



SCHOOL OF LIBERAL ARTS & EDUCATION

ESSENTIAL INFORMATION MANUAL

2025-2026

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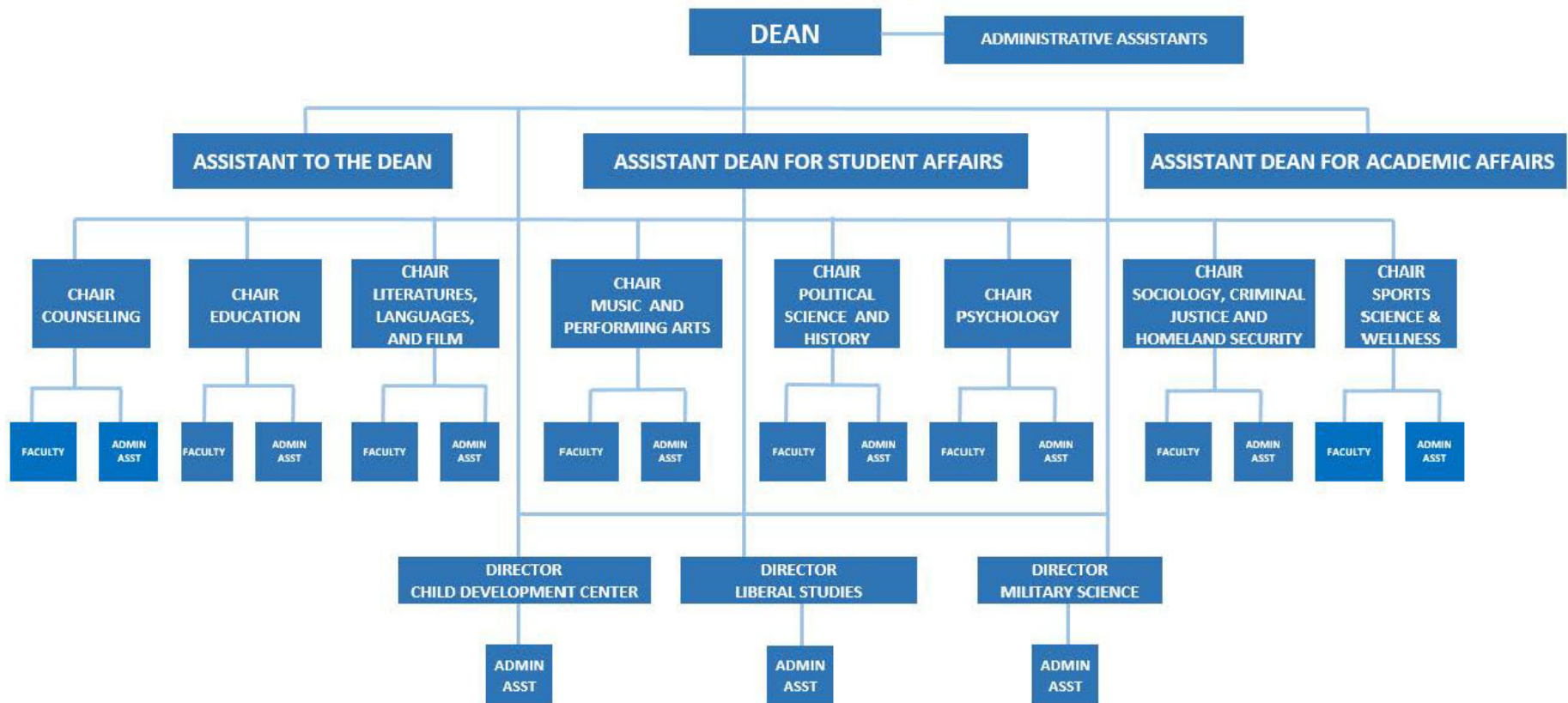
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SLAE ORGANIZATIONAL STRUCTURE, PROGRAMS & FACULTY

**SCHOOL OF LIBERAL ARTS AND EDUCATION
ORGANIZATIONAL CHART**



10/29/2025

SCHOOL OF LIBERAL ARTS & EDUCATION

ASSISTANT DEAN FOR ACADEMIC AFFAIRS JOB DESCRIPTION

The Assistant Dean for Academic Affairs in the School of Liberal Arts and Education (SLAE) assists the Dean with duties associated with Schools academic programs. S/he reports to the Dean.

Specific Duties:

1. Manage internships and placement for academic departments including:
 - Implementing the SLAE Compelling Careers process for collecting and compiling student career and internships opportunities, disseminating this information to students and faculty through frequently updated email and other notifications (with links and QR codes to opportunities).
 - Ensuring that the placement log is updated at least twice per semester.
 - Ensuring that the value proposition listing and bar graphs are updated at least once per semester.
 - Developing a process to ensure that SLAE academic departments are implementing their internship requirements/courses in a way that facilitates assistance in identifying internships, recording individual student internships completed and ensuring the internships are completed and credit is given prior to graduation.
 - Assisting the Dean and managing administrative matters related to the SLAE level-up and Compelling Careers in the Liberal Arts Events.
2. Ensures that there is an updated record of academic majors/degrees in the SLAE.
3. Ensures that there is an updated record of student enrollment numbers by academic major and department (undergraduate and graduate) using the Deans area template for recording enrollment trends.
4. In preparation for each semester, reviews undergraduate and graduate course schedules (including monitoring and cataloging department course schedules, ensuring that all classes have instructors and classrooms assigned and managing the number of course sections for service/general education courses to ensure that there are no courses where all sections are closed.).
5. For each semester, keeping an updated record in the Deans office of Faculty office hours and classes using format developed by the Dean.
6. Completes listing of “Select Routine Reports” required for academic departments and the Deans area (including due dates, ensuring the timely submission of these reports and recording submissions as well as notifying the Dean of late reports).
7. Keeping an updated record in the Dean’s office of the SLAE Leadership Team Listing using the established format.
8. Ensures that office records of faculty listings are updated and accurate (faculty roster, faculty locations, etc.
9. Ensures that the “Essential Information Manual” is complete/updated, as needed, in preparation for dissemination to faculty.

10. Developing and implementing an efficient process for ensuring that textbooks are ordered by faculty in the SLAE in a timely manner each semester.
11. Ensures that faculty productivity reports are completed in a timely manner (and forwarded to Dean for review and approval).
12. Keeps an updated record of Academic Program Reviews with scheduled dates for departmental reviews and dates for specific meetings (with reviewers' names and contacts).
13. Collects, organizes and ensures completion of performance evaluations for faculty and staff in the SLAE.
14. Manages and updates faculty data records (resumes, bio, hiring packet, rosters, etc.).
15. Manages faculty clearances at the end of year and at other times when faculty leave the University (ensuring that all required documents have been collected approved and filed electronically).
16. Monitors faculty canvas required postings (syllabi & grade books).
17. Monitors and Manages Grantsmanship Reports/Records.
 - Using templates developed by the Dean to include: 1) proposals submitted, 2) status of submissions, 3) grants received, etc.
18. Develops first draft of annual reports/academic update report.
19. Other duties as assigned by the Dean of the School of Liberal Arts and Education.

Qualifications:

- Commitment to building and maintaining a school that is well managed and characterized by high quality service, professionalism, and solid financial and administrative planning.
- Capacity to handle a large number of assignments with sensitivity to priorities, shifting demands, and to consequences.
- Expertise with campus systems and processes.
- Political acumen.
- The ability to work independently and as a member of a team.
- Sound judgment and discretion in handling sensitive and confidential information.
- Leadership and interpersonal skills to help build, manage, and maintain a collaborative and team-based work environment.
- Analysis and problem-solving skills.
- Demonstrated initiative and sense of ownership for projects.
- Excellent supervisory, organizational and training skills.
- Excellent verbal/written communication and presentation skills.
- Ability to work with people from a variety of culturally diverse backgrounds.
- Skills in development, implementation and execution of programs.
- Minimum of a Doctoral Degree.

SCHOOL OF LIBERAL ARTS & EDUCATION

ASSISTANT DEAN FOR STUDENT AFFAIRS JOB DESCRIPTION

The Assistant Dean for Student Affairs in the School of Liberal Arts and Education manages duties associated with School student matters/issues. S/he reports to the Dean.

Specific Duties:

1. Ensure that student forms (including overrides, grades changes, credit by examination, taking courses at another institution, etc.) are processed in a timely manner.
2. Respond to student concerns in the Dean's office and keep a written record of concerns and solutions on file on the T-drive for review by the Dean as needed. (Note: Label for this file.)
3. Ensuring that there is an updated listing of office locations for SLAE faculty and staff (including as there are new locations designated during relocations during renovations).
4. Ensuring that there is an updated record of the number of graduates each year (by major, department, undergraduate and graduate).
5. Manage facilities and space planning, including overseeing distribution and storing of keys and building repairs, identifying offices for new faculty and staff (and ensuring adequate computer equipment in office spaces).
6. Keeps and accurate listing/record facility needs for repairs and renovations with follow-up until completed.
7. Keep the Progression to Graduation Logs updated (with updates at least twice per semester and clarification to the dean of dates and process for scheduled updates. Keep in T-drive ready for review as needed.
8. Ensure completion of Student Clearances for Graduation. Note dates to complete each step to Dean and process by early spring semester.
9. Ensure coordination and logistics (including scheduling location for room, checklist for all to be completed for the meeting, set-up preferably a day before event, audio visual, etc.) for Dean office activities (including Leadership Team Meetings, School Meetings, Educational staff Institute Week activities, Graduation activities, academic enrichment events, etc.). Complete and share with Dean at least one week prior to the event.
10. Manages collection of funds for School Annual Fund.
11. Ensuring that Community Calendar is updated as needed.
12. Keeping a listing of Equipment needs for offices in the SLAE and ensuring that orders are made in a timely manner.
13. Represent the Dean at selected meetings and campus events.

14. Assist in all other areas as assigned by the Dean.

Requirements:

- Expertise with campus systems and processes.
- A commitment to building and maintaining a school that is well managed and characterized by high quality service, professionalism, and solid financial and administrative planning.
- Capacity to handle a large number of assignments with sensitivity to priorities, shifting demands, and to consequences.
- Political acumen.
- Sound judgment and discretion in handling sensitive and confidential information.
- Leadership and interpersonal skills to help build, manage, and maintain a collaborative and team-based work environment.
- Analysis and problem-solving skills.
- Excellent communication skills.
- The ability to work independently and as a member of a team.
- Demonstrated initiative and sense of ownership for projects.
- Minimum of Master's Degree.

8-15-2025

SLAE ACADEMIC MAJORS/DEGREES 2025-2026



UNDERGRADUATE

	DEGREE
1.	B.A. Elementary Education (ELED) (EDU)
2.	B.A. in English (Concentrations: Arts, Creative Writing, Secondary Education) (Minors in English Arts, Creative Writing, Spanish) (ENG) (LLF)
3.	B.A. in Film Studies (FLMS) (LLF)
4.	B.A. in Liberal Studies (LBST) (LBST)
5.	B.A. in Music (with Emphasis in Performance (MUS) , Pre-Certification (MUSE) , Sacred Music (SAM)) (MAPA)
6.	B.S. in Music Audio Production (MAP) (MAPA)
7.	B.S. in Music Recording Technology (MRT) (MAPA)
8.	B.A. in Theatre (Concentrations: Performance, and Technical Theatre) (THE) (MAPA)
9.	B.A. in History (HIST) (POSH)
10.	B.A. in International Studies , (Concentrations: International Relations, Latin American and Caribbean Studies) (INST) (POSH)
11.	B.A. in Political Science (POLS) (POSH)
12.	B.A. in Psychology (Concentrations: Marriage and Family Studies, and Pre-Medicine) (Minor in Psychology) (PSY) (PSY)
13.	B.A. in Sociology (Concentrations: Race, Class and Gender, International Sociology, Social Policy, and Criminology) (Minor in Sociology) (SOC) (SOC)
14.	B.S. in Criminal Justice (CMJC) (SOC)
15.	B.S. in Cyber Security (Criminal Justice emphasis) (CJCS) (SOC)
16.	B.S. in Kinesiology (KINE) (SSW)
17.	B.S. in Sport Management (Concentration/Minor in Aquatics – Open to All majors) (SPMT) (SSW)

Note 1: All of the above undergraduate majors/degrees are aligned with the registrar's list of courses for the SLAE.

Note 2: African American Studies (AAS) (POSH) to become active Fall 2026.

GRADUATE

	DEGREE
1.	M.T. (5th year) (Biology (SBIO) , Chemistry (CHEM) , English (SENG) , Mathematics (SMAT) , Vocal Music, and Instrumental Music (SMUS)) (EDU)
2.	M.A. in Educational Leadership (MAED) (EDU)
3.	PhD in Educational Management (Concentrations: PK-12, and Higher Education) (Online) (EMAN) (EDU)
4.	M.S. in Sport Administration (SPAD) (SSW)
5.	M.A. in Counseling (Concentrations: Community Mental Health, Student Affairs, and School Counseling) (COUN) (COU)
6.	EDS in Counseling (COUN) (COU)
7.	PhD in Counseling (COUN) (COU)

NEW PROGRAMS

	DEGREE
1.	B.A. in African American Studies (Estimated start Fall 2026)
2.	M.A. in Human Service Counseling
3.	PhD in Human Service Counseling

School of Liberal Arts and Education

Faculty Roster 2025-2026

1. Dr. Linda Malone-Colon, Dean	(PhD/T)	Professor
2. Mr. Novelle Dickenson, Assistant Dean	(MA/T)	Assistant Professor
3. Dr. Sherree Davis, Assistant Dean	(EdD)	Assistant Professor
4. Dr. Margaret Cox, Assistant to the Dean	(PhD)	Associate Professor
5. Dr. Richard Mason	(PhD)	Associate Professor

DIVISION OF ARTS & HUMANITIES

Department of English & Foreign Languages

6. Dr. Elizabeth Cuddy, Interim Chairperson	(PhD)	Assistant Professor
7. Dr. Jocelyn Amevuvor	(PhD)	Assistant Professor
8. Ms. Nadrian Antoine	(MA)	Assistant Professor
9. Mr. James Balls	(MFA)	Assistant Professor
10. Dr. Dylan Caskie (New Hire)	(PhD)	Assistant Professor
11. Dr. Raphael Comprone	(PhD)	Assistant Professor
Dr. Margaret Cox, Assistant to the Dean	(PhD)	Associate Professor
12. Dr. Daryl Lynn Dance	(PhD)	Director of Writing Center, Assistant Professor
13. Dr. Jacques L. Digbeu	(PhD)	Assistant Professor
14. Mr. Rel Dowdell	(MS)	Director of the Film Studies, Assistant Professor
15. Ms. Kristi Emerson	(MA)	Instructor
16. Dr. Nicholas Huber	(PhD)	Assistant Professor
17. Dr. Karima Jeffrey-Legette	(PhD)	Associate Professor
18. Dr. Gibreel Kamara	(EdD)	Assistant Professor
19. Dr. Wendy McBurney (New Hire)	(PhD)	Assistant Professor
20. Dr. Allan Morelos	(PhD)	Associate Professor
21. Dr. Amity Nathaniel	(PhD)	Assistant Professor
22. Dr. James Richie	(PhD)	Assistant Professor
23. Dr. Hannah Saltmarsh	(PhD)	Assistant Professor
24. Dr. Cheikh Sene	(PhD)	Associate Professor
25. Dr. Alberto Sosa Cabanas	(PhD)	Assistant Professor
26. Dr. Randolph Walker	(JD)	Assistant Professor
27. Dr. Melody Williams	(PhD, D. Min.)	Assistant Professor
28. Ms. Aline Xavier de Araujo	(MA)	Director of Foreign Languages, Instructor
Ms. Teelia Lowery (ADJ)	(MA)	Adjunct Assistant Professor

Department of Music & Performing Arts

29. Dr. Demarr Woods, Chairperson	(DA)	Assistant Professor
30. Mr. Jerry A. Bracey	(MME/MA)	Assistant Professor/Director of Chamber Orchestra & Jazz Band
31. Dr. Robin Boisseau	(PhD)	Assistant Professor
Ms. Kyla Brown (New Hire) Spring 2026	(BFA)	Technical Director
32. Ms. Polly Bynum	(MA)	Assistant Professor
33. Mr. Clifford Cox	(MT)	Assistant Professor/ Assistant Director of Bands
34. Dr. Steven Cunningham	(DMA)	Assistant Professor
35. Mr. Alfred Davis	(MA)	Assistant Professor
36. Mr. Omar Dickenson	(MA)	Assistant Professor/ Director of Choirs
37. Mr. James Fincher	(MA)	Assistant Professor

38. Mr. David Fludd (New Hire)	(MFA)	Assistant Professor
39. Mr. Benjamin Garner	(MM)	Instructor/University Organist
40. Mr. Alexander Hamilton	(MME, BM)	Instructor/Assistant Director of Bands
41. Dr. Tiffany Jackson	(DMA)	Assistant Professor
42. Dr. Tremayne Johnson (New Hire)	(PhD)	Assistant Professor
43. Dr. Thomas Jones, Jr.		Assistant Professor/Director of Bands
44. Dr. Colin Kearney	(PhD)	Assistant Professor
45. Dr. Iris Middleton	(PhD)	Assistant Professor
46. Mr. Xorlali Plange (New Hire)	(MFA)	Assistant Professor
Dr. Lia Snead (New Hire) Spring 2026	(DMA)	Assistant Professor
47. Dr. Harvey J. Stokes	(PhD/T)	Professor
48. Dr. Karen Ward	(PhD/T)	Assistant Professor
49. Mr. Robert Wright	(MM)	Assistant Professor
50. Dr. Sukyung Yang	(DMA)	Assistant Professor
Dr. Howard Heard (ADJ)	(PhD)	Adjunct Assistant Professor
Ms. Tesia Heard (ADJ)	(MA)	Adjunct Assistant Professor
Mr. Christian Lampkin (ADJ)	(MA)	Adjunct Assistant Professor
Mr. Brian Galaviz (ADJ)	(MA)	Adjunct Assistant Professor

