department of _____, I certify that the attached document meets the standards of Hampton University as outlined in the *Thesis/Dissertation Manual*.

Chair: _____

Signature: _____ Date: _____

As Dean of the College/School of _____, I certify that the attached document meets the standards of Hampton University as outlined in the *Thesis/Dissertation Manual*.

Dean: _____

Signature: _____ Date: _____

As Dean of the Graduate College, I certify that the attached document meets the standards of Hampton University as outlined in the *Thesis/Dissertation Manual*.

Dean: _____

Signature: _____ Date: _____

Graduate College – white

School – blue

Committee Chair – yellow

POSITION DESCRIPTIONS IN THE GRADUATE COLLEGE

DEAN

The Dean shall:

1. Administer and supervise the Graduate College.
2. Chair the Graduate Council.
3. Meet with the graduate faculty each semester.
4. Implement the policies and regulations established by the Graduate Council.
5. Maintain liaison with the deans and designated administrators of graduate programs.
6. Approve and appoint graduate assistants, fellows, and trainees.
7. Seek financial support for graduate students.
8. Cooperate with the University Registrar in maintaining an up-to-date system of academic records.
9. Provide guidance in the preparation of departmental literature relating to graduate programs.
10. Assist with editing/preparation for publication and distribution of the University Catalog and other literature of the Graduate College.
11. Approve thesis and dissertation committees and thesis and dissertations; arrange for the binding of same.
12. Administer periodic qualitative review of graduate programs.
13. Maintain records for reporting to University administrators, state, federal, and other appropriate bodies.
14. Develop long-range plans for the Graduate College.
15. Serve as the institutional representative to national and regional bodies concerned with graduate education.
16. Advocate the role of the graduate education in the University and to the larger community.
17. Serve as a member of the Academic Leadership Team.

COUNSELOR

1. Counsels and informs students on the proper procedures to follow in the degree pursuit as well as other personal concerns.
2. Prepares and sends out application results.
3. Makes decisions regarding graduation update applications.
4. Reviews all Applications for Graduation.
5. Makes decisions regarding graduation applications in accordance with stated deadlines of the University Registrar's office.
6. Reviews all Applications to take the Comprehensive Examination and sends out application results.
7. Conducts audits and clears candidates for graduation.
8. Assist the Program Coordinators in reviewing files of all students admitted in a provisional or probational status each semester.
9. Prepares the documentation regarding the current academic status of students who were admitted on a provisional or probational basis and submits to the Graduate College Dean for review.
10. Reviews the grade comprehensive report at the end of each semester to assess the academic status of all currently enrolled graduate students.
11. Prepares academic probation letters and sends out the correspondence.
12. Reviews all theses/dissertations for adherence to guidelines.
13. Attends Academic Leadership Team and other meetings at the Dean's request.
14. Provides leadership and assistance as necessary during the registration period.
15. Serves as advisor to the Organization of Graduate Students.
16. Plans and coordinates the annual Graduate College Open House.
17. Assists in the development of program literature.
18. Provides leadership to the construction of Dates to Remember.

19. Assists in the development and revision of forms.
20. Maintains line of communication (written and oral) to program coordinators regarding student issues.
21. Plans and coordinates New Graduate Student Orientation.
22. Prepares job description for and supervises graduate assistants.
23. Facilitates the completion of CGD and SED Surveys.
24. Sends out Exit Surveys (Graduate College Tracker) each semester.

ADMISSION COUNSELOR

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

ADMINISTRATIVE SECRETARY

1. Serves as receptionist.
2. Handles new student inquiries.
3. Serve as recorder for Graduate Council
4. Prepares graduation program material for the Graduate College.
5. Assists with Commencement Ceremonies.
6. Assists with registration
7. Prepares theses and dissertations for binding and distributes copies to students, departments and the library.
8. Assists in securing instructors for Statistics 600 and English 503 and prepares Authorization to Hire Part Time External Faculty form.
9. Assist in the preparation of letters for:
 - Transfer of Credits
 - Change of Major
 - Probation and Dismissal
 - Thesis and Dissertation Committees
 - Regular Admission and Candidacy
10. Requests reports from the Computer Center.
11. Assigns and reviews work of graduate assistant and student worker.
12. Performs other daily operations of the office as needed.