DIVISION OF EDUCATION

Department of Education

51. Dr. Denise Charbonnet, Chairperson	(PhD)	Associate Professor
52. Dr. Sabin Duncan	(PhD/MT)	Assistant Professor
53. Dr. Dymilah Hewitt	(PhD)	Assistant Professor
54. Dr. Martha Jallim-Hall	(EdD)	Associate Professor
55. Dr. Berkley King	(PhD)	Associate Professor
Mr. Charles Tate	(MA)	Assistant Coordinator, Clinical Experiences
Dr. Janneice Haughton (ADJ)	(PhD)	Adjunct Assistant Professor
Ms. Lynn Sawyer (ADJ)	(MA)	Adjunct Assistant Professor

Department of Sports Science & Wellness

56. Dr. Ralph Charlton, Chairperson	(PhD/T)	Associate Professor
57. Ms. Jamean Alexander	(MS)	Assistant Professor
58. Mrs. Beverly Duane	(MA)	Assistant Professor
59. Dr. Deanna Edwards (New Hire)	(PhD)	Assistant Professor
60. Dr. David Hunter	(PhD/T)	Associate Professor
61. Dr. Joetta Jensen	(PhD)	Assistant Professor
62. Dr. Daishan Johnson	(PhD)	Assistant Professor
63. Dr. William Orr	(PhD)	Assistant Professor
64. Dr. Francis Osei (New Hire)	(PhD)	Assistant Professor
65. Mrs. Stacey Privett	(MS)	Assistant Professor
Mr. Cornelious Chambliss (ADJ)	(MA)	Adjunct Assistant Professor
Mr. Aleczaider Whitfield (ADJ)	(MA)	Adjunct Assistant Professor
Ms. Monique Smith (ADJ)	(MA)	Adjunct Assistant Professor
Mr. Brian Hobson (ADJ)	(MA)	Adjunct Assistant Professor

Child Development Center

Dr. Joy Lee Hernandez	(PhD)	Director
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DIVISION OF SOCIAL & BEHAVIORAL SCIENCES

Department of Counseling

66. Dr. Debbie Hood, Interim Chairperson	(PhD)	Assistant Professor
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67. Dr. Amina Abdullah	(PhD)	Associate Professor
68. Dr. Fallon Dodson	(EdD)	Graduate Program Coordinator
Dr. Richard Mason	(PhD)	Associate Professor
69. Dr. Marquis Norton	(PhD)	Assistant Professor
Vacant Slot (Assistant/Associate Professor)		
Vacant Slot (Assistant/Associate Professor)		
Dr. Vikki McDonald-Columbus (ADJ)	(PhD)	Adjunct Assistant Professor
Dr. Syreeta Cason (ADJ)	(PhD)	Adjunct Assistant Professor
Dr. Arlene Montgomery (ADJ)	(PhD)	Adjunct Assistant Professor
Dr. Lonelle Heckstall (ADJ)	(PhD)	Adjunct Assistant Professor
Dr. Ivy Lee-Online (ADJ)	(PhD)	Adjunct Assistant Professor
<u>Military Science</u>		
70. LTC Elliot Garrett, Chariman	(MA)	Professor
CPT Tristan Boots	(BS)	Assistant Professor
SSG Gary Mulford	(BS)	Instructor
1LT Kalin Webster	(BS)	Assistant Professor
Mr. Timothy Sechrist	(BS)	Instructor
Mr. John McDonald	(MA)	Recruitment Officer
<u>Department of Psychology</u>		
71. Dr. O'Shan Gadsden, Chairperson	(PhD)	Associate Professor
72. Dr. Allura Casanova	(PhD)	Assistant Professor
73. Dr. Renee Cromer	(PhD)	Assistant Professor
74. Dr. Daria Ellis	(PhD)	Assistant Professor
75. Dr. Vanessa Goodar	(PhD)	Assistant Professor
76. Dr. Maya Gordon (New Hire)	(PsyD)	Associate Professor
77. Dr. Jeva St. Fort (New Hire)	(PsyD)	Assistant Professor
78. Dr. Lloyd Talley (New Hire)	(PsyD)	Assistant Professor
79. Dr. Latasha Williams	(PhD)	Associate Professor
80. Dr. Tamara Williams	(PsyD)	Assistant Professor
Dr. Lisa LaCon (ADJ)	(PhD)	Adjunct Assistant Professor
<u>Department of Political Science and History</u>		
81. Dr. Bev-Freda Jackson, Chairperson (New Hire)	(PhD)	Assistant Professor
82. Atty. Damien Bevelle	(JD)	Pre-Law Director/ Assistant Professor
Mr. Novelle Dickenson, Assistant Dean	(MA/T)	Assistant Professor
83. Dr. Shu-Shan Lee	(PhD)	Assistant Professor
84. Dr. Arturo Loranca	(PhD)	Assistant Professor
Dr. Johnathan Powell (New Hire) Spring 2026	(PhD)	Assistant Professor
85. Dr. Catherine Porter	(PhD)	Assistant Professor
86. Dr. Khadijeh Salimi (New Hire)	(PhD)	Assistant Professor
87. Mr. Randy Singleton	(MA)	Assistant Professor
88. Dr. Soran Tarkhani (New Hire)	(PhD)	Assistant Professor
89. Dr. Etire Tsintsatze Maas	(PhD)	Assistant Professor
Mr. Robert Watson Spring 2026	(MA)	Assistant Professor
Ms. Kate Cross (ADJ)	(MA)	Instructor
Rev. Dr. Raymond Johnson (ADJ)	(PhD)	Adjunct Assistant Professor
Sen. Mamie Locke (ADJ)	(PhD)	Adjunct Professor
Dr. Stephen Magu (ADJ)	(PhD)	Adjunct Assistant Professor
Atty. Ava Marrow (ADJ)	(JD)	Adjunct Assistant Professor
Mr. Bukhara Muhamad (ADJ)	(MA)	Instructor
Dr. Michelle Sorenson (ADJ)	(JD)	Adjunct Assistant Professor
Dr. Wanda Tucker (ADJ)	(PhD)	Adjunct Assistant Professor

Department of Sociology

90. **Dr. David Taylor, Chairperson**

(PhD)

Assistant Professor

91. Dr. Idonia Barrett

(PhD)

Assistant Professor

Dr. Sherree Davis, Assistant Dean

(EdD)

Assistant Professor

92. Dr. Daren Fisher

(PhD)

Assistant Professor

93. Dr. Zina T. McGee

(PhD/T)

Professor

94. Dr. Briana Paige (**New Hire**)

(PhD)

Assistant Professor

95. Dr. KyShawn Smith

(PhD)

Associate Professor

96. Dr. Charlotte Winston

(PhD)

Assistant Professor

Revised 10-9-2025

SLAE ENROLLMENT 2025-2026

SLAE ENROLLMENT 2023-2026

UNDERGRADUATE

	DEPARTMENT - MAJOR	ENROLLEMNT 2023-2024	ENROLLMENT 2024-2025	ENROLLMENT 2025-2026 *
1	EDU – Elementary Education	34	41	38
	EDU TOTAL	34	41	38
2	LLF – English	33	35	35
3	LLF– Film Studies	0	8	11
	ENG TOTAL	34	43	46
4	MAPA – Audio Production	12	20	20
5	MAPA – Music	14	16	13
6	MAPA – Music Education	3	9	10
7	MAPA – Music Recording Technology	20	7	5
8	MAPA – Theatre	23	24	27
	MAPA TOTAL	72	76	75
9	LBST – Liberal Studies	44	66	71
	LBST TOTAL	44	66	71
10	POSH – African American Studies	-	-	0
11	POSH – History	10	13	12
12	POSH – International Studies	16	20	16
13	POSH – Political Science	122	133	149
	POSH TOTAL	158	166	177
14	PSY – Psychology	284	370	401
	PSY TOTAL	284	370	401
15	SCSH (SOC) – Cyber Security – Criminal Justice	31	21	19
16	SCSH (SOC)– Criminal Justice	140	156	165
17	SCSH (SOC) – Sociology	31	24	25
	SCSH (SOC) TOTAL	202	201	209
18	SSW – Kinesiology (PED)	153	168	166

	DEPARTMENT - MAJOR	ENROLLEMNT 2023-2024	ENROLLMENT 2024-2025	ENROLLMENT 2025-2026 *
19	SSW – Sports Management	71	76	65
	SSW TOTAL	224	244	231
	UNDERGRADUATE TOTAL	1042	1208	1248
	UNIVERSITY TOTAL	3116	3514	3574

*Received from Registrar 9-11-2025

GRADUATE

	DEPARTMENT - MAJOR	ENROLLMENT 2023-2024		ENROLLMENT 2024-2025		ENROLLMENT 2025-2026	
		From Registrar 7/22/2025 {Lafoon}	From Chair of Department (Estimated)	From Registrar 7/22/2025 {Lafoon}	From Chair of Department (Estimated)	From Registrar 9/11/2025 {Lafoon}	From Chair of Department (Estimated)
1	EDU - MA IN EDUCATIONAL LEADERSHIP	2	0	-	0	-	0
	EDU MA TOTAL	2	0	-	0	-	0
2	EDU - PHD IN ED MANAGEMENT HIGHER EDUCATION (ONLINE)	49	49	26	26	-	46
3	EDU - PHD IN ED MANAGEMENT K-12 (ONLINE)	72	72	131	99	-	105
	EDU PHD TOTAL	123	121	157	125	-	151
4	EDU - MT MUSIC (Vocal & Instrumental)	-	0	-	7	3*	7
5	EDU - MT BIOLOGY	-	0	-	1	0	1
6	EDU – MT CHEMISTRY	-	0	-	0	1	0
7	EDU – MT MATHEMATICS	-	0	-	1	0	1
8	EDU – MT ENGLISH	-	0	-	2	0	2
	EDU MT TOTAL	-	0	11	11	4*	11
	EDU GRAND TOTAL	123	121	168	136	201*	162
9	COU – MA in Counseling (Campus and Online) - Community Mental Health	-	20	-	27	7	15

	DEPARTMENT - MAJOR	ENROLLMENT 2023-2024		ENROLLMENT 2024-2025		ENROLLMENT 2025-2026	
		From Registrar 7/22/2025 (Lafoon}	From Chair of Department (Estimated)	From Registrar 7/22/2025 (Lafoon}	From Chair of Department (Estimated)	From Registrar 9/11/2025 (Lafoon}	From Chair of Department (Estimated)
	Concentration						
10	COU – MA in Counseling (Campus and Online) - Student Affairs Concentration	-	0	-	0	-	0
11	COU – MA in Counseling (Campus and Online) - School Counseling Concentration	-	0	-	1	-	1
12	COU – MA in Pastoral Counseling (Online)	-	-	-	-	-	2
	COU MA TOTAL	20	20	30	30	14*	18
13	COU – EdS in Counseling (Campus and Online)	-	1	0	0	0	0
	COU EDS TOTAL	-	1	0	0	0	0
14	COU – PhD in Counselor Ed & Supervision (Online)	-	59	44	44	28	41
	COU PHD TOTAL	-	59	44	44	28	41
	COU GRAND TOTAL	80	80	74	74	42*	59
15	SSW – MS in Sports Administration	34	34	30	30	17*	-
16	SSW – Sport Leadership Certificate Program (SLCP)	0	0	0	0	3*	-
	SSW TOTAL	34	34	30	30	20*	-
	GRADUATE TOTAL	237	237	235	240	263*	241*
	UNIVERSITY GRADUATE & ONLINE TOTAL	533		730		270	
	UNIVERSITY TOTAL	3649		3844		4244	

*Received from Registrar 9-11-2025

COMMITTEES

SCHOOL OF LIBERAL ARTS & EDUCATION COMMITTEES 2025-2026

PROGRAM PLANNING COUNCIL

1. Dr. Ralph Charlton (SSW) – *Chair*
2. Dr. David Hunter (SSW)
3. Dr. Elizabeth Cuddy (LLF)
4. Dr. Darren Fisher (SOC)
5. Dr. O'Shan Gadsden (PSY)
6. Dr. Martha Jallim-Hall (EDU)
7. Mr. Robert Watson (POSH)
8. Dr. Demarr Woods (MPA)

TENURE AND PROMOTION

1. Dr. Karen Ward (MAPA) – *Chair*
2. Dr. Zina McGee (SOC)
3. Dr. Ralph Charlton (SSW)
4. _____ (MAPA)
5. Dr. Harvey Stokes (MAPA)
6. Dr. Martha Jallim-Hall (EDU)
- 7.

COMPELLING CAREERS/ LEVEL-UP

1. Dr. Linda Malone-Colon – *Chair*
2. Dr. Zina McGee (SOC) – *Co-Chair*
3. Dr. Sherree Davis (Dean's Office)
4. Dr. O'Shan Gadsden (PSY)
5. Dr. Vanessa Goodar (PSY)
6. Dr. Tim Orr (SSW)
7. Dr. Iris Middleton (LBST)
8. Dr. Idonia Barrett (SOC)
9. Mr. Robert Watson (POSH)
10. Mr. Novelle Dickenson (Dean's Office)
11. Dr. Denise Charbonnet (EDU)
12. Dr. Martha Jallim-Hall (EDU)
13. Mr. Jerry Bracey (MAPA)
14. Dr. Raphael Comprone (LLF)
15. Dr. Tamara Williams (PSY)
16. Mr. Robert Wright (MAPA)
17. Dr. Joy Hernandez (CDC)

AFRICAN AMERICAN STUDIES CURRICULUM COMMITTEE

1. Mr. Novelle Dickenson (Dean's Office)
2. Dr. O'Shan Gadsden (PSY)
3. _____ (POSH)
4. Mr. Robert Watson (POSH)
5. _____ (POSH)
6. Dr. Margaret Cox (LLF)

HOSPITALITY

1. Ms. Sabrina Brooks (SLAE) - Coordinator
2. Ms. Melissa Seabolt (SLAE)
3. Ms. Raven Toliver (SLAE)
4. Ms. Dawn Irby (CDC)
5. Mrs. Kameca Moorehead-Thomas (COU)
6. Ms. Sequoya Stallworth (LBST)
7. Ms. Zenetra Thigpenlove (MIL SCI)
8. Mrs. Amanda Howard-Watt (SOC)
9. Ms. Aisia Howard (POSH)
10. Mr. Jacobi McGee (PSY)
11. Ms. Taylor Thorton (EDU)
12. Ms. Maegan Morgan (MAPA)
13. _____ (SSW)

SCHOOL OF LIBERAL ARTS AND EDUCATION
FACULTY COMMITTEES AREAS OF RESPONSIBILITY
2025-2026

PROGRAM PLANNING COUNCIL

1. Review of new department programs
2. Ensure all courses with multiple sections have a common syllabus
3. Monitoring the implementation of Assessments for all courses
4. Exploring opportunities for articulation agreement with local community colleges and completing all tasks related to development of the agreement
5. Exploring opportunities for pipelines to graduate programs for majors
6. Assisting in facilitating an increase in exciting, innovative, culturally relevant courses in the departments
7. Consideration of Online programs

TENURE AND PROMOTION

1. Review tenure and promotion policy with affected faculty members
2. Advise candidates on proper protocol for presentation and submission of dossiers
3. Determine schedule for committee review of dossiers
4. Meet established deadline for getting committee's dossier evaluation to Dean

COMPELLING CAREERS/LEVEL-UP

1. Develop and organize the Compelling Career Day/s to include coordination of guest speakers, employers and alumni.
2. Promote and facilitate student readiness and targeted outreach to ensure student participation.
3. Post-event follow-ups, such as feedback from participations through surveys and documentation of student participation.

AFRICAN AMERICAN STUDIES CURRICULUM COMMITTEE

1. To identify African Studies Programs at selected major universities across the country.
2. To identify the African Studies courses at Hampton University.
3. To develop African American Studies Curriculum unique to Hampton University which incorporates best practices.

HOSPITALITY

1. Maintain listing of all school events/programs
2. Secure venue for event/program
3. Provide logistical support for all school events and programs.

REPORTS & IMPORTANT DATES/EVENTS

SCHOOL OF LIBERAL ARTS AND EDUCATION REPORTS AND OTHER IMPORTANT DUE DATES

August 2025

Reports	Due to Chair	Due to Dean	Due to Provost
Annual Faculty Profile (Online) – Attach current copy of CV	N/A	N/A	August 29

September 2025

Reports	Due to Chair	Due to Dean	Due to Provost
Administrative/Faculty Performance Contract (Current Faculty)	N/A	N/A	No request to date
SLAE Faculty Courses and Office Hours by Department	-----	September 5	N/A
Curriculum Revision Submissions (Extended Deadline) Tues. Oct 7	-----	September 6	-----
Request for Adjunct/Overload Faculty	-----	September 16	September 23
Report on Teaching Load (Productivity Report – SSHUs)		September 16	September 23
2025-2026 Tenure/Promotion Preparation Conferences Begin (September 25-26)	-----	-----	-----
Academic Update Report/Updates on Summer Activities (Jun, Jul, Aug)	-----	September 16	September 26

October 2025

Reports	Due to Chair	Due to Dean	Due to Provost
Curriculum Revision Submissions (Extended Deadline) Tues. Oct 7	-----	-----	October 7
Curricular Revisions - Long Range Planning Committee Meeting: Tues. Oct 14	-----	-----	-----
Chairs review schedule of courses for Spring 2026 (submit class schedules with faculty assignments)	-----	When sent to registrar per their requests – copy Deans Office	-----
Curricular Revisions Committee on the Instructional Program Meeting: Tues, October 21	-----	-----	-----
Submit Dossiers for Tenure and	October 17		-----

Reports	Due to Chair	Due to Dean	Due to Provost
Promotion with supportive Documentation			
Textbook Orders for Spring 2026 due to Virtual Bookstore – October 15	October 14	October 15	-----
Submit Documents for 3rd year Review	October 17		
Summer 2026 Programs: Short Courses, Seminars, Workshops, Children/Youth Camps & Programs to Office of the Registrar (with copy to Office of the Dean)	-----	October 24	-----
Submission Dossiers for Tenure & Promotion with supportive Documentation	-----	Deans Office - October 29 (for Committee Review)	-----
Submission Dossiers for 3rd Year Review	-----	Deans Office - October 29 (for Committee Review)	-----

November 2025

Reports	Due to Chair	Due to Dean	Due to Provost
Summer 2026 Programs: Short Courses, Seminars, Workshops, Children/Youth Camps & Programs to Office of the Registrar (with copy to Office of the Dean)	N/A	(November 3- Copy to Dean)	November 3
SLAE Tenure/Promotion Committee submits Dossiers for 2025 with supportive documentation to Dean for review	-----	November 12	-----
SLAE Tenure/Promotion Committee submits Evaluations due for 3-year Faculty Review	-----	November 12	-----
Submit Letters of Recommendation with supportive data for Individuals to be non-reappointed	-----	November 14	-----
University Wide Faculty Meeting, Tues. Nov 18 (Call for Vote)	-----	-----	-----

December 2025

Reports	Due to Chair	Due to Dean	Due to Provost
Submit Letters of Recommendation with supportive data for Individuals to be non-reappointed	-----	-----	December 1
Tenure/Promotion Dossiers for 2025-2026 with supportive documentation submitted to the Provost Office	-----	-----	December 1
Evaluations due for 3-year Faculty Review	-----	-----	December 5
Application for Sabbatical Leave, Leave Without Pay, Study Leave (2026– 2027)	December 1	December 8	-----

January 2026

Reports	Due to Chair	Due to Dean	Due to Provost
Application for Sabbatical Leave, Leave Without Pay, Study Leave (2026– 2027)	-----	-----	January 8
Department Faculty Schedule and Office Hours	N/A	January 6	N/A
Request for Adjunct/Overload Faculty	N/A	January 14	January 23
Report on Teaching Load (Productivity Report)	N/A	January 14	January 23
Curricular Revisions Submissions <i>Deadline: Monday, February 2, 2026</i>	N/A	January 27	-----

February 2026

Reports		Due to Dean	Due to Provost
Curricular Revisions Submissions <i>Deadline: Monday, February 2, 2026</i>	N/A	-----	February 2
Evaluation of Academic Chairs, Deans, Directors (Feb 3rd-12th)	N/A	N/A	February 3-12
Curricular Revisions - Long Range Planning Committee Meeting: Wed, Feb 18	N/A	N/A	N/A
Administration Evaluation of Faculty	N/A	February 23	
Curricular Revisions - Committee on the Instructional Program: Tues, Feb 24	N/A	N/A	N/A

March 2026

Reports	Due to Chair	Due to Dean	Due to Provost
University Wide Faculty Meeting, Tues. Mar. 17 (Call for Vote)	-----	-----	-----
Textbook Orders for Fall 2026 Due to Virtual Bookstore March 16th	TBA	TBA	-----

April 2026

Reports	Due to Chair	Dean	Due to Provost
Confidential Faculty Performance Review Form (Chairs Review)		April 1?	TBA

May 2026

Reports	Due to Chair	Due to Dean	Due to Provost
Completed "Graduation Candidates Clearance Sheet" due to the Dean's Office	N/A	May 5	N/A
Annual Reports	N/A	May 7	May 15
COMMENCEMENT MAY 8			
Final Clearance forms for Faculty Separating from the University (May 15)	May 10	May 13	May 15
Clearance Forms for Adjunct Faculty (May 15)	May 10	May 13	May 15

June 2026

Reports	Due to Chair	Due to Dean	Due to Provost
Clearance Forms for 9-month Faculty (June 6)	June 1	June 5	N/A
Clearance Forms for 10 month Faculty	June 26	June 29	N/A

10-7-25

Important Dates/Events 2025-2026

August 2025

Events	Due Date to Dean
Fall Tuition Payment Due (Aug 1)	N/A
Fall Session 1 – Hu Online – Classes Start -8 Wks (Aug 11)	N/A
New Students Arrive – According to Assigned Residence Hall (Aug 18-19)	N/A
Add and Drop Period Begins (Aug 18)	N/A
Fall Semester – HU Online Graduate Classes Start – 8 & 16 Wks (Aug 19)	N/A
Faculty Return (Aug 20)	N/A
New Student Orientation (Aug 20-26)	N/A
New Graduate Students Arrive/Move In (Aug 21)	N/A
New Graduate Student Orientation (Aug 22)	N/A
Residence Hall Open for Continuing Students (Aug 25)	N/A
SLAE NEW Faculty Meeting (Aug 25)	N/A
Fall Educational Staff Institute (Aug 22-Aug 25) *	N/A
SLAE School Meeting (Aug 26)	N/A
Main Campus Classes Begin at 8:00 am (Aug 27)	N/A
School-Wide Faculty Meeting (Aug)*	N/A

September 2025

Events	Due Date to Dean
Labor Day – No Classes (Sept 1)	N/A
End of Add and Drop Period (Sept 5)	N/A
Withdrawal from classes with WP/WF (Sept 8)	N/A
School-wide meeting with Seniors (TBA)	N/A
Deadline for Canceling classes (Sept 6)	N/A
School-Wide Faculty Meeting (Sept 22)*	N/A
Departmental Meeting with Seniors (TBA)	N/A
Department Major Meetings (Sept 6-20)	N/A
Family Weekend (Sept 26-28) *	N/A
Opening Convocation (Sept 28)*	N/A

October 2025

Events	Due Date to Dean
Fall Session 1 – HU Online – Classes End – 8 Wks (Oct 4)	N/A
Wellness Day – No Classes (Oct 6)	N/A
Fall Session 1 – Hu Online Graduate – Classes End-8 Wks (Oct 11)	N/A
Fall Session 1 – Hu Online – Classes Start-8 Wks (Oct 13)	N/A
Registration for Spring Semester Begins (Oct 13)	N/A
Mid Semester Evaluations (October 13-17)	N/A
University-Wide Faculty Meeting (Oct 15)* 3:30 PM in Ogden Hall	N/A
Textbook Orders for Spring 2025	October 14
Advisor meeting with Seniors to Complete Senior Audit (Phase 1) (Mid-	N/A

Events	Due Date to Dean
Fall Session 1 – HU Online – Classes End – 8 Wks (Oct 4)	N/A
Wellness Day – No Classes (Oct 6)	N/A
Fall Session 1 – Hu Online Graduate – Classes End-8 Wks (Oct 11)	N/A
Fall Session 1 – Hu Online – Classes Start-8 Wks (Oct 13)	N/A
Registration for Spring Semester Begins (Oct 13)	N/A
Oct./ Oct. 17-31)	
Fall Mid-Semester Grades Due to Registrar 12:00pm (October Oct 20)	N/A
Fall Session II – HU Online Graduate – Classes Start - 8 Wks (Oct 20)	N/A
Homecoming (Oct 25)	N/A
School-Wide Faculty Meeting (Oct 27)*	N/A
TBC 101 – Taking Care of Business Event (Oct 28)	N/A
End of Withdrawal from classes with WP/WF (Oct 31)	N/A

November 2025

Events	Due Date to Dean
Chair meeting with Senior Advisors (Nov 1- 4)	N/A
SALT Retreat (Nov 2-4)	N/A
Course Instructor Evaluation Nov. 1-15	N/A
Open House (Nov 8)	N/A
Departmental Meeting with Seniors (TBD)	N/A
Pre-Registration Ends (Nov. 14)	N/A
University-Wide Faculty Meeting (Nov 19)* 3:30 PM in Ogden Hall	N/A
Thanksgiving Break Begins – University Closed (Nov. 26-28)	N/A
Thanksgiving Day (Nov 27)	N/A
Thanksgiving Break Ends (Nov. 30)	N/A

December 2025

Events	Due Date to Dean
Spring Tuition Payment Due (Dec 1)	N/A
Fall Session – HU Online Graduate Classes End – 16 Wks (Dec 3)	N/A
Last Day of Classes/Last Day to Withdraw from University (Dec 4)	N/A
Reading Day (Dec 5)	N/A
Fall Session – HU Online Classes End – 8 Wks (Dec 6)	N/A
Final Examinations (Dec 8-12)	N/A
University-Wide Faculty Meeting (Dec 10)* 3:30 PM in Ogden Hall	N/A
Fall Session II – HU Online Graduate Classes End – 8 Wks (Dec 12)	N/A
Final Examinations (Dec 4-10)	N/A
Last Day to submit Final Exam Grades at 12pm (Dec 12)	N/A
Registrar meets with Chairs to discuss Senior Audit (TBD by Registrar's Office)	N/A
Winter Break - University Closed (Dec 19 – Jan 2)	N/A
Christmas Day (Dec 25)	N/A

January 2026

Events	Due Date to Dean
New Years Day (Jan 1)	N/A
Winter Educational Staff Institute (Jan 5)	N/A
Deadline for Cancelling Classes (Jan 13)	N/A
Martin Luther King, Jr. Day (Jan 19)	N/A
School-Wide Faculty Meeting (Jan 26)*	N/A
Founder's Day (Jan 25)*	N/A
Registrar forwards list of majors to all Departments. (Jan. 31)	N/A

February 2026

Events	Due Date to Dean
Chairs review their list of juniors/rising seniors to ensure alignment with registrar's list and reconcile any differences with the registrar. (Feb 15)	N/A
University-Wide Faculty Meeting (Feb 18)* 3:30 PM in Ogden Hall	N/A
School-Wide Faculty Meeting (Feb 24)*	N/A
Admitted Students Day (Feb 28)	N/A
Faculty Evaluations Begin (Feb 3)	

March 2026

Events	Due Date to Dean
Midterm Evaluations (Mar 2-6)	N/A
Spring Mid-Semester Grades Due to Registrar 12:00pm (Mar 9)	N/A
Spring Vacation (Mar 7-14)	N/A
Spring Break Holiday - Main Campus/Employees (Mar 13)	N/A
Advisor meeting with Seniors to Complete Senior Audit (Phase 2) (Mar. 13-17)	N/A
University-Wide Faculty Meeting (Mar 18)*	N/A
Departmental Major Meeting (TBD)	N/A
School-Wide Faculty Meeting (Mar 24)*	N/A
Preregistration (Mar 23-Apr 17)	N/A
Junior Advisors complete a Pre-Senior Audit with all Junior advisees using the standard Curriculum Outline & Audit Form. (Mar 31)	
Textbook Orders for Fall 2026 (Awaiting Provost's Office)	N/A
Course/Instructor Evaluation(Awaiting Provost's Office)	N/A

April 2026

Events	Due Date to Dean
High School Day (Apr 3)	
Chairs Identify Senior Advisor(s) for upcoming year, share with their faculty & submit lists to their respective Dean. (Apr 14- originally Apr 15 (Saturday))	
University-Wide Faculty Meeting (Apr 15)*	N/A
Students submit "Graduation Application" form to the registrar (Apr 18)	N/A
Pre-registration Ends (Apr 18)	N/A
Final Exam for Candidates for May Graduation (April 24- May 1)	N/A
School-Wide Faculty Meeting (Apr 27)*	N/A
Last set of Grades due for Candidates for May Graduation at 12pm (May 4)	N/A

May 2026

Events	Due Date to Dean
Final Exam for Continuing Students (May 1-7)	N/A
Last Day to submit Final Exam Grades for May Candidates at 12pm (May 4)	N/A
University-Wide Faculty Meeting (May 5)*	N/A
Final transcripts to each Chair. (May)	
Registrar posts graduates and provisional students (on website and other locations on campus) (Upon receipt from Dean's Office/ May)	N/A
Commencement (May 8)*	N/A
Last Day to submit Final Exam Grades for Continuing Students at 12pm (May 11 Noon)	N/A
Memorial Day (May 26)	N/A
Chairs hold Senior Advisement/Audit Training/ Review Session with all Senior Advisors. (During Spring Institute)	N/A
Spring Educational Staff Institute (Awaiting Provost's Office)	N/A

June 2026

Events	Due Date to Dean
University-Wide Faculty Meeting (Jun 16)*	N/A
Juneteenth National Independence Day (Jun 19)	N/A

July 2026

Events	Due Date to Dean
Independence Day (Jul 4)	N/A
Registrar sends list of rising seniors to Chairs and copies Deans. (July 31)	N/A

Due dates are subject to change

***Required**

8/20/2025

Departmental Programs to be Reviewed for 2025-2026

DEPARTMENT	DATE OF LAST REVIEW	SCHEDULED
Education	2020-2021	2025-2026
Counseling	2021-2022	2025-2026
Literatures, Languages & Film	2019-2020	2025-2026 (Postponed to 2024-2025)

Departmental Program Review Dates (Last and Scheduled)

DEPARTMENT	DATE OF LAST REVIEW	SCHEDULED
Music and Performing Arts	2021-2022	2026-2027
Political Science and History	2024-2025	2029-2030
Psychology	2024-2025	2029-2030
Sociology	2023-2024	2028-2029
Sports Science and Wellness	2024-2025	2029-2030

Departmental Program Reviews 2025-2026

Counseling

Notification of scheduled Program Review (by letter)

Conference with the Dean and Department Chairs

Meeting with department faculty

Department Chair through the Dean submits Program Review Report

Reviewers to complete initial assessment of the Program Review Report

Site Visit (includes interview with faculty and students):

**Reviewers to complete and distribute the Program Site Visit Report to dept. chair*

Chair submits the corrected report to the reviewers,

Reviewers will distribute the final Program Site Visit Report to dept. chair, dean, and PRC

Deans, dept. chairs and PRC meet for formal review of final report

PRC chair to distribute final report with recommendations to Provost

Dates

Fall (Aug.)

December

By end of Jan.

By end of Feb.

By mid-March/Sem

End of Sem.

June

Education

Notification of scheduled Program Review (by letter)

Conference with the Dean and Department Chairs

Meeting with department faculty

Department Chair through the Dean submits Program Review Report

Reviewers to complete initial assessment of the Program Review Report

Site Visit (includes interview with faculty and students):

**Reviewers to complete and distribute the Program Site Visit Report to dept. chair*

Chair submits the corrected report to the reviewers,

Reviewers will distribute the final Program Site Visit Report to dept. chair, dean, and PRC

Fall (Aug.)

December

By end of Jan.

By end of Feb.

By mid-March/Sem

End of Sem.

Deans, dept. chairs and PRC meet for formal review of final report

PRC chair to distribute final report with recommendations to Provost	June
<u>English and Modern Foreign Languages</u>	
Notification of scheduled Program Review (by letter)	Fall (Aug.)
Conference with the Dean and Department Chairs	
Meeting with department faculty	
Department Chair through the Dean submits Program Review Report	December
<i>*Reviewers to complete initial assessment of the Program Review Report*</i>	By end of Jan.
Site Visit (includes interview with faculty and students:	By end of Feb.
<i>*Reviewers to complete and distribute the Program Site Visit Report to dept. chair</i>	By mid-March/Sem
<i>Chair submits the corrected report to the reviewers,</i>	
<i>Reviewers will distribute the final Program Site Visit Report to dept. chair, dean, and PRC</i>	
Deans, dept. chairs and PRC meet for formal review of final report	End of Sem.
PRC chair to distribute final report with recommendations to Provost	June

Additional University Dates & Events

Hampton University's 2025-2026 Academic Calendar

Semester	Date	Title
Fall 2025	Aug. 1, 2025	Fall Tuition Payment Due
Fall 2025	Aug. 11, 2025	Fall Session I - HU Online - Classes Start (8 Weeks)
Fall 2025	Aug. 18, 2025 - Aug. 19, 2025	New Students Arrive (According to Assigned Residence Hall)
Fall 2025	Aug. 18, 2025	Add and Drop Period Begins
Fall 2025	Aug. 19, 2025	Fall Semester - HU Online Graduate Classes Start (8 & 16 Weeks)
Fall 2025	Aug. 20, 2025	Faculty Return
Fall 2025	Aug. 20, 2025 - Aug. 26, 2025	New Student Orientation
Fall 2025	Aug. 21, 2025	New Graduate Students Arrive/Move-In
Fall 2025	Aug. 22, 2025	New Graduate Student Orientation
Fall 2025	Aug. 25, 2025	Residence Halls Open for Continuing Students
Fall 2025	Aug. 27, 2025	Main Campus Classes begin at 8:00am
Fall 2025	Sept. 1, 2025	Labor Day - No Classes
Fall 2025	Sept. 5, 2025	End of Add and Drop Period
Fall 2025	Sept. 8, 2025	Begin the period to withdraw from classes with record showing withdrew passing or withdrew failing.
Fall 2025	Sept. 26 - Sept. 28, 2025	Family Weekend
Fall 2025	Sept. 28, 2025	Opening Convocation
Fall 2025	Oct. 4, 2025	Fall Session I - HU Online - Classes End (8 Weeks)
Fall 2025	Oct. 6, 2025	Wellness Day (no classes)
Fall 2025	Oct. 11, 2025	Fall Session I - HU Online Graduate - Classes End (8 weeks)
Fall 2025	Oct. 13, 2025	Fall Session II - HU Online - Classes Start (8 Weeks)
Fall 2025	Oct. 13, 2025	Registration for Spring Semester Begins
Fall 2025	Oct. 13, 2025 - Oct. 17, 2025	Mid-Term Evaluations
Fall 2025	Oct. 20, 2025	Mid-Term Grades Due 12 Noon

Fall 2025	Oct. 20, 2025	Fall Session II - HU Online Graduate ,Äi Classes Start (8 Weeks)
Fall 2025	Oct. 25, 2025	Homecoming
Fall 2025	Oct. 28, 2025	TCB 101 - Taking Care of Business Event
Fall 2025	Oct. 31, 2025	End of period to withdraw from classes with record showing withdrew passing or withdrew
Fall 2025	Nov. 1, 2025	Annual Graduate College Day (12pm - 4pm)
Fall 2025	Nov. 8, 2025	Fall Open House
Fall 2025	Nov. 14, 2025	Registration for Spring Semester Ends 5:00pm
Fall 2025	Nov. 26, 2025 - Nov. 28, 2025	Thanksgiving Break Begins- University Closed
Fall 2025	Nov. 30, 2025	Thanksgiving Break Ends
Fall 2025	Dec. 1, 2025	Spring Tuition Payment Due
Fall 2025	Dec. 3, 2025	Fall Semester - HU Online Graduate Classes End (16 Weeks)
Fall 2025	Dec. 4, 2025	Last Day of Classes Last day to withdraw from the University
Fall 2025	Dec. 5, 2025	Reading Day
Fall 2025	Dec. 6, 2025	Fall Session II - HU Online,Äi Classes End (8 Weeks)
Fall 2025	Dec. 8, 2025 - Dec. 12, 2025	Final Examinations
Fall 2025	Dec. 12, 2025	Fall Session II - HU Online Graduate ,Äi Classes End (8 Weeks)
Fall 2025	Dec. 13, 2025	Residence Halls close at 4pm for Winter Break
Fall 2025	Dec. 16, 2025	Last Set of Grades Due 12 Noon
Fall 2025	Dec. 19, 2025, Jan. 2, 2026	University Closed for Winter Break
Online Winter Semester 2025-2026	Nov. 10, 2025	Registration Begins
Online Winter Semester 2025-	Nov. 28, 2025	Registration Ends
Online Winter Semester 2025-	Dec. 1, 2025	Winter Session - HU Online - Classes Start (6 Weeks)
Online Winter Semester 2025-2026	Dec. 1, 2025 - Dec. 2, 2025	Add/Drop Period
Online Winter Semester 2025-	Dec. 3, 2025 - Dec. 16, 2025	Period to withdraw from classes with record showing withdrew passing or withdrew failing.