GRADUATE COLLEGE OFFICE

1. Open, date stamp and distribute the office mail.
2. Maintain the catalog library from other colleges/universities.
3. Assist with recruitment efforts
4. Develop and assist with Graduate College Day
5. Compile and analyze statistical information
 - Inquiries regarding programs offered (telephone, written, e-mail).
 - Open House attendance (when applicable).
 - Orientation attendance (when applicable).
6. Assist with planning and coordination of Open House and Orientation.
7. Assist with clerical duties.
8. Complete other duties as necessary.

ADDITIONAL FORMS



GRADUATION UPDATE FORM

Only fully completed forms will be processed

I wish to update my graduation date to the below stated term and understand that I must be enrolled during the term for which I anticipate graduating. This update form does not guarantee that I will complete degree requirements during the specified term. All coursework must be in compliance with university departmental regulations and my cumulative grade point average must be a 3.0 or better in order to complete degree requirements.

Print your full name as it should appear on the degree (limit to 3 names & do not use initials)

Student ID

E-mail address

Current address (street, city, state, and zip code)

()

Telephone number

Major field (and concentration, if any)

Hometown (city, state, country)

M.B.A. M.A. M.S. M.T. Ed.S. D.P.T. Ph.D.

Degree

Please update my graduation date from Aug Dec May _____ TO Aug Dec May _____

Previous anticipated graduation month and year

Expected graduation month and year of graduation

DEGREE PLAN: Plan A (Thesis) Plan B (Comprehensive Examination) Not Applicable

Previous degrees (complete name of institution, degree received, year received)

Student Signature

Date

Program Coordinator's or Dept. Chair's Signature

Date

Comments:

Office Use Only

Approved [] Denied []

Graduate College Counselor

Date

Revised 11/2017



REQUEST FOR PROGRAM ADJUSTMENTS
Substitution/Waiver
Only completed forms will be processed

Name	Hampton University ID Number
Current address (street, city, state and zip code)	Telephone Number
Major field (and <u>concentration</u> , if any)	Year of Initial Enrolment or Readmittance
Degree: MA <input type="radio"/> M.S. <input type="radio"/> M.B.A. <input type="radio"/> M.T. <input type="radio"/> Ed.S. <input type="radio"/> D.P.T. <input type="radio"/> Ph.D. <input type="radio"/>	Hampton University email address

To be completed by the academic advisor or program coordinator. Please include course descriptions from the academic catalog.

Waiver	Substitution						
<input type="checkbox"/> Adjustment in major course requirement <input type="checkbox"/> Adjustment in elective course requirement <input type="checkbox"/> Other special adjustments It is requested that the following course be waived: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="border-bottom: 1px solid black; width: 70%;">Course code & number</td> <td style="border-bottom: 1px solid black; width: 30%;">Credits</td> </tr> </table> Rationale: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	Course code & number	Credits	<input type="checkbox"/> Adjustment in major course requirement <input type="checkbox"/> Adjustment in elective course requirement <input type="checkbox"/> Other special adjustments It is requested that the course: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="border-bottom: 1px solid black; width: 70%;">Course code & number</td> <td style="border-bottom: 1px solid black; width: 30%;">Credits</td> </tr> </table> be substituted for the following requirement: <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="border-bottom: 1px solid black; width: 70%;">Course code & number</td> <td style="border-bottom: 1px solid black; width: 30%;">Credits</td> </tr> </table> *Rationale: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	Course code & number	Credits	Course code & number	Credits
Course code & number	Credits						
Course code & number	Credits						
Course code & number	Credits						

Program Coordinator's Signature	Date	Dept. Chair's Signature	Date
---------------------------------	------	-------------------------	------

Academic Dean's Signature	Date
---------------------------	------

For Office Use Only

Graduate College Dean's Signature	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	
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Provost's Signature	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	
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Reason for denial:



COMPREHENSIVE EXAMINATION APPLICATION

Only completed forms will be processed

I wish to apply for permission to take the Comprehensive Examination in partial fulfillment of the requirements for my stated degree program. I acknowledge that I am applying to take this exam in the semester in which I plan to complete all degree requirements.