Online Winter Semester 2025-	Jan. 10, 2026	Winter Session- HU Online - Classes End
Online Winter Semester 2025-2026	Jan. 13, 2026	Grades Due 12 Noon
Spring 2026	Jan. 5, 2026	Second Semester Begins - Faculty & Staff Return
Spring 2026	Jan. 5, 2026	Spring Semester - HU Online Graduate Classes Start (16 Weeks)
Spring 2026	Jan. 5, 2026	Spring Session III - HU Online Classes Start (8 Weeks)
Spring 2026	Jan. 6, 2026	New Undergraduate Students Arrive- 9am/Orientation and Registration Residence
Spring 2026	Jan. 6, 2026 - Jan. 7, 2026	Registration-Continuing Undergraduates and Graduate Students
Spring 2026	Jan. 8, 2026	Classes Begin
Spring 2026	Jan. 8, 2026	Add and Drop Period Begins
Spring 2026	Jan. 16, 2026	End of Add and Drop Period
Spring 2026	Jan. 19, 2026	Holiday - Dr. Martin Luther King, Jr's Birthday - No Classes
Spring 2026	Jan. 20, 2026	Begin period to withdraw from classes with record showing withdrew passing or withdrew
Spring 2026	Jan. 25, 2026	Founder's Day
Spring 2026	Feb. 16, 2026	Wellness Day - No classes
Spring 2026	Feb. 28, 2026	Admitted Students Day
Spring 2026	Feb. 28, 2026	Spring Session III - HU Online - Classes End (8 Weeks)
Spring 2026	Mar. 1, 2026	Graduate College Early Admission Deadline
Spring 2026	Mar. 2, 2026 - Mar. 6, 2026	Midterm Evaluations
Spring 2026	Mar. 6, 2026	Midterm Evaluations End
Spring 2026	Mar. 7, 2026	Spring Vacation Begins-No Classes Residence Hall Close at 4pm
Spring 2026	Mar. 9, 2026	Mid-Term Grades Due 12 Noon
Spring 2026	Mar. 9, 2026	Spring Session IV - HU Online - Classes Start (8 Weeks)
Spring 2026	Mar. 11, 2026	Last set of grades due (12 noon) continuing students
Spring 2026	Mar. 13, 2026	Spring Break Holiday - Main Campus/Employees
Spring 2026	Mar. 14, 2026	Residence Halls re-open at 9am

Spring 2026	Mar. 15, 2026	Spring Vacation Ends
Spring 2026	Mar. 16, 2026	Classes Resume
Spring 2026	Mar. 18, 2026 - Mar. 20, 2026	Black Family Conference
Spring 2026	Mar. 20, 2026	End of period to withdraw from classes with records showing withdrew passing or withdrew failing
Spring 2026	Mar. 23, 2026 - Apr. 17, 2026	Registration for Fall Semester
Spring 2026	Mar. 24, 2026	TCB 101 - Taking Care of Business Event
Spring 2026	Apr. 3, 2026	High School Day
Spring 2026	Apr. 4, 2026	Honors Day
Spring 2026	Apr. 10, 2026	Annual Day of Giving
Spring 2026	Apr. 17, 2026	Registration for Fall Semester Ends
Spring 2026	Apr. 24, 2026	End of Classes Last Day to Withdraw from the University
Spring 2026	Apr. 25, 2026	Reading Day
Spring 2026	Apr. 25, 2026	Spring Semester - HU Online Graduate Classes End (16 Weeks)
Spring 2026	Apr. 27, 2026 - May 1, 2026	Final Examinations
Spring 2026	May. 1, 2026	Summer Tuition Due
Spring 2026	May. 2, 2026	Session IV - HU Online Classes End (8 Weeks)
Spring 2026	May. 4, 2026	Last Set of Grades Due (12 Noon) Candidates for
Spring 2026	May. 6, 2026	Last Set of Grades Due (12 Noon) Continuing
Spring 2026	May. 8, 2026	Commencement
Spring 2026	May. 11, 2026	Last set of grades due (12 noon) continuing
Summer 2026	May. 15, 2026	Registration - Ten Week Session- Pharmacy & Nursing
Summer 2026	May. 18, 2026	Classes Begin - Ten Week Session- Pharmacy & Nursing
Summer 2026	May. 22, 2026	End of Add/Drop - Ten Week Session-
Summer 2026	May. 22, 2026	Registration - Six Week Session - Main Campus Registration - HU Online & Graduate Session (Counseling)
Summer 2026	May. 25, 2026	Holiday - Memorial Day, No Classes

Summer 2026	May. 26, 2026	Classes Begin - Six Week Session Classes Begin - Eight Week Sessions, HU Online & Graduate Session (Counseling)
Summer 2026	May. 29, 2026	End of the Add and Drop Period (Six Week & Eight Week Sessions)
Summer 2026	May. 31, 2026 -	Hampton University Ministers Conference
Summer 2026	Jun. 1, 2026	Course Withdrawal Period Begins (Six Week, Eight Week & Ten-Week Sessions)
Summer 2026	Jun. 12, 2026	Pre-College Students Arrive Course Withdrawal Period Ends (Six-Week Session)
Summer 2026	Jun. 15, 2026	Registration: Pre-College Students
Summer 2026	Jun. 16, 2026	Class Begin (Pre-College)
Summer 2026	Jun. 18, 2026	Course Withdrawal Period Ends (Eight Week)
Summer 2026	Jun. 19, 2026	Holiday - Juneteenth (No Classes) End of the Add and Drop Period (Pre-College)
Summer 2026	Jun. 22, 2026	Course Withdrawal Period Begins (Pre-College)
Summer 2026	Jun. 26, 2026	Course Withdrawal Period Ends (Ten Week Sessions)
Summer 2026	Jul. 1, 2026	Graduate College Admission Deadline
Summer 2026	Jul. 2, 2026	Final Exams - Six Week Session
Summer 2026	Jul. 3, 2026	Holiday - Independence Day - No Classes
Summer 2026	Jul. 6, 2026	Course Withdrawal Period Ends (Pre-College) Final Grades Due at Noon - Six Week Session
Summer 2026	Jul. 17, 2026	Final Examinations - Pre-College, HU Online & Graduate Session (Counseling)
Summer 2026	Jul. 20, 2026	Final Grades Due at 12 Noon - Pre-College, HU Online & Graduate Session (Counseling)
Summer 2026	Jul. 24, 2026	Final Examination - Ten Week Session- Pharmacy & Nursing
Summer 2026	Jul. 24, 2026	Summer Session Ends
Summer 2026	Jul. 27, 2026	Final Grades Due at 12 Noon - Ten Week Session - Pharmacy & Nursing

ACADEMIC ADVISEMENT GUIDE

GENERAL ACADEMIC POLICIES/PROCEDURES

Department Chairs and advisors must be familiar with the general academic policies and procedures related to student matriculation. This includes information in the Faculty Handbook, SLAE Essential Information Manual and departmental handbooks.

1. Developmental courses (e.g., **MAT 100**, **ENG 100**) do not count toward graduation. **EDU 295** does not count as a free elective. **MAT 105** does not count toward mathematical competency requirements. The hours for these courses do not count toward total graduation hours.
2. Make sure the student will have sufficient hours to graduate (minimum 120; some departments may require more.)
3. Courses for which the student received a D (or C, if course is in the major) and repeated, the credit hours will only count once.
4. Required courses in the major for which a grade of D- or C- are received, and which are repeated, will not receive additional hours (i.e. if a course is 3 hours and repeated, the hours remain as 3; only the grade changes).
5. Students must receive a "C" or better in ENG 101-102, COM 103 and ALL major courses.
6. Student taking courses at another institution must earn a C- or better for the course to transfer. Further, only the hours will transfer, not the grade.
7. Students must receive approval prior to taking a course at another university.
8. It is University policy that the last thirty (30) hours must be taken at Hampton University. Any exception to this policy must be requested in writing by the student to the department chair. The chair will make a recommendation to the dean who will determine if the request should move forward to the provost.
9. If a Student Changes majors, she or he is responsible for completing the curriculum of the new major based on the catalog in force at the time of the change. That means the student should complete the general education requirements for the new major. If substitution (for example BIO 103 for BIO 101) or waivers (UNV 101 if student transfers 30 hours) are required, they should be done **immediately**.
10. The Application for Graduation is due one year prior to the expected graduation date. Students will receive an audit from the Registrar's office. This audit should be checked by the student and advisor. Inaccuracies should be noted and corrected. Deficiencies should also be noted, and actions taken to have them resolved immediately.

Revised 1/30/19

ADVISEMENT GUIDELINES

What is academic advisement?

Academic advisement is the checks-and-balances process carried out by student advisees and their academic advisors to ensure students' satisfactory progress toward the completion of degree requirements, following major course sequences. Both student advisees and advisors are involved and accountable in the academic advisement process.

What are course sequences?

Course sequences refer to the general education requirements, major requirements, major electives, free electives, (and minor or concentration requirements, where applicable) that are required for graduation.

What is the role of the academic advisor?

Academic advisors are responsible for guiding their student advisees' accurate and timely progress through degree requirements and completion. They carry out this responsibility by

- Meeting with each of their assigned advisees during the designated pre-registration period in the fall and spring semesters.
- Being familiar with the major and University requirements.
- Maintaining adequate office hours throughout the semester and during the pre-registration period.
- Providing a respectful, supportive atmosphere.
- Maintaining accurate records.
- Ensuring that students are provided access to services on a fair and equitable basis.
- Avoiding any personal conflict of interest or the appearance of a conflict.
- Refusing to participate in any form of sexual harassment.
- Discouraging students from circumventing institutional policies.
- Recognizing the limitations of their position and make appropriate referrals to other University resources when appropriate.
- Maintaining confidentiality according to established standards

What is the role of the student advisee?

Student advisees are responsible for proactively seeking and following the advisement recommendations their advisors provide. They are also responsible for

- Meeting with their assigned advisor during the designated pre-registration period in the fall and spring semesters.
- Reading the undergraduate catalog carefully.
- Being familiar with the major and University requirements.
- Keeping scheduled appointments with advisors.
- Maintaining accurate records.
- Following through on advisor recommendations.
- Accepting ultimate responsibility for their decisions and actions.
- Making use of all resources on campus.
- Completing the "Application for Graduation" one year prior to their expected graduation.

What else can advisors help students with?

Advisors' primary responsibilities include assisting students in outlining academic goals, understanding degree requirements, selecting courses, and determining career expectations. Advisors may also assist in the following areas:

- Development of suitable educational goals, including both undergraduate and graduate studies.

- Clarification of career and life goals.
- Selection of appropriate courses and other educational experiences.
- Interpretation of University requirements.
- Enhancement of student awareness of educational resources available (e.g., scholarships, research opportunities, learning assistance programs, internships, academic and departmental honors, and study abroad opportunities).
- Evaluation of student's progress toward outlined goals.
- Development of decision-making, time management and social skills.
- Reinforcement of student self-direction.
- Referral to and use of University community support services.
- Collection and distribution of data regarding student needs, preferences and performance to be used in institutional decisions and policy development.

New System, DegreeWorks will be used for Advising

Specific guidelines are forthcoming.

Additional Reminders for Graduating Seniors:

- Applications for Graduation should have already been submitted to the Registrar (They are due one year prior to graduation)
- All Incomplete ("I") grades must be resolved.
- All "Transfer Credits" should have already been recorded by the Registrar.
- All matters must be resolved with the Office of Student Accounts.
- Complete all final examinations as scheduled.
- Check with Honor Society advisors for Honors Cords.
- Additional information will be provided by the Office of Ceremonial Occasions
- Check the Registrar's website for Graduation important Dates, Deadlines, and Fees [New Graduation - HU Registrars Office](#)

Dual advisement for Teacher Education

The program of dual advisement will require two basic components: (1) the maintenance of dual records in the department of the major and in the Department of Education, and (2) the creation of a single advisement event for the student for registration and pre-registration. The first requirement will direct the Registrar to create a second set of records at each data distribution point for students involved in teacher education. The records in question include internal transcripts, grade reports, etc.

Each academic department involved in teacher education will be required to designate one or more of its faculty (dependent upon the number of affected students) to serve as the Teacher Education Advisor/Liaison to the Department of Education. The Teacher Education Advisor/Liaison will be responsible for:

1. Coordinating advisement events with the designated advisor in the Department of Education,
2. Engaging in joint advisement with the appropriate Department of Education advisor to provide students with one-stop advising and pre-registration.
3. Serving as the academic department's major liaison and source of information concerning teacher education policy and procedure with the Department of Education.

Ideally, the Teacher Education Advisor/Liaison for each academic department should be a faculty member either with professional background, experience or affinity toward teacher preparation. This faculty member would be required to become familiar with the teacher education program and serve as a source of communication between the Department of Education and other University decision-making relative to teacher education.

The dual advisement process will begin with the academic department first*

Academic Advisement Monitoring and Management Process

1. Chair holds a mandatory **Faculty Advisor Training/Review Session** with faculty in their departments (during the first week of each semester).
2. Department identifies/confirms student advisees assigned to each faculty member and completes, files, and puts the **“Faculty Advisement Assignment”** form into the SLAE Leadership Team Shared Drive within the first two weeks of the semester (and notifies the SLAE Assistant Dean for Student Affairs and Administrative Assistants). **Deadline: First two weeks**
3. Department compiles contact information for their majors and completes, files and puts the **“SLAE-LIST OF MAJORS WITH CONTACT INFORMATION TEMPLATE”** into the SLAE Google Shared Form (<https://docs.google.com/spreadsheets/d/1nZLollmQ0SJZu7smbzINAxUGw07NtrUkFGGrj65y899M/edit?usp=sharing>) within the first two weeks of the semester (and notifies the SLAE Assistant Dean for Student Affairs and Administrative Assistants). **Deadline: First two weeks Compare with “Faculty Advisement Assignment” and connect Advisees to Advisors in Banner by October 2nd**
4. Department convenes at least one monthly **Departmental Majors Meeting** to provide important information related to departmental developments and other information germane to student life (i.e. academic, psychosocial and overall well-being) and to a) highlight student and faculty successes/accomplishments and b) address student challenges and questions. (Note 1: This should be a virtual meeting with majors via Zoom as circumstances require. Note 2: There should be a written agenda and minutes for these meetings. Note 3: Each semester, the initial Majors Meeting should be held within the first two weeks of classes. Note 4: The advisor/advisee advisement process should be explained to majors during this meeting.) **Deadline: First two weeks**
5. Faculty Advisor contacts advisee via one the university’s advising, auditing or learning management systems, telephone or e-mail to **schedule initial advisement session** (within first two weeks of semester). **Deadline: October**
6. Faculty Advisor conducts at least one bi-monthly **advisement session with each advisee**. **Deadline: November** Topics to discuss in advisement sessions include (but are not limited to):
 - a) A brief review and update, as needed, of the **“Curriculum Outline & Audit”** form for their major. (Note: Advisors should use this outline as a reference in all sessions and ensure that advisees are able to locate this form on DegreeWorks.)
 - b) The courses that advisees are currently enrolled in and how they are progressing in these courses?
 - c) Actions to be taken (by advisee and advisor) to enhance advisee performance.
 - d) Review of courses to take in the following semester (if they pass all courses in the current semester) in order to keep in sequence with the requirements for graduation.)
 - e) Review of process to follow in registering for courses during the registration period.
 - f) A review of advisees academic and professional/career goals. (5, 10, 20 years, etc.)
 - g) Advisees’ perception of their department and their interactions with department, university faculty, staff and students?
 - h) Other matters relative to their advisee’s overall academic performance and psychosocial wellbeing that the advisor or advisee choose to discuss.
7. Advisor completes a written record of the individual advisee sessions using the **“Advisement Sessions Summary Report”** (Note: The advisor will forward this report to their Chair at the end of each month. The Chair will then put the report into the shared drive. **Deadline: October**
8. Advisor conducts at least one monthly advisor/advisee group session (using DegreeWorks during remote learning periods), and completes a summary report using the **“Advisor/Advisee Group Session Report”**. **Deadline: October**
 - a) Topics to discuss include:
 - How they are progressing at HU overall (academically, psychosocially, etc.).

- Successes and rewards related to their Hampton experience.
 - Challenges and barriers related to their Hampton experience.
 - How the advisor, other faculty members, department, school and university can assist them in accomplishing their goals and overcoming challenges.
 - Getting to know group members and strategies/activities to facilitate group bonding and mutual support among group members.
9. Chairs submit a monthly report of advisement activities to the Office of Dean (Assistant Dean for Student Affairs and Administrative Assistants) using the **“Departmental Monthly Advising Summary Report”** form. (Chairs will also put this report into the shared drive.) This report includes the following: a) the summary checklist of activities completed by each advisor and the department overall and b) agendas and minutes from majors’ meetings. (Note: Reports are due September, October and November.)
 10. Chairs share their department advisement summaries once per month at the SLAE Leadership Team meetings.
 11. SLAE Leadership Team uses information to inform School’s policies and directives that create and sustain a rich, rewarding, invigorating and academically challenging student- centric environment on the campus.

Revised 8-22-2025



Application to Take Courses with HU Online

Instructions for Hampton University Main Campus Advisors:

When one of your students approaches you about taking a course with HU Online, you will first need to check a few things before giving the below form to the student:

1. **Academic Status-** Please make sure to check if your student is able to take courses with Hampton University before filling out the form. **If your student has been academically dismissed, they cannot take courses with HU Online until after they have completed the reinstatement requirements on Hampton University Main Campus.**
https://www.hamptonu.edu/studentservices/financialaid/suspended_students.cfm
2. **Student Level-Only Graduating Seniors can take courses with HU Online in Fall and Spring Sessions.** Freshmen through seniors can take courses through HU Online in Winter and Summer Sessions.
3. **Student Credit Check-** You will need to check to see if your student has not exceeded the 6 credit hour limit per academic year for HU Online. **The maximum amount of credits a Main Campus student can take with HU Online is 24 credits, so please make sure that your student has not exceeded this limit.**
4. **Course Availability-** You will need to check HU Online's Academic Calendar for the list of available courses per semester. **Please note that HU Online courses are typically 8 week sessions and are asynchronous.** You can also view the available courses on HUNet under the Class Schedule link, and select the Online Semester they wish to enroll in. <https://home.hamptonu.edu/online/academic-calendar/>
5. **Course Alignment-** Once you review HU Online's Academic Calendar webpage or HUNet for available courses, check your student's curriculum for their program to make sure that what course or courses they select align with it.

Once you have checked all of these things, please review the available courses and complete the following form with your student. You must make sure to include the following information printed clearly on the top of the form for efficient processing:

1. Student's First and Last Name
2. HUID number
3. Their student classification, major, addresses and phone number
4. Hampton University Email address (**We will not send emails to student's personal email addresses**)
5. Session Number and Semester for Fall or Spring Semester
6. Summer or Winter written in Semester if enrolling in one of those semesters
7. Academic Year
8. Anticipated Graduation Date

For the bottom part of the form, make sure to include the following information printed clearly for efficient processing:

1. The HU Online CRN number for the selected course
2. The Subject and Course Number (ENGO 101)
3. The Title of the Course (Written Communication I)
4. Hampton University Main Campus Equivalent Subject and Course Number (ENG 101)
5. Hampton University Main Campus Equivalent Course Title (Written Communication I)
6. Answer the "Have you ever taken HU Online courses before?" question, and if the answer is yes, include the credit hours taken with HU Online.
7. Answer the "Are you in your last 30 hours at Hampton University Main Campus?" question.
8. Answer the "Is this course being offered at Hampton University Main Campus?" question.

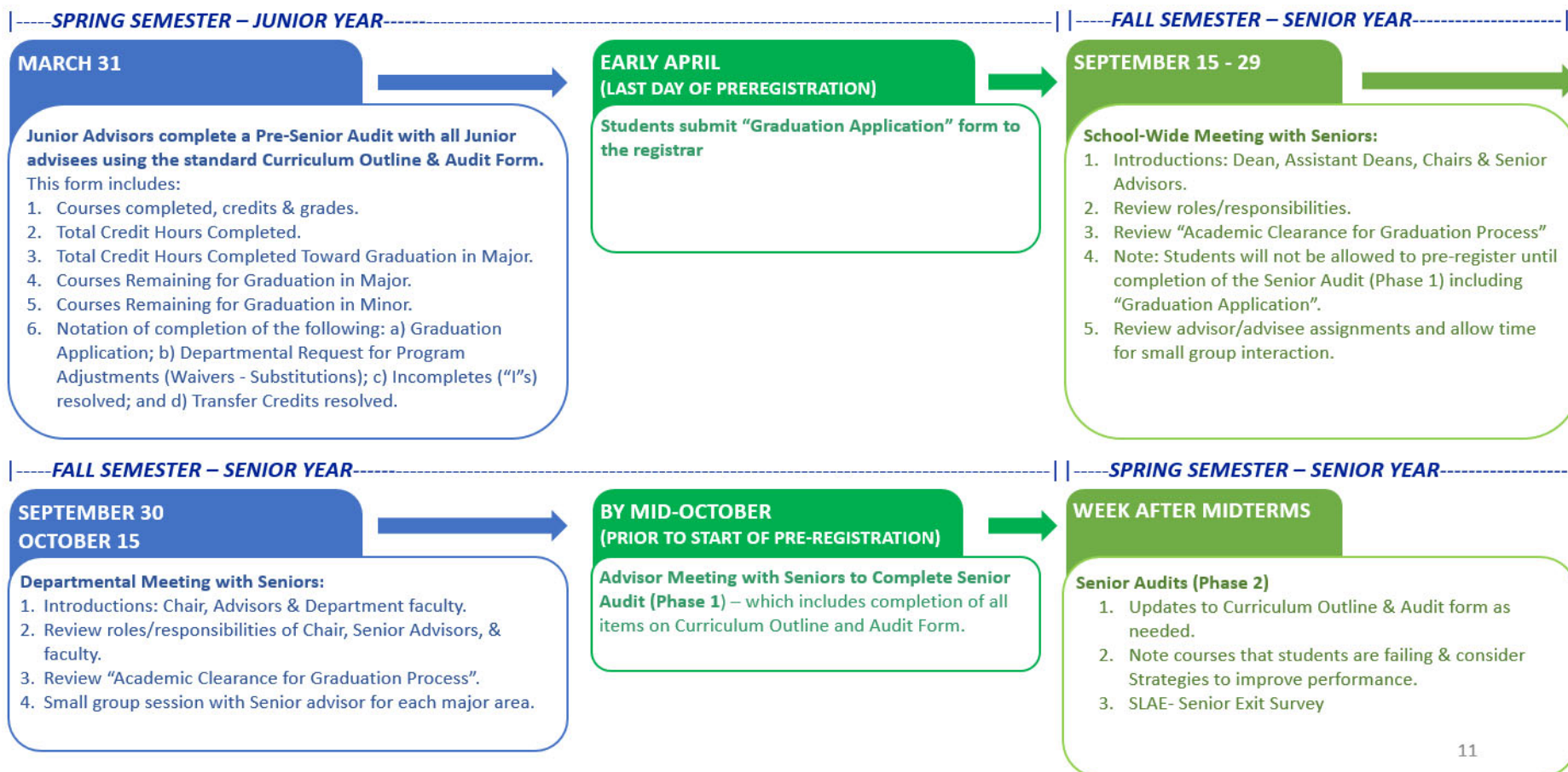
Then the form must be approved, signed, and dated by the Department Chairperson of the student's major, School Dean of student's major, and the Assistant Provost for it to be considered completed. The form must be completed before the last day of registration for HU Online to be processed in time. HU Online Registration Deadlines can be found on their academic calendar: <https://home.hamptonu.edu/online/academic-calendar/>

Letter Grade	Numerical Grade	Quality Points
A +	97 - 100	4.1
A	93 - 96	4.0
A-	90 - 92	3.7
B +	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 83	2.7
C +	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D +	67 - 69	1.3
D	63 - 66	1.0
D-	60 - 62	0.7
F	Below 60 0	0

Per the Office of the Chancellor and Provost, please ensure that you utilize the below grading system effective Spring 2020 when entering Final Grades in HUNet!

If you have any questions, please contact hucanvashelp@hamptonu.edu

ACADEMIC CLEARANCE PROCESS FOR GRADUATION



WHERE ARE YOU IN YOUR PROGRESSION TOWARDS GRADUATION?



ACADEMIC CLEARANCE PROCESS FOR GRADUATION

ACADEMIC PROGRESSION TOWARDS DEGREE COMPLETION CANDIDATES FOR GRADUATION

*******Automation of the Clearance Process will require revisions in this proposed process.**

SPRING SEMESTER OF ACADEMIC YEAR PRIOR (1-year) TO EXPECTED GRADUATION

ACTION ITEM	RESPONSIBLE PARTY	TIMELINE/DEADLINE	RECOMMENDATIONS
Registrar forwards list of majors to all Departments at beginning of semester. These lists include juniors - rising seniors as of May for expected spring graduation of the following year.	REGISTRAR	JANUARY 31	Registrar forwards list of majors to each department at the beginning of each semester.
Chairs review their list of juniors-rising seniors to ensure alignment with registrars list and reconcile any differences with the registrar. Final lists are filed by departments, schools and registrars' office.	CHAIR/REGISTRAR	FEBRUARY 15	
<p>Junior Advisors complete a <u>Pre-Senior Audit</u> with all Junior advisees using the standard <u>Curriculum Outline & Audit Form</u>. (Each Department completes curriculum/listing of courses for each major on the before they are distributed to advisors for use.)</p> <p>This form includes:</p> <ol style="list-style-type: none"> 1. Courses completed, credits and grades. 2. Total Credit Hours Completed. 3. Total Credit Hours Completed Toward Graduation in Major. <p>For Second Semester Junior year and after the form also includes.</p> <ol style="list-style-type: none"> 4. Courses Remaining for 	JUNIOR ADVISOR & CHAIR (student)	MARCH 31	All advisors use standard Curriculum Outline and Audit Form.

<p>Graduation in Major.</p> <p>5. Courses Remaining for Graduation in Minor.</p> <p>6. Notation of completion of the following: a) Graduation Application; b) Departmental Request for Program Adjustments (Waivers - Substitutions); c) Incompletes ("I"s) resolved; and d) Transfer Credits resolved.</p>			
<p>Students Submit "GRADUATION APPLICATION" FORM</p>	<p>STUDENT (advisor)</p>	<p>BY LAST DAY OF PRE-REGISTRATION (EARLY APRIL)</p>	<p>1. STUDENTS CAN ONLY PRE-REGISTER FOR THE UPCOMING FALL SEMESTER IF THEY HAVE COMPLETED THIS FORM. (Note: Pre-registration is approx. mid-March to early April)</p> <p>2. FACULTY RECEIVE NOTIFICATION FROM REGISTRAR THAT FORM HAS BEEN COMPLETED.</p> <p>[Notes: 1) Page 53 - Academic Catalog – "An application for Graduation must be submitted one full year prior to the expected graduation date and include the final combination of majors and minors." 2) 90 Credit hours required.]</p>
<p>Chairs Identify Senior Advisor(s) for upcoming year, share with their faculty & submit lists to their respective Dean.</p>	<p>CHAIR</p>	<p>APRIL 15</p>	<p>TRAINING</p>

<p>Chairs hold Senior Advisement/Audit <u>Training/Review Session</u> with all Senior Advisors. Training Includes the following:</p> <ol style="list-style-type: none"> 1. Giving advisors access to Curriculum Outline & Audit Forms for all rising Senior Advisees & a Review of their status 2. Review of items to be completed on the Curriculum Outline & Audit form. 3. How and where files are to be stored. 4. Timelines and Deadlines relative to advisement. 5. Review of each advisors designated Office Hours to be used for Advisement of Seniors. 	CHAIR	WEEK OF SPRING INSTITUTE	
Registrar sends list of rising seniors to Chairs and copies Deans.	REGISTRAR	BY JULY 31	

FALL SEMESTER OF ACADEMIC YEAR PRIOR TO EXPECTED GRADUATION

ACTION ITEM	RESPONSIBLE PARTY	TIMELINE/DEADLINE	RECOMMENDATIONS
<p>School-Wide Meeting with Seniors</p> <ol style="list-style-type: none"> 1. Introductions: Dean, Assistant Deans, Chairs and Advisors. 2. Review roles/responsibilities of above. 3. Review Clearance for Graduation Process 4. Delineate advisor and student responsibilities/role 	DEAN (Assistant Deans, Chairs, Senior Advisors & Students)	BY SEPTEMBER 15	SCHOOLS DETERMINE HOW TO BEST MAXIMIZE ATTENDANCE AT THIS MEETING.

<p>in progression.</p> <p>5. Note – that they will not be able to pre-register for spring without completing Audit – Phase 1 and essential documents (application for graduation, etc...).</p> <p>6. Review advisor/advisee assignments and allow time for brief small group interaction.</p>			
<p>Departmental Meeting with Seniors:</p> <p>1. Introductions: Chair, Senior Advisor & all faculty in Department.</p> <p>2. Review roles/responsibility of Chair, Senior Advisor, & faculty in progression toward graduation.</p> <p>3. 4-6 above.</p>	CHAIR (Senior Advisors, Faculty	By SEPTEMBER 30	CHAIRS DETERMINE HOW TO BEST MAXIMIZE ATTENDANCE AT THIS MEETING AND REVIEW WITH THEIR DEAN.
Advisor meeting with Seniors to Complete Senior Audit (Phase 1) – which includes completion of all items on Curriculum Outline and Audit Form.	ADVISOR/SENIOR ADVISEE	BY MID-OCTOBER (prior to beginning of pre-registration.)	Registrar set up system that prevents students from pre-registering for spring semester until this audit has been completed (with notification from the advisor) [Note: CAN THIS BE DONE?]
Chair Meeting with Senior Advisors to review list of potential graduates and their status (and to complete the “Department Candidates for Graduation Clearance Form”).	CHAIR/SENIOR ADVISOR	BY FIRST WEEK IN NOVEMBER	
Chair Submits “Department Candidates for Graduation Clearance Form” to Deans	CHAIR	BY SECOND WEEK IN NOVEMBER (before Thanksgiving Break)	
REGISTRAR MEETING WITH CHAIRS FOR SENIOR AUDIT	REGISTRAR REP/CHAIR	NEED A DATE/DEADLINE FROM REGISTRAR	

(Review Department Candidates for Graduation Clearance Form")			
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SEMESTER OF EXPECTED GRADUATION

ACTION ITEM	RESPONSIBLE PARTY	TIMELINE/DEADLINE	RECOMMENDATIONS
Senior Audits – Phase 2 1. Updates to Curriculum Outline & Audit form as needed. 2. Note courses that students are failing & consider Strategies to improve performance.	ADVISOR/STUDENT	WEEK AFTER MIDTERMS	
Final Grades are submitted to registrar by faculty.	FACULTY/CHAIR	AS SPECIFIED BY THE REGISTRAR	
Registrar prepares Graduation Candidates Clearance Sheet And distributes this sheet with final transcripts to each Chair	REGISTRAR (chair)	2-3 DAYS AFTER GRADES ARE SUBMITTED	
Chairs complete the Graduation Candidates Clearance Sheet Items (Decision & Requirements Needs sections only)	CHAIR/ADVISOR	WITHIN 24 HOURS AFTER RECEIVING FROM THE REGISTRAR	
Deans review and signs form and return to the registrar	DEAN	WITHIN 8 HOURS AFTER RECEIVING	
Registrar posts graduates and provisional students (website And other locations on campus).	REGISTRAR	WITHIN 24 HOURS AFTER RECEIVING FROM THE DEANS OFFICE	
COMMENCEMENT	REGISTRAR (Chairs)		1. Allow all students who have completed requirements for graduation and provisional students (within 6 credit hours) to participate in ALL graduation CEREMONIES

			<p>INCLUDING SCHOOL CEREMONIES.</p> <p>2. Provisional students receive empty jackets without their degrees</p>
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Department Candidates for Graduation Clearance Form

Date: _____

Department: _____

NAME	MAJOR 1	MAJOR 2	MINOR	DEGREE	ADVISOR	DEPT DECISION Yes or No	REQUIREMENTS NEEDED

Chair's Signature: _____

Date: _____

Dean's Signature: _____

Date: _____



School of Liberal Arts and Education-Graduating Senior Exit Survey

Dear Student,

Congratulations on reaching the final stages of your university journey! We would like to take a moment to learn about your experiences during your time here and hear about your future aspirations with an exit survey. The survey should take approximately 10 minutes to complete, and your responses will remain confidential. Thank you for sharing your thoughts and allowing us to be a part of your journey. Go Pirates!

*** Indicates required question**

Email Address*

First Name and Last Name*

Major*

Minor (if applicable)

Cumulative GPA*

What are your plans after graduation (i.e., graduate school, law school, workforce, internship, gap year, "don't know yet," etc.)?*

If you are entering the workforce or you will have an internship, what is the name of the organization?

If you are attending graduate school, medical school or law school, what is the name of the university you will be attending?

If you are attending school after graduation, have you received a scholarship?

Yes

No

If you have you received a scholarship, what is the dollar amount?

I have enjoyed my time at Hampton University.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

I have enjoyed my time as a major in my department.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

I learned a lot about my major at Hampton University.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

My education in my department has prepared me for the workforce.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

My education in my department has prepared me for graduate study.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

My classes in the department were challenging.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

My classes in the department were engaging.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

I was involved in university clubs and/or organizations that helped my professional and career development.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

My department helped me with internship opportunities.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

My department helped me with research opportunities.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

The lectures and readings in my classes had significant relevance to my career goals.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

The courses I have had at Hampton University have prepared me for leadership and service.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

The courses I have had at Hampton University have helped to build my character.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

The courses I have had at Hampton University have helped to me to problem solve and think critically.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

The courses I have had at Hampton University have helped developed my written and oral communication skills.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

I have been satisfied with the academic advisement in my department.*

Strongly Disagree

Disagree

Neutral

Agree

Strongly Agree

Is there anything you would like to add about your experiences, or do you have any comments or suggestions?