Name	HU ID Number
Current address (street, city, state and zip code)	E-mail Address
Major Field (and <u>concentration</u> , if any)	Telephone Number
Degree: <input type="radio"/> M.A. <input type="radio"/> M.S. <input type="radio"/> Ph.D. <input type="radio"/> D.P.T.	Catalog Year <small>(Read that students, please refer to the academic catalog)</small>
Fall <input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/>	
Semester and year of which the comprehensive exam is to be taken	Year
This will be my 1 st <input type="radio"/> 2 nd <input type="radio"/> (<input type="radio"/> 3 rd attempt must be approved by the Graduate Council)	

If you are attempting to take the exam for a third and final time, you must attach a petition addressed to The Graduate Council to this application.

Answer the following questions:

- | | | |
|---|---------------------------|--------------------------|
| 1. I have been admitted to candidacy for degree completion. | YES <input type="radio"/> | NO <input type="radio"/> |
| 2. I have cleared all incomplete (I) grades other than approved exceptions. | YES <input type="radio"/> | NO <input type="radio"/> |
| 3. I will be taking the exam in my final semester. | YES <input type="radio"/> | NO <input type="radio"/> |
| 4. My overall grade point average is: _____ | | |

Student's Signature	Date	Program Coordinator's Signature	Date
Department Chair's Signature	Date	Academic Deans' Signature	Date

**Once your comprehensive application has been approved, you are then eligible to register for your program's comprehensive examination course.*

<i>For Office Use Only</i>	
Graduate College Dean's Signature	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason for denial:	

HAMPTON UNIVERSITY
The Graduate College

APPLICATION TO TAKE COURSES FOR TRANSFER CREDIT

Only fully completed forms will be processed

Name	Hampton University ID Number & Email
Current address (street, city, state and zip code) AND University email address	Telephone Number
Major field (and concentration, if any)	Catalog Year (Year of acceptance)
M.B.A. <input type="checkbox"/> M.A. <input type="checkbox"/> M.S. <input type="checkbox"/> M.T. <input type="checkbox"/> Ed.S. <input type="checkbox"/> D.P.T. <input type="checkbox"/> Ph.D. <input type="checkbox"/>	
Degree	

I wish to apply for permission to enroll in the following course(s) at:

Name of University	University Address
Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Semester of which course will be taken	Year

Course at other institution (course to be transferred)			Hampton University Equivalent Course		
Course Code/Number	Course Title	Credits		Course Code/Number	Credits
			=		
			=		
			=		

A course description (a catalog copy) from the transferring institution must be submitted with this application.

No online courses from outside institutions will be approved as transfer credit.

If the requested transfer course from an outside institution is being offered at Hampton University during the requested term, then it must be approved by the Assistant Provost.

Only graduate level courses with a grade of "B" or better will be accepted for transfer credit.