Updated 2021 Global Substitution List Reviewed 2025 (*see DegreeWorks)

School	Major/Area	Required Course	Substitution
School of Business			
	All Business Majors	ACC 203	MBA 201
		ACC 204	MBA 203
		MKT 427H	MBA 551
		MGT 402	MBA 314 MBA 402
		MGT 215	PSY 346 PSY 347 SOC 346 MAT 205
		MGT 323	CSC 323 CIS 310
		Foreign Language	CSC 151 CSC 200
		Comm. Elective	MGT 340 ENG 201-202 ENG 217-218 ENG 220, 320
		MKT Business Elective	PED 240 PED 340
		Physics	Physical Science Atmospheric Science
		BIO 101	BIO 103 - 106 MES 204

		SCI 102	CHE 150 - 201 MES 202 - 204 PHY 201 - 203 SCI 104 SEA/APS 101 - 106
		ECO 301	ECO 302

School	Major/Area	Required Course	Substitution
		FIN 495	Any FIN course
		ACC 495	ANY ACC Course
		MGT 216	MBA 314 MBA 202
	BSA5	PHY 200	SCI 102 or Higher
		MBA 552	MKT 427
	ETR	ETR 401	ETR 460
		ETR 410	ETR 460
		ETR 420	ETR 460
		ETR 315, 350, 395	ETR 460
		ECO 318	ETR 460
		ECO 435, 438, 440	ECO 400-404
		ECO 301, 302, 315, 318	ETR 400-404
		ETR 395	MGT 402
	MKT	MKT Elect	MKT 307, 360, 444, 495

School of Engineering and Technology			
	Aviation	ACC 203	MBA 201-203
		ACC 204	MBA 201-203
		BIO 101	BIO 103-106 MES 202-204, 212 GEO 201-203 NAV 301
		ECO 201, 202	GEO 202
		ECO 201, 202	MSC 201 POL 201-205

School	Major/Area	Required Course	Substitution
			SOC 205, 210, 215 PSY 203, 205
		FIN 304	MBA 313-323
		HIS 105, 106	NAV 102, 310 HIS 205, 218, 220, 222
		HUM 202	ART 200 or higher Foreign Language 100 or higher PHI 203 or higher REL 201 or higher THE 120 or higher HIS 301 or higher MSC 302 NAV 310
		MAT 117, 118	MAT 130-152

		MGT 215	MAT 205, 305 SEA/APS 350 POL 346 SOC 250 PSY 346 ECO 439
		MGT 301	MSC 301 NAV 302 MGT 321, 323, 330, 340, 370 MBA 301-323 MKT 305, 307, 311, 328
		MGT 305	MSC 302 MGT 306 MBA 300, 301
		MGT 400, 412, 413	MGT 400 or higher, MSC 401, 402, NAV 410, MBA 402
		MGT 400, 412	NAV 401 and NAV 402
		MAT 130	MAT 151, 152, 251, 431
		MGT 312	MSC 401, Any MGT 300 or higher
		PED Activity	MSC 101, 102, 201, 202, 301, 302, 401, 402

School	Major/Area	Required Course	Substitution
			NAV 111, 112, 211, 212, 311, 312, 411, 412
		MSC 401	MGT 301, 312, 400, 412
		AVN Electives	AVN, ACC, MBA, COM, MKT, NAV, MSC Courses or Minor Requirements, SEA 101
	EGR	EGR 315	ACC 203 ECO 201, 202
		EGR 219	EGR 211, 212
		EGR 226	EGR 218

School of Liberal Arts and Education			
	All Liberal Arts Majors	Social Science Electives	ECO 201, 202 GEO 201, 202 MSC 201 POL 201-205, 304, 305, 308, 310, 311, 317, 320, 341, 409, 499 PSY 203, 205, 300-302, 304-306, 308, 311, 312, 402, 404 SOC 205, 210, 215, 303, 304, 305, 315, 320, 322, 324, 326, 328, 400, 401, 402, 403, 405, 406, 410, 414, 415, 416, 420, 422, 499 CRJ 332, 407, 409-411, 416-417, 418
	ART	MAT 109/110	MAT 110 or higher
	CRJ	MAT 109	MAT 110 or higher
		CHE 101, 102	CHE 101-202 or higher
	ENG	English Electives	ENG 202, 218, 315, 316
		BIO 101	BIO 103 or higher
		SCI 102	Any Physical Science
		Foreign Language	Any Foreign Language 202 or higher
		MAT 109, 110	MAT 109 or higher
		ENG 417/419	ENG 430

School	Major/Area	Required Course	Substitution
		ENG 208	ENG 210 or 211
		ENG 418/420	Any ENG 300 or 400 Literature course
	HIS	POL 403/404	POL 399
		BIO 101	BIO 103
		SCI 102	SCI 104

		3hrs European, Asian, American, or African American History	HIS 401 INS 302, INS 305, INS 310, INS 320, INS 321
	HIS Minor	HIS 330	HIS 312, 313, 319, 320, 331
		Asian History Elective	HIS 305, 306
	LBST	LST 301	SPA 440
		LST 400	POL 400, SOC 420, REC 400 or REC 499 (depends on student's conc.)
		LST 410-411	INS 434, SOC 454, POL 499, REC 499 (depends on student's conc.)
		POL 307	POL 405, INS 220
		COM 247	COM 250, COM 323
	Modern Foreign Language	MAT 109, 110	MAT 117 or higher
		BIO 101	BIO 103 or higher
	MSC Military only	2hrs PED Activity	MSC 101, 102 or 2 years of ROTC
	MUS	ORC 205	OPE 119
			JAZ 101
		BAN 111, 112	JAZ 101
		CHO 101	JAZ 101
		SOC 205 (MRT only)	Any approved Social Science under the Sociology area
	POL	POL 304	POL 405
		POL 403, 404	POL 399

School	Major/Area	Required Course	Substitution
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		POL 210	SOC 250
		MAT 109, 110	MAT 109 or higher
		HIS 401	3hrs European, Asian, American, or African American History
			INS 302, INS 310, INS 321, HIS 305, HIS 306, HIS 310, HIS 360, HIS 361
			HIS 311
	PSY	PHI 210	POL 319 POL 202 POL 499 (LSAT prep only) PSY 304 PSY 306 PSY 404 (Religion and Spirituality only) CAPP cannot sort this
		HEA 200 Health Ed	NUR 202 Nutrition and Dietetics
		PSY 346	MAT 205 Intro to Statistics SOC 346 Statistics MGT 215
		MAT 105	3hrs of Free Electives or Any higher level math excluding MAT 109 and 110 or meeting Math Dept. criteria for exemption from MAT 105.
		BIO 103	BIO 103 or higher (Any higher level Biology cr or BIO 101 Nature of Life)
		PSY 311	EDU 302
		MAT 117	Any higher level math (higher than 117)
		MAT 109	Any higher level math (higher than 109) except MAT 110
		HIS 107	HIS 499 (CAPP cannot sort this) DELETE THIS
		PSY 308	BIO 224, 225 (or BIO 336 Hum. Physio.)
		PSY Electives	NUR 215, 216, 217, 223, 303, 307, 319, 322, 323, 324, 325, 326, 327, 335, 336, 337, 410, 411; CDS 310, 499, EDU 208, SOC 320, 322, 405, 422

		Social Science Elective	ECO 201, 202 GEO 201, 202 MSC 201 POL 201-205, 304, 305, 308, 310, 311, 317, 320, 341, 409, 499 PSY 304-306, 312, 402, 404
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School	Major/Area	Required Course	Substitution
			SOC 210, 215, 304, 305, 315, 320, 322, 324, 326, 328, 401, 402, 405, 406, 410, 414, 416, 422, 499
	SOC	MAT 109	MAT 110 or higher
		SOC 250	POL 210
		SCI 102	MES 204 SEA/APS 101, 105, 106
		International Studies Elective	GEO 201 or Any International course in History and Political Science
	THE	THE 125	COM 125
		MUS 200	MUS 201
		MAT 109	MAT 110 or higher

ROTC Programs			
	Naval ROTC	World Cultures/Regional Studies and HUM 202	ARA 101, 102, 201, 202 CHI 101, 102, 201, 202 ENG 315, 316 FRE 303, 304, 306 GEO 201 HIS 218, 220, 306, 308-310, 361, 431, 507, 531 JPN 101, 102, 201, 202 MBA 500 POL 310, 311, 330, 405, 406 REL 203, 307 RUS 101, 102 SWA 101, 102, 201, 202

		MGT 305	NAV 401 and 402
		American Military History/ National Security Policy	CRJ 411, 416, 418 HIS 222, 410 NAV 310, 410 (Non-Marine Option Students only) POL 304, 307, 350, 430

School	Major/Area	Required Course	Substitution
	IDS	Beginning Foreign Language	SPA 101 or higher FRE 101 or higher
		MAT 109, 110	MAT 109/ 110 or higher
		PED (2-one cr. courses)	PED 105 for two 1 cr. Courses
		EDU 301	EDU 309
		ECO 200	ECO 201 or ECO 202
		BIO 101	BIO 101 or higher
		SCI 102	SEA 105
		ENG 303	ENG 304
		ESC 204	SEA 105
		SOC 310	SOC 420
		HIS 314	HIS 108, 326
		HUM 201 or 202	THE 120
	PED	PED 220	PED221
		PED 100	PED 201, 202
		PED 199	PED 203
		BIO 224, 225	BIO 336
		EDU 323	HEA 323
		PED 321	PED 214 or HEA/PED Elective
		PED 409	HEA/PED Elective (2cr.)
		EDU 324	HEA/PED Elective (2cr.)
		REC 402	PED 407

	REC	REC 312	PED 491
		REC 313	PED 340

<u>School</u>	<u>Major/Area</u>	<u>Required Course</u>	<u>Substitution</u>
	SS	SOC 330	EDU, 200, 208, 300, 301, 302 PSY 311, 404
		SOC 412	HIS 308, 310, 361, 499 POL 205, 304, 307, 310, 330, 405, 406, 499 REL 307 SOC 499 International Studies Courses (INS)
		SOC 304	HIS 107, HIS 218, HIS 220, HIS 332, HIS 333, HIS 352, HIS 352, HIS 420, HIS 430, HIS 431/531, HIS 499, POL 308, POL 310, POL 311, POL 314, POL 330, POL 341, POL 408, POL 402, PSY 404
		SOC 414	CRJ 411, HIS 352, HIS 390, HIS 399, HIS 499, POL 408, CRJ 335, CRJ 428, INS 220, POL 302, POL 206, POL 304, POL 308, POL 309, POL 310, POL 316, POL 409, POL 499
		SOC 309	SOC 499
		SOC 311	SOC 499
		SOC 210	POL 201, POL 203, POL 204, POL 206, PSY 205, PSY 300, PSY 404, POL 302
		SOC 400	LST 300, SOC 420, SOC 499
		CRJ 306	SOC 499
		CRJ 309	SOC 499
		CRJ 499	SOC 420, SOC 453, 454 SOC 499
		LST300	SOC 400, SOC 420, SOC 499
		POL 205	HIS 330, 331
		POL 210	PSY 346; POL 346, POL 399, HIS 399, SOC 250, SOC 346, SOC 350
		POL 304	POL 307 POL 405 POL 406
		POL 310	SOC 324, SOC 408
		POL 305, 320, 330	SOC 322
		INS 307, 405, 406	SOC 412
		SOC 324	SOC 302
		INS 305	HIS 220, HIS 431/531, POL 330
		INS Elective	HIS 303; HIS 390 (when applicable); HIS 308; HIS 499(when applicable); HIS 430; HIS 431/531; HIS 507; MGT 321; N UR 340;

			POL 310; POL 311; POL 330; POL 499 (when applicable); REL 203; SOC 408; SOC 412
		HIS 310	HIS 507
		HIS 410	POL 430
		HIS 306	HIS 305
		INS 435	HIS 425
		American HIS tory Elective	POL 341; POL 302; POL 314; HIS 401
		European HIS tory Elective	SOC 351; POL 205; HIS 401
		HIS 314	SOC 351; SOC 352; HIS 401
		HIS 331	POL 20S
		HIS 425	INS 43S
		HIS 303	POL 317; POL 320
		H1S220	POL 330; INS 305

School	Major/Area	Required Course	Substitution
		REC 314	PED 345
		REC 401	PED 341
		REC 402	PED 395
		PED 199	PED 203
		REC 231	PED 314
		REC 206	REC Elective
		ENG 312	ENG 218
		ENG 218	MGT 340
	SPMT	PED 405	PED 406
		MGT 205	MGT 323 CIS 310
		ECO 200	ECO 202
School of Nursing Main and VB			
	Main Campus	BIO 103	BIO 105, 106

		BIO 224	BIO 302
		BIO 225	BIO 336
		MAT 109	MAT 117, 118, 130, 151, 152
		PED 101-238 (2-1cr. Activity Courses)	PED 105
		PSY 346	MAT 205
		Guided Science Elective/4cr	BIO 105, 106, 304; CHE 101, 102, 202; PHY 201
	Graduate Nursing		
		STAT 600	COU 630
	Virginia Beach		
		BIOV 103	BIOV 105, 106
		BIOV 224	BIOV 302
		BIOV 225	BIOV 336
		MATV 109	MATV 117, 118, 130, 151, 152

School	Major/Area	Required Course	Substitution
Scripps Howard		PEDV 101-238 (2-1cr. Activity Courses)	PEDV 105
		PSYV 311	
		PSYV 346	MATV 205
School of Journalism and Communication			
	All Programs/tracks		
		ECO 200	ECO201, 202
		SOC 250	POL 210 (SOC Minor students only)

		SCI 102	MES 204 SEA/APS 101, 105, 106 CHE 101, 102 PHY 200, 201, 202
		BIO 101	BIO 103, 105, 106
		MAT 109, 110	MAT 117 or higher
		PHI 210	POL 319, 499-02, 202/PSY 304, 306, 409-19, 304-01
		HUM 202	ART 200, 305, 306, 407; MUS 200, 201, 202, 205, 350; PHI 203, PHI 204, 210, 301, 304, 305; THE 120, 205, 206
		JAC 400 Level Courses	JAC 403, 406, 407, 408, 425, 450, 452, 453, 454
	AOE and Minors	Foreign Language	Any Foreign Language course above 202
School of Science			
	APS Minor	SEA/APS 401	PHY 291, 391, 491, 500
	BIO (Both CMB and OEB)	CHE 303, 304 (BioChem Req.)	CHE 501, 502 (graduate level course)
		BIO 302	BIO 224
		BIO 336	BIO 225
		BIO 450	MES 430

School	Major/Area	Required Course	Substitution
			BIO 550 MES 400 MES 452
		BIO 420	BIO 504
		PED Activity Courses (2 cr.)	PED 105 (2 cr.)
		SPA 200	SPA 218
		PSY 201, 202	PHY 203, 204
		BIO Elective (3 Cr.)	BIO 291

		Foreign Language- Intermediate 201 and 202 (6cr.)	Foreign Language 202 or higher. (The final course in the intermediate sequence to satisfy both courses)
		MAT 117 and 118	MAT 130 or higher (to satisfy the requirement for both courses)
		MAT 130	MAT 151 or higher
	CSAD	MAT 109, 110	MAT 117, 118, or higher
		BIO 103	BIO 105 or higher
		CDS 430	CDS 305, 431, 438, 499
		Physical Science	BIO 101 w/Lab
	Graduate CSAD	CDS 624	CDS electives 500 or 611
		CDS 602	CDS 500, 611, 625
	CHEM	BIO 422 (A/B)	CHE 408 or CHE 506
		CHE 517	CHE 505, 513 PHY 511
		PHY 203, 204	PHY 201, 202
		SPA 200	SPA 218
		SOC 305	Any CRJ
		CSC 221	CSC 151
		MAT 118	MAT 151
		CHE 408	CHE 421
	CSC	CIS 310	MGT 323

School	Major/Area	Required Course	Substitution
		CIS 320	MIS 309
		CIS 410	MIS 406
		CSC 570	MS 401

		CSC 571	MIS 403
		CSC 200	CSC 210
		CSC 221	CSC 210
		BIO 210/220	CHEM 201
	MES	MES 410	MES 451, 510, 518; BIO 525, 542, CHEM 509
		MAT 118	MAT 130 or 151
	PHY	Technical Electives	Any course 200 level or above in the School of Science or Engineering
		PHY 221	MAT 320
		PHY 230	PHY 215
		PHY 231	PHY 216
		PHY 303	SEA 101
		MES 301	MAT 205
		BIO 103	BIO 105
	Space, Earth, ATMS Minor	SEA 401	PHY 291, 391, 491, 500
All Students (Any School)			
	All Schools and Majors	Social Science Electives	CRJ 332, 407, 409, 410, 411, 416, 417, 418
		PED Activity (2-1 cr. Courses)	2 years of ROTC

School of Liberal Arts and Education
Summary of Advisement Session

Department: _____

Advisor: _____

Student Name And Major	Date/Time	Summary of the Advisement Session
1.		
2.		
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HAMPTON UNIVERSITY

GENERAL EDUCATION CORE COURSES

2024-2026 Academic Catalog

CORE COURSES CREDIT HOURS

English 6 hrs.

ENG 101 Written Communication I (Required)

ENG 102 Written Communication II (Required)

Introductory sequence in composition, contributing to the liberal education of students, regardless of their majors. Approaches writing as a process and provides experience in writing with various aims and rhetorical strategies.

Oral Communication 3 hrs.

COM 103 Oral Communication (Required)

A one-semester course in Speech Communication involving a participative learning experience. Emphasis will be placed on intrapersonal, interpersonal and public communication.

Health and Physical Education 2 hrs.

HEA 200 or Two (2) Physical Education Activities

HEA 200 Health Education

Designed to help the student to understand himself/ herself as a human organism; to become familiar with various influences that affect health; to coordinate experiences for more effective understanding of healthful living in the world today; and to aid himself/ herself in solving personal health problems. Physical Education Activities Two (2) physical education activities selected from Physical Education service courses numbered 104 through 231.

Freshman Orientation 1 hr.

UNV 101 The Individual and Life (Required)

A one-semester required orientation course designed to improve the quality of the freshman experience for entering students by helping them understand the purpose and value of higher education at Hampton University, as well as the larger context in which that education takes place and the multicultural nature of the problems and concerns which it addresses; to develop positive attitudes toward the teaching learning process; and to acquire coping skills essential for successful college life

CORE COURSES CREDIT HOURS

Cultures and Civilization 9 hrs.

Humanities and Fine Arts

HUM 201 Humanities I (Required)

Humanities Elective (Required)

Select one course from the following: HIS 105, 107; ART 200, 305, 306, or 407; ENG 214, 215, 323, 328 or 329; Foreign Language (above 202); HUM 202; MUS 200, 201, 202, or 305; Philosophy 203, 204, 210, 301, 304 or 305; THE 120, 205, 206.

History

HIS 106 World Civilizations II (Required)

Social and Behavioral Science 6 hrs.

Options selected from Economics (201, 202), Geography (201, 202), Military Science (MSC 201), Political Science (201, 202, 203, 204, 205, 304, 305, 308, 310, 311, 317, 320, 341, 409, 499), Psychology (203, 205, 300, 301, 302, 304, 305, 306, 308, 311, 312, 402, 404) and Sociology (205, 210, 215, 304, 305, 315, 320, 322, 324, 326, 328, 401, 402, 405, 406, 414, 416, 422, 499).

Natural Science 3/4 hrs.

Course selection from the following (with or without a lab):

Biology (101, 103, 105, 106), Environmental Science 204, Chemistry (150, 201), Marine and Environmental Science (202, 204), Physics (201, 203), Science (102, 104), APS (101, 102, 105, 106).

Mathematics 3 hrs.

Mathematics 110 College Mathematics II (Minimum; or higher, as required by the major).

Mathematics of finance such as interest, installment buying and mortgage. Measurement, geometry and the metric system. Elementary concepts of probability and statistics.

Total Hours 33/34 hrs.