Student's Signature	Date	Advisor's/Program Coordinator's Signature	Date
---------------------	------	---	------

<i>For Official Use Only</i>		Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Graduate College Dean's Signature	Date	
Comments:		

Revised 11/15

HAMPTON UNIVERSITY
The Graduate College

APPLICATION FOR ACCEPTANCE OF TRANSFER CREDIT

Only fully completed forms will be processed

Name _____	Hampton University ID _____
Current address (street, city, state and zip code) <u>AND</u> University email address _____	Email address Telephone Number _____
_____	Phone Number _____
Major field (and concentration, if any) _____	Catalog Year (Year of acceptance): _____
M.B.A. <input type="radio"/> M.A. <input type="radio"/> M.S. <input type="radio"/> M.T. <input type="radio"/> Ed.S. <input type="radio"/> D.P.T. <input type="radio"/> Ph.D. <input type="radio"/>	

Degree _____

I wish to apply for permission to transfer in the following course(s) from:

Name of University _____	University Address _____
Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	Year _____
Semester of which course was taken	

Course at other institution (course to be transferred)			Hampton University Equivalent Course	
Course Code/Number	Course Title	Credits	Course Code/Number	Credits

A course description from the transferring institution must be submitted on file with the Graduate College.

Only graduate level courses with a grade of "B" or better will be accepted for transfer credit.

Student's Signature _____	Date _____	Advisor's/Program Coordinator's Signature _____	Date _____
Department Chair's Signature _____	Date _____	Academic Dean's Signature _____	Date _____

<i>For Official Use Only</i>		Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Graduate College Dean's Signature _____	Date _____		
Comments: _____ _____ _____			



PETITION FOR CHANGE OF DEGREE PLAN

Only fully completed forms will be processed

_____ Name	_____ Student ID #	_____ E-mail Address
_____ Current address (street, city, state and zip code) or primary mail address	() Telephone number	
_____ Major (and concentration, if any)	M.A. <input type="radio"/> M.S. <input type="radio"/> M.T. <input type="radio"/> M.B.A. <input type="radio"/> Ed.S. <input type="radio"/> D.P.T. <input type="radio"/> Ph.D. <input type="radio"/>	
	Degree	
Change from _____	to _____	
	Plan	Plan

Reason for change of degree plan:

Student's Signature Date

Advisor's recommendation:

Advisor/Program Coordinator's Signature Date

Department Chair's Signature Date

Approved Denied

For Official Use Only

Graduate College Dean's Signature Date

Approved Denied



PETITION FOR CHANGE OF MAJOR
Only fully completed forms will be processed

Name	Hampton University ID #		
Current address (street, city, state, and zip code)	University email address		
Telephone Number			
Major field (and concentration, if any)	New Major (and/or concentration)		
M.B.A. <input type="radio"/> M.A. <input type="radio"/> M.S. <input type="radio"/> M.T. <input type="radio"/> Ed.S. <input type="radio"/> D.P.T. <input type="radio"/> Ph.D. <input type="radio"/>	M.B.A. <input type="radio"/> M.A. <input type="radio"/> M.S. <input type="radio"/> M.T. <input type="radio"/> Ed.S. <input type="radio"/> D.P.T. <input type="radio"/> Ph.D. <input type="radio"/>		
Current Degree	New Degree		
Reason for change of major or concentration:			
Student's signature	Date	Current Advisor's Signature	Date
Current Program Coordinator's	Date	Current Program Chair's	Date
Name of Newly Appointed Advisor's Signature	Date	New Advisor's Signature	Date
New Program Coordinator's Signature	Date	New Program Chair's Signature	Date
<i>For Office Use Only</i>			
Graduate College Dean's Signature	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Comments: _____			

Revised 7/2016



Petition for Extension of Time for Degree Completion

Students seeking an extension of time for degree completion must attach a justification/evidence that the extension is warranted. Student must also include a description of the plan of study during the extension period and the proposed date of completion of all degree requirements.

Student's Name PRINTED

Student's Signature

HU ID #

E-mail address

Phone #

Date

Department: _____

Degree: Master's Ed.S. Ph.D.

Approval of Graduate Program

Date

Graduate Program Coordinator's/Advisor's
Signature

Approval of Academic Dean

Date

Academic Dean's Signature

Petitions are submitted to the Graduate Council for review and approval.

Approve

Deny

Date

Graduate College Dean's Signature
as Chair of the Graduate Council

Approved Term and Year Deadline Date: _____