HU STUDENT SUCCESS CENTER FREE TUTORING

Contact Information

Mailing Address

Student Success Center

65 Marshall Ave.

Hampton, Virginia 23668

Across from Turner Hall and beside the National Cemetery

Email: studentsuccessctr@hamptonu.edu

Phone: 757-727-5913

To Request Tutorial Services:

1. Complete a Request for Tutorial Assistance Form, a Tutee Availability Sheet, Sign a Tutee Responsibility Contract, and submit each form to the Tutor Coordinator. All forms can be obtained from the SSS website or from a staff member in the office. A prospective tutor will then contact you to select a mutual day and time to meet for tutoring within one week.

* Tutoring is available on a first come, first serve basis

* Please use a computer/lap top to schedule an appointment

Please contact Student Success Center for courses available for tutoring

School of Liberal Arts and Education

Academic Advisor Assignments 2025-2026

1. **Dr. Linda Malone-Colon, Dean**
2. **Dr. Sherree Davis, Assistant Dean of Academic Affairs**
3. **Mr. Novelle Dickenson, Assistant Dean of Student Support**

Department of Literatures Languages and Film

1. **Dr. Elizabeth Cuddy**
2. Dr. Jocelyn Amevuvor
3. Ms. Nadrian Antoine
4. Mr. James Balls
5. Dr. Dylan Caskie
6. Dr. Raphael Comprone
7. Dr. Margaret Cox
8. Dr. Daryl Lynn Dance
9. Dr. Jacques L. Digbeu
10. Mr. Rel Dowdell
11. Ms. Kristi Emerson
12. Dr. Nicholas Huber
13. Dr. Karima Jeffrey-Legette
14. Dr. Gibreel Kamara
15. Dr. Wendy McBurney
16. Dr. Allan Morelos
17. Dr. Amity Nathaniel
18. Dr. James Richie
19. Dr. Hannah Saltmarsh
20. Dr. Cheikh Sene
21. Dr. Alberto Sosa Cabanas
22. Dr. Randolph Walker
23. Dr. Melody Williams
24. Ms. Aline Xavier de Araujo

Advisee Assignments

Senior A-S

Junior I-O

Freshmen L-Z

Senior T-Z

Junior A-H

Sophomore A-C

Sophomore K-P

Freshmen A-D

Junior P-Z

Sophomore D-J

Freshmen E-K

Sophomore Q-Z

Liberal Studies

1. **Dr. Iris Goode-Middleton**

Advisee Assignments

**Freshman, Sophomore, Junior
& Senior**

Department of Music & Performing Arts

1. **Dr. Demarr Woods**
2. Mr. Jerry A. Bracey
3. Dr. Robin Boisseau
4. **Ms. Kyla Brown (New Hire Spring 2026)**
5. Ms. Polly Bynum
6. Mr. Clifford Cox
7. Dr. Steven Cunningham
8. Mr. Alfred Davis
9. Mr. Omar Dickenson
10. Dr. James Fincher
11. Dr. David Fludd
12. Mr. Benjamin Garner
13. Mr. Alexander Hamilton
14. Dr. Tiffany Jackson
15. Dr. Thomas Jones, Jr.

Advisee Assignments

Sophomore (THE)

Senior (MUS, MUE, MRT, MAP)

Freshmen (MUS, MUE, MRT, MAP)

16. Dr. Colin Kearney
17. Dr. Iris Middleton
18. Mr. Xorlali Plange
19. Dr. Lia Snead (New Hire Spring 2026)
20. Dr. Harvey J. Stokes
21. Dr. Karen Ward
22. Mr. Robert Wright
23. Dr. Sukyung Yang

Freshmen & Senior (THE)

Junior (THE)
 Sophomore (MUS, MUE, MRT, MAP)
 Junior (MUS, MUE, MRT, MAP)

Department of Education

1. Dr. Denise Charbonnet
2. Dr. Sabin Duncan
3. Dr. Dymilah Hewitt
4. Dr. Martha Jallim-Hall
5. Dr. Berkley King
6. Mr. Charles Tate

Advisee Assignments

Doctoral Students

Undergrad
 (Elementary Education- Non Endorsement & Endorsement)
 Undergrad
 Doctoral Students
 Undergrad and Graduate Students

Department of Sports Science & Wellness

1. Dr. Ralph Charlton
2. Ms. Jamean Alexander
3. Mrs. Beverly Duane
4. Dr. Deanna Edwards
5. Dr. David Hunter
6. Dr. Joetta Jensen
7. Mr. Daishan Johnson
8. Dr. William Orr
9. Dr. Francis Osei
10. Mrs. Stacey Privett

Advisee Assignments

Juniors & Seniors (Sports Management)

Sophomores A-J (Kinesiology)
 Freshmen (Sports Management)
 Freshmen P-R (Kinesiology)
 Juniors A-J (Kinesiology)
 Sophomores K-Z (Kinesiology)
 Freshmen A-O (Kinesiology)
 Sophomores (Sports Management)
 Freshmen O-Z (Kinesiology)
 Juniors K-Z & Seniors (Kinesiology)

Department of Counseling

1. Dr. Debbie Hood
2. Dr. Fallon Dodson
3. Dr. Marquis Norton
4. Dr. Nickolas Spears

Advisee Assignments

Graduate

Graduate
 Graduate
 Graduate

Department of Psychology

1. Dr. O'Shan Gadsden
2. Dr. Allura Casanova
3. Dr. Renee Cromer
4. Dr. Daria Ellis
5. Dr. Vanessa Goodar
6. Dr. Maya Gordon
7. Dr. Jeva St. Fort
8. Dr. Lloyd Talley
9. Dr. Latasha Williams
10. Dr. Tamara Williams

Advisee Assignments

Freshmen A-J & Seniors

Freshmen K-Z
 Freshmen, Sop. Jr. and Sr.(Psy. Pre-Med.)
 Sophomore A-Z

Juniors K-Z
 Juniors A-J

Department of Political Science and History

1. **Dr. Bev-Freda Jackson**
2. **Atty. Damien Bevelle**
3. Dr. Shu-Shan Lee
4. Dr. Arturo Loranca
5. Dr. Catherine Porter
6. **Dr. Jonathan Powell (New Hire Spring 2025)**
7. Dr. Khadijeh Salimi
8. Mr. Randy Singleton
9. Dr. Soran Tarkhani
10. Dr. Etire Tsintsatze-Maas
11. Mr. Robert Watson Spring 2026

Department of Sociology, Criminal Justice, & Homeland Security

1. **Dr. David Taylor**
2. Dr. Idonia Barrett
3. Dr. Daren Fisher
4. Dr. Zina T. McGee
5. Dr. Briana Paige
6. Dr. KyShawn Smith
7. Dr. Charlotte Winston

Advisee Assignments

Seniors (Political Science)

Freshmen, Sophomore, Junior & Seniors (Pre-Law)

Juniors (Political Science)

Freshmen & Sophomores (HIS)

All Years (History and Int. Studies)

Freshman (Political Science)

Sophomores (N-Z) (Political Science)

Freshman (Political Science)

Sophomores (A-M) (Political Science)

Advisee Assignments

Junior S-Z & Senior (CJ)

Junior & Senior (Cybersecurity)

Sophomore N-Z & Junior A-R (CJ)

Freshmen (CJ: N-Z)

Freshmen & Soph. (Cyber Security)

Junior & Senior (Sociology)

Freshmen (CJ: A-M) & Soph. (CJ: A-M)

Freshmen & Sophomore (Sociology)

KEY
RED = NEW

CLEP TESTING POLICY

CLEP testing will be available to all students by appointment only. Please schedule your exam at least **48 hours prior to your desired test date**. You may call to check availability however reservations are only made in person and are on a first come first serve basis.

All CLEP exams must be scheduled in advance by phone at **757-727-5406** or in person with the **Office of Testing Services** in the **Student Success Center, Office # 8**. All exams are computer based. *The reservation fee, which reserves an exam slot, is \$20.00, non-refundable and payable in cash only to Testing Services.* CLEP exams are available **Monday- Friday** by appointment only. Our office requires a 24-hour notice for any changes in exam date or time. Each exam is 1 hour and 30 minutes with the exception of the College Composition exam which is 2 hours.

As of 4/4/2024 the CLEP test payment **fee of \$93.00** is made online at www.collegeboard.com/clep prior to date of exam. You may print your admission ticket and bring it to the testing center on the day of your scheduled exam. **Note the admission ticket includes your voucher number which is your proof of payment. Failure to bring your admission ticket to the exam could delay your test start or cause you to forfeit your scheduled exam time.**

College Board policy states there is a 3-month waiting period before a failed exam can be retaken. Other CLEP exams may be taken within the 3-month waiting period.

A Hampton University student who has failed a course must have his or her faculty advisor provide a statement to the Office of Testing Services approving the student to take the CLEP exam to earn credit. This prevents a student from taking an exam for credit when his/her department requires that the credit for a particular course be earned in class. Hampton University students wishing to take a CLEP exam at another test site must first have a consultation with the Office of Testing Services.

Reservations may be made Monday-Friday, 8:30am-4:30pm. For questions, please contact Testing Services at **757-727-5493**, or come to our office in the Student Success Center.

Hampton University CLEP Awards			
CLEP Examination	Score Required	Credit Granted	HU Equivalent Course
College Composition	50	6	ENG 101, 102
English Literature	50	6	ENG 203, 204
Humanities	50	6	HUM 201, 202
Pre Calculus	50	3	MAT 117
Chemistry	50	8	CHE 201, 202
Calculus w/Elementary Functions	50	8	MAT 151,152
College Mathematics*	50	6	MAT 110
Natural Sciences	50	6	BIO 101, SCI 102
French Level 1	50	6	FRE 101, 102
French Level 2	59	6	FRE 201,202
German Level 1	50	6	GER 101, 102
German Level 2	60	6	GER 201, 202
Spanish Level 1	50	6	SPA 101, 102
Spanish Level 2	63	6	SPA 201, 202
Intro to Educational Psychology	50	3	EDU 208
History of the US I & II	50	3	HIS 108
Human Growth & Development	50	3	PSY 311
Principles Of Macroeconomics	50	3	ECO 201
Principles Of Microeconomics	50	3	ECO 202
Introductory Psychology	50	3	PSY 203
Introductory Sociology	50	3	SOC 205
Financial Accounting	50	6	ACC 203, 204
Introductory Business Law	50	3	MGT 305
Principles of Management	50	3	MGT 301
Principles of Marketing	50	3	Business Elective

***If a CLEP exam is not listed, Hampton University does not award credit. It is the student's responsibility to confirm with his/her department whether a course is eligible for CLEP credits, or if the course must be taken in class.**

CURRENT COURSE SEQUENCES

COUNSELING

Master of Arts Degree in Human Services Counseling

For the award of the Masters of Arts Degree and to meet NBCC certification requirements, the following credits along with the common core courses must be completed.

First Year Semester	1st	2nd
COU 604 Life Span Development	-	3
COU 6XX Foundations of Human Services	-	3
COU 622 Assessment and Appraisal in Counseling	3	-
COU 602 Abnormal Psychology and Psychopathology	3	-
COU 6XX Elective	-	3
COU 6XX Elective	-	3
Summer Semester	1st	
COU 610, Identity, Ethics and Legal Aspects of Counseling	3	
COU 614, Community Mental Health and Welfare Services	3	
Second Year Semester	1st	2nd
COU 603 Counseling with Diverse Populations	3	-
COU 6XX Human Services Internship	-	3
COU 6XX Elective	3	-
TOTAL SEMESTER HOURS		33

Master of Arts Degree in Counseling: General Counseling (online and face-to-face)

First Year Semester 1st Fall

COU 622, Assessment & Appraisal in Counseling	3
COU 604, Life Span Development	3
COU 616, Theory and Practice of Counseling and Psychotherapy	3

Spring

COU 619, Group Process in Counseling	3
COU 612, Career Development	3
COU 606, Treating the Substance Abuser	3

Summer I Semester 1st

COU 610, Identity, Ethics & Legal Aspects of Counseling	3
COU 614, Community Mental Health and Welfare Services	3

Total	24
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Second Year Semester 2nd Fall

COU 671, Introduction to Research & Program Evaluation	3
COU 603, Counseling with Diverse Populations	3
COU 702, Comprehensive Examination	1
Total	7
TOTAL SEMESTER HOURS	31

Master of Arts Degree in Counseling: Community Mental Health Counseling Concentration

For the award of the Masters of Arts Degree and to meet NBCC certification requirements, the following credits along with the common core courses must be completed.

First Year Semester	1st	2nd
COU 622, Assessment and Appraisal in Counseling	3	-
COU 604, Life Span Development	3	-
COU 616, Theory and Practice	3	-
COU 619, Group Process in Counseling	-	3
COU 612, Career Development	-	3
COU 606, Treating the Substance Abuser	-	3
Total	9	9
Summer I Semester 3rd		3rd
COU 610, Identity, Ethics and Legal Aspects of Counseling		3
COU 626, Crisis Intervention and Grief Counseling		3
Total		6
Second Year Semester	1st	2nd
COU 671, Introduction to Research and Program Evaluation	3	-
COU 603, Counseling with Diverse Populations	3	-
COU 614, Community Mental Health and Welfare Services	3	-
STA 600, Statistics	-	3
COU 613, Diagnosis and Treatment	-	3
COU 659, Community Mental Health Internship	-	3
Total		18
Summer II		
COU 620, Marriage and Family Counseling		3
Total		3

Third Year Semester	1st	2nd	Total	9	9
COU 698, Community Mental Health Internship	3	-	Summer II Semester 3rd		3rd
COU 664, Community Mental Health Internship	-	3	COU 669, Pastoral Community Mental Health Internship		3
COU 612, Career Development	3	-	COU 620, Marriage and Family Counseling		3
COU 612, Career Development	3	-	COU 614, Community Mental Health and Welfare Services		3
COU 602, Abnormal Psychology and Psychopathology	-	3	Total		9
COU 722, Advance Counseling Theory and Techniques	-	3	Third Year Semester	1st	2nd
Total	9	9	COU 698, Community Mental Health Internship	3	-
TOTAL SEMESTER HOURS		63	COU 664, Community Mental Health Internship	-	3

Master of Arts in Counseling: Community Counseling Concentration (Pastoral Counseling)

For the award of the Masters of Arts Degree and to meet NBCC certification requirements, the following credits along with the common core courses must be completed.

First Year Semester	1st	2nd
COU 622, Assessment and Appraisal in Counseling	3	-
COU 604, Life Span Development	3	-
COU 616, Theory and Practice	3	-
COU 619, Group Process in Counseling	-	3
COU 612, Career Development	-	3
COU 606, Treating the Substance Abuser	-	3
Total	9	9
Summer I Semester 3rd		3rd
COU 610, Identity, Ethics and Legal Aspects of Counseling		3
COU 611, Pastoral Helping		3
COU 661, Integrative Issues in Spiritual Counseling		3
Total		9
Second Year Semester	1st	2nd
COU 671, Introduction to Research and Program Evaluation	3	-
COU 603, Counseling with Diverse Populations	3	-
COU 722, Advanced Counseling Theory and Technique	3	-
COU 618, Practicum	-	3
STA 600, Statistic	-	3
COU 613, Diagnosis and Treatment	-	3

Total	9	7
TOTAL SEMESTER HOURS		70

Master of Arts Degree in Counseling: Addiction Counseling Concentration

Program is aligned with Virginia requirements of licensing as a Licensed Substance Abuse Treatment Provide (LSATP).

First Year Semester 1st Fall	
COU 622, Assessment & Appraisal in Counseling	3
COU 604, Life Span Development	3
COU 616, Theory and Practice of Counseling and Psychotherapy	3
Spring	
COU 619, Group Process in Counseling	3
COU 612, Career Development	3
COU 606, Treating the Substance Abuser	3
Summer I Semester 1st	
COU 610, Identity, Ethics & Legal Aspects of Counseling	3
COU 614, Community Mental Health and Welfare Services	3
Total	24
Second Year Semester 2nd Fall	
COU 671, Introduction to Research & Program Evaluation	3

COU 603, Counseling with Diverse Populations	3
COU 722, Advanced Counseling Theory and Techniques	3
Spring	
COU 674, Addiction Counseling Practicum	3
STA 600, Statistics	3
COU 613, Diagnosis and Treatment to Include Addictions	3
Summer II	
COU 675, Addictions Counseling Internship	3
COU 620, Marriage and Family Counseling	3
COU 673, Addictions	3
Total	27
Third Year Semester 3rd Fall	
COU 698, Community Mental Health Internship	3
COU 626, Crisis Intervention and Grief Counseling	3
COU 602, Abnormal Psychology and Psychopathology	3
Spring	
COU 664, Community Mental Health Internship	3
COU 702, Comprehensive Examination	1
Total	13
TOTAL SEMESTER HOURS	64

Master of Arts Degree in Counseling, Student Affairs: College Student Development Concentration

For the award of the Masters of Arts Degree and to meet NBCC certification requirements, the following credits along with the common core courses must be completed.

First Year Semester 1st Fall

COU 622, Assessment & Appraisal in Counseling	3
COU 604, Life Span Development	3
COU 616, Theory and Practice of Counseling and Psychotherapy	3

Spring

COU 619, Group Process in Counseling	3
COU 612, Career Development	3
COU 606, Treating the Substance Abuser	3

Summer I Semester 1st

COU 610, Identity, Ethics and Legal Aspects of Counseling	3
COU 620, Marriage and Family Counseling	3

Total	24
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Second Year Semester 2nd Fall

COU 671, Introduction to Research & Program Evaluation	3
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COU 603, Counseling with Diverse Populations	3
COU 722, Advanced Counseling Theory and Techniques	3
Spring	
COU 618, Practicum	3
STA 600, Statistics	3
COU 613, Diagnosis and Treatment to Include Addictions	3
Total	18
Summer II Semester	3rd
COU 649, College Student Development Internship	3
COU 641, College Student Development, Ethics, and Techniques Instructional Technology	3
COU 642, Student Affairs Program	3
Total	9
Third Year Semester	1st 2nd
COU 698, College Student Development Internship	3 -
COU 626, Crisis Intervention and Grief Counseling	3 -
COU 664, Community Mental Health Internship	- 3
COU 602 Abnormal Psychology and Psychopathology	3 -
COU 702, Comprehensive Examination	- 1
Total	13
TOTAL SEMESTER HOURS	64

Master of Arts Degree in Counseling: School Counseling Concentration

For the award of the Masters of Arts Degree and to meet NBCC certification requirements, the following courses along with the Common Core courses must be completed. School counselors must complete additional requirements prior to applying for licensure in the Commonwealth of Virginia and meet Virginia requirements for licensing as a professional counselor.

First Year Semester 1st Fall

COU 622, Assessment & Appraisal in Counseling	3
COU 604, Life Span Development	3
COU 616, Theory and Practice of Counseling and Psychotherapy	3

Spring

COU 619, Group Process in Counseling	3
COU 612, Career Development	3
COU 606, Treating the Substance Abuser	3

Summer I Semester 1st

COU 631, Foundation of School Counseling,	3
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Ethics, and Techniques		Total	24		
COU 633, Contextual Dimensions of School	3	Second Year Semester 2nd	2nd		
Total	24	Summer II			
Second Year Semester 2nd Fall		COUO 821, Advanced Group and Family	3		
COU 671, Introduction to Research & Program	3	Systems Theory			
Evaluation		COUO 810 Ethics & Legal Aspects of	3		
COU 603, Counseling with Diverse Populations	3	Counseling			
COU 618, Practicum	3	Fall			
Spring		COUO 815, Quantitative Methods II	3		
STA 600, Statistics	3	COUO 811 Literature Review Writing	3		
COU 613, Diagnosis and Treatment to Include	3	COUO 830 CES Internship II	3		
Addictions		(supervision)			
COU 639, School Counseling Internship	3	Spring			
Summer II		COUO 825, Grant Writing	3		
COU 620, Marriage and Family Counseling	3	COUO 824, Theories & Practice of	3		
COU 635, School Counseling Classroom	3	Counseling Supervision			
Management, Curriculum Design and		COUO 831, Dissertation Seminar	3		
Instructional Technology		Total	24		
Total	24	Third Year Semester 3rd			
Third Year Semester 3rd Fall		Summer III			
COU 698, School Counseling Internship	3	COUO 802, Comprehensive Examination	0		
COU 626, Crisis Intervention & Grief Counseling	3	COUO 832, Dissertation I	4		
COU 602, Abnormal Psychology &	3	Fall			
Psychopathology		COUO 833, Dissertation II	4		
Spring		Spring			
COU 640, School Counseling	3	COUO 834, Dissertation III	4		
COU 722, Advanced Counseling Theory and	3	COUO 836, Dissertation Defense	0		
Techniques		Total	12		
COU 702, Comprehensive Examination	1	TOTAL SEMESTER HOURS	60		
Total	16				
TOTAL SEMESTER HOURS	64	Ed. S. in Counseling			
		First Year Semester	1st	2nd	
		COU 602, Abnormal Behavior &	3	-	
		Psychopathology			
		COU 621, Advanced Group and Family	-	3	
	1st	Counseling			
		COU 816, Qualitative Methods of	3	-	
	3	Research			
		COU 805, Human Sexuality	-	3	
	3	COU 630, Analysis of Behavioral Data	3	-	
		COU 824, Theories and Practice of	-	3	
		Counseling Supervision			
	3	Total	9	9	
		Summer I Semester 3rd		3rd	
	3	COU 801, Counseling Leadership and		3	
		Advocacy			
	3	COU 710, Ethics and Legal Aspects of		3	
		Coun			
	3	Total		6	
		Second Year Semester	1st	2nd	
	3	COU 826, Research and Program	3	-	

Evaluation		
COU 725, Grant Writing	3	-
Total	6	-
TOTAL SEMESTER HOURS		30

Total	15	12
TOTAL SEMESTER HOURS		120

**Denotes that a Key Assessment is administered in this course*

***Denotes that more than one Key Assessment will be administered in this course*

EDUCATION

Bachelors of Arts in Elementary Education (Formerly Interdisciplinary Studies) (Option leading to endorsement in Elementary Education)

Freshman Year – Semester	1st	2nd
Biology 101	3	-
Communications 103	-	3
English 101-102	3	3
Geography 201	3	-
Health Education 200	-	2
History 106 and 108	3	3
Humanities 201	3	-
Mathematics 110	3	-
Education 200	-	3
University 101	1	-
Total	19	14
Sophomore Year – Semester	1st	2nd
Economics 200	-	3
Education 312	-	3
English 209, 303	3	3
Beginning Foreign Language	3	-
Marine and Environmental Science 130	-	3
Math 120	3	-
History 314	3	-
Science 102, 306	3	3
Total	15	15
Junior Year– Semester	1st	2nd
Education 301*, 315	3	3
Education 302, 431	3	3
English 320	3	-
History 315	-	3
Math 420, 421	3	3
Political Science 316	-	3
Sociology 310	3	-
Total	15	15
Senior Year– Semester	1st	2nd
Education 438	3	-
Education 402* 441**	3	12
Education 417	3	-
Education 406	3	-
Mathematics 422	3	-

Masters in Educational Leadership (PreK-12 Administration and Supervision Endorsement)

First Year Semester	
EDUV 680 Survey of Computers and Data Analyses	3
EDUV 681 PK – 12 School Finance	3
EDUV 682 Educational Program Evaluation and Planning	3
EDUV 683 School Organizational Systems and Theory	3
EDUV 684 Secondary School Leadership (Grades 7-12)	3
EDUV 685 Legal Aspects of School Administration	3
EDUV 686 Elementary School Leadership (Grades PK-6)	3
TOTAL SEMESTER HOURS	21

Masters in Teaching- Secondary Biology

First Year – Semester	1st	2nd
Education 506* Diversity in Education	-	3
Education 517* Classroom and Behavior Management	3	-
EDU 531 Assessment, Evaluation & Instructional Technologies for Diverse Learners	-	3
Education 552* Teaching Science in Secondary Schools	3	-
Second Year – Semester	1st	2nd
Education 608 Directed Practicum in Education	3	-
Education 610 Current Issues in Education	3	-
Education 623 Reading in the Content Areas	3	-
Education 647 Student Teaching Internship (Secondary)	-	9
Total	15	15
TOTAL SEMESTER HOURS		30

Master in Teaching – Secondary Chemistry

First Year – Semester	1st	2nd
Education 506* Diversity in Education	-	3
Education 517* Classroom and Behavior Management	3	-
EDU 531 Assessment, Evaluation & Instructional Technologies for Diverse Learners	-	3
Education 552* Teaching Science in Secondary Schools	3	-
Second Year – Semester	1st	2nd
Education 608 Directed Practicum in Education	3	-
Education 610 Current Issues in Education	3	-
Education 623 Reading in the Content Areas	3	-
Education 647 Student Teaching Internship (Secondary)	-	9
Total	15	15
TOTAL SEMESTER HOURS		30

Master in Teaching– Secondary English

First Year – Semester	1st	2nd
Education 506* Diversity in Education	-	3
Education 517* Classroom and Behavior Management	3	-
EDU 431/531 Assessment, Evaluation & Instructional Technologies for Diverse Learners	-	3
Education 556* Teaching English in Secondary Schools	3	-
Second Year – Semester	1st	2nd
Education 608 Directed Practicum in Education	3	-
Education 610 Current Issues in Education	3	-
Education 623 Reading in the Content Areas	3	-
Education 647 Student Teaching Internship (Secondary)	-	9
Total	15	15
TOTAL SEMESTER HOURS		30

Master in Teaching –Mathematics (Secondary Level, 6-12)

Freshman Year – Semester	1st	2nd
Communication 103	-	3
English 101-102	3	3
History 106	3	-
Humanities 201	-	3

Mathmatics 151-152	4	4
Sociology 205	3	-
Psychology 203	-	3
University 101	1	-
Total	17	16
Sophomore Year – Semester	1st	2nd
Computer Science 151 or above	4	3
Political Science 201	-	3
Education 200-300	3	3
Health 200	-	2
Mathematics 206-208	3	3
Mathematics 251-260	4	3
Mathematics 224	2	-
Total	16	17
Junior Year– Semester	1st	2nd
Education 302	3	-
Mathematics 324,312	2	3
Mathematics 310-320	3	3
Mathematics 311, 340	3	3
Mathematics 315	3	-
Physics 203-204	3	3
Physics 215-216	1	1
Free Elective	-	3
Total	18	16
Senior Year– Semester	1st	2nd
Mathematics 416,417	3	3
Mathematics 425,426	1	1
Mathematics 427,428	2	2
Mathematics 504,431	3	3
Free Elective	-	3
¹ Education 508, 506	3	3
¹ Education 517, 531	3	3
Total	15	18
TOTAL SEMESTER HOURS		
121 Undergraduate/13 Graduate Credits		

Master in Teaching –Music PK-12

First Year – Semester	1st	2nd
Education 506* Diversity in Education	-	3
Education 517* Classroom and Behavior Management	3	-
EDU 531 Assessment, Evaluation & Instructional Technologies for Diverse Learners	-	3
Music Ed 530* Teaching Music in Elementary Schools	3	-
Music Ed 535* Teaching Music in Secondary Schools	3	-
Second Year – Semester	1st	2nd
Education 608 Directed Practicum in	3	-

Education			Senior Year– Semester	1st	2nd
Education 610 Current Issues in Education	3	-	ENG 322 Shakespeare	3	-
Education 623 Reading in the Content Areas	3	-	ENG 430 Senior Capstone	3	-
Education 648 Student Teaching	-	-	Free ENG Elective	3	6
Internship			Free Elective	3	3
Music PK-12	-	9	ENG 409/410 The Novel	-	3
Total	18	15	ENG Required ENG Elective-Language and Writing	-	3
TOTAL SEMESTER HOURS		33	Total	12	15
			TOTAL SEMESTER HOURS		120

**This four-year schedule represents a suggested sequence. Courses may be taken at any time and students should schedule them while keeping in mind any prerequisite requirements.*

LITERATURE, LANGUAGES, AND FILM

English Arts*

Freshman Year – Semester	1st	2nd
ENG 101-102 Written Communication I-II	3	3
HIS 106 World Civilizations II	3	-
Humanities 201	3	-
SOC Social Science Elective	3	3
MAT 110 College Math II (or higher)	3	-
UNV 101 Freshman Orientation	1	-
PED Physical Education	1	1
COM 103 Oral Communication	-	3
HUM Humanities Elective	-	3
BIO 101 Nature of Life	-	3
Total	17	16
Sophomore Year – Semester	1st	2nd
ENG 208 Intro to Literary Studies	3	-
ENG Required ENG Elective-Language and Writing	3	-
ENG Required ENG Elective-Literature of the World	3	3
Free Elective	3	6
¹ Foreign Language-Intermediate (202)	3	-
ENG 220 Writing Research Papers	-	3
ENG Free ENG Elective	-	3
Total	15	15
Junior Year– Semester	1st	2nd
ENG 300 Literary Criticism and Theory	-	3
ENG 313/314 African American Literature	3	-
ENG Required ENG Elective-Literature of the Americas	3	3
Free Elective	6	-
ENG 398 Professional Internship	-	3
ENG 325 Great Masters	-	3
ENG Free ENG Elective	3	3
Total	15	15

1. The major requires foreign language proficiency through the intermediate level (Foreign Language 202). If the requirement has been met, students should take other courses in its stead. If the student has less than two years of high school foreign language, the student must enroll in Foreign Language 101 and complete the two-year sequence up to and including Foreign Language 202.

Creative Writing Concentration*

Freshman Year – Semester	1st	2nd
ENG 101-102 Written Communication I-II	3	3
HIS 106 World Civilizations II	3	-
Humanities 201	3	-
SOC Social Science Elective	3	3
MAT 110 College Math II (or higher)	3	-
UNV 101 Freshman Orientation	1	-
PED Physical Education	1	1
COM 103 Oral Communication	-	3
HUM Humanities Elective	-	3
BIO 101 Nature of Life	-	3
Total	17	16
Sophomore Year – Semester	1st	2nd
ENG 208 Intro to Literary Studies	3	-
ENG 206 Introduction to Poetry	3	-
ENG Required ENG Elective-Literature of the World	3	3
ENG Required ENG Elective-Language and Writing	3	-
Free Elective	-	6
ENG 207 Introduction to Fiction	-	3
ENG 220 Writing Research Papers	-	3
¹ Foreign Language-Intermediate (202)	3	-
Total	15	15
Junior Year– Semester	1st	2nd

ENG 300 Literary Criticism and Theory	-	3	
ENG 313/314 African American Literature	3	-	
ENG Required ENG Elective-Literature of the Americas	3	3	
ENG 325 Great Masters	-	3	
Free ENG Elective	3	-	
ENG 319 Creative Nonfiction	3	-	
ENG 397 Special Topics in Creative Writing	-	3	
Free Elective	3	-	
ENG 398 Professional Internship	-	3	
Total	15	15	
Senior Year– Semester	1st	2nd	
ENG 401-402 Creative Writer's Workshop I-II	3	3	
² ENG 430 Senior Capstone	3	-	
ENG 322 Shakespeare	3	-	
Free Elective	3	3	
ENG 409/410 The Novel	-	3	
ENG Required ENG Elective-Language and Writing	-	3	
Free ENG Elective	-	3	
Total	12	15	
TOTAL SEMESTER HOURS		120	

**This four-year schedule represents a suggested sequence. Courses may be taken at any time and students should schedule them while keeping in mind any prerequisite requirements.*

1. The major requires foreign language proficiency through the intermediate level (Foreign Language 202). If the requirement has been met, students should take other courses in its stead. If the student has less than two years of high school foreign language, the student must enroll in Foreign Language 101 and complete the two-year sequence up to and including Foreign Language 202.

2. The prerequisites must be met before one can enroll in this course.

Film Studies Concentration*

Freshman Year – Semester	1st	2nd	
ENG 101-102 Written Communication I-II	3	3	
HIS 106 World Civilizations II	3	-	
Humanities 201	3	-	
SOC Social Science Elective	3	3	
MAT 110 College Math II (or higher)	3	-	
UNV 101 Freshman Orientation	1	-	

PED Physical Education	1	1	
COM 103 Oral Communication	-	3	
HUM Humanities Elective	-	3	
BIO 101 Nature of Life	-	3	
Total	17	16	
Sophomore Year – Semester	1st	2nd	
ENG 208 Intro to Literary Studies	3	-	
ENG 214 Introduction to Motion Pictures	3	-	
ENG Required ENG Elective-Literature of the World	3	3	
ENG Required ENG Elective-Language and Writing	3	-	
Free Elective	-	6	
ENG 220 Writing Research Papers	-	3	
ENG 341 Scriptwriting for Cinema	-	3	
¹ Foreign Language-Intermediate (202)	3	-	
Total	15	15	
Junior Year– Semester	1st	2nd	
ENG 300 Literary Criticism and Theory	-	3	
ENG 313/314 African American Literature	3	-	
ENG Required ENG Elective-Literature of the Americas	3	3	
ENG 325 Great Masters	-	3	
ENG 425 Introduction to Digital Cinematography	3	-	
ENG 398 Professional Internship	-	3	
Free Elective	6	-	
ENG 423 Film Direction & Editing	-	3	
Total	15	15	
Senior Year– Semester	1st	2nd	
ENG 322 Shakespeare	3	-	
² ENG 430 Senior Capstone	3	-	
ENG 421 Intro to Filmmaking	3	-	
Free Elective	3	3	
ENG 330 Writing/Producing New Media	-	3	
ENG 409/410 The Novel	-	3	
ENG Lang/Writing Elective	-	3	
Free ENG Elective	-	3	
Total	12	15	
TOTAL SEMESTER HOURS		120	

**This four-year schedule represents a suggested sequence. Courses may be taken at any time and students should schedule them while keeping in mind any prerequisite requirements.*

1. The major requires foreign language proficiency through the intermediate level (Foreign Language 202). If the requirement has been met, students should take other courses in its stead. If the student has less than two years of high school foreign

language, the student must enroll in Foreign Language 101 and complete the two-year sequence up to and including Foreign Language 202.

2. The prerequisites must be met before one can enroll in this course.

English Secondary Education Concentration*

Freshman Year – Semester	1st	2nd
ENG 101-102 Written Communication I-II	3	3
HIS 106 World Civilizations II	3	-
Humanities 201	3	-
SOC Social Science Elective	3	3
MAT 110 College Math II (or higher)	3	-
UNV 101 Freshman Orientation	1	-
PED Physical Education	1	1
COM 103 Oral Communication	-	3
HUM Humanities Elective	-	3
BIO 101 Nature of Life	-	3
Total	17	16
Sophomore Year – Semester	1st	2nd
ENG 208 Intro to Literary Studies	3	-
ENG 201 Traditional Grammar	3	-
ENG 203-204 English Literature I & II	3	3
EDU 200 Foundations of Education	3	-
EDU 302 Human Growth & Development	3	-
¹ Foreign Language-Intermediate (202)	-	3
ENG 220 Writing Research Papers	-	3
ENG 218 Technical Writing	-	3
EDU 300 Curriculum in the Secondary School	-	3
Total	15	15
Junior Year– Semester	1st	2nd
ENG 215/216 World Literature	3	-
ENG 313/314 African American Literature	3	-
ENG 311 American Literature I	3	-
ENG 312 American Literature II	-	3
Free ENG Elective	6	-
ENG 300 Literary Criticism and Theory	-	3
ENG 320 Advanced Writing	-	3
ENG 325 Great Masters	-	3
ENG EDU Elective	-	3
Total	15	15
Senior Year– Semester	1st	2nd
ENG 322 Shakespeare	3	-
³ ENG 430 Senior Capstone	3	-
Free ENG Elective	3	-
² EDU 517 Classroom & Behavioral	3	-

Management		
² EDU 556 Teaching English in Secondary Schools	3	-
ENG 409/410 The Novel	-	3
⁴ ENG Education Elective	-	3
² EDU 506 Diversity in Education	-	3
² EDU 550 Teaching & Learning with Technology	-	3
Total	15	12
TOTAL SEMESTER HOURS		120

**This four-year schedule represents a suggested sequence. Courses may be taken at any time and students should schedule them while keeping in mind any prerequisite requirements.*

1. The major requires foreign language proficiency through the intermediate level (Foreign Language 202). If the requirement has been met, students should take other courses in its stead. If the student has less than two years of high school foreign language, the student must enroll in Foreign Language 101 and complete the two-year sequence up to and including Foreign Language 202.

2. Note that EDU 506, 517, 550, 556 are counted toward graduate degree requirements and are not part of the 120 credit hours that count toward the Bachelor of Arts degree in English Arts.

3. The prerequisites must be met before one can enroll in this course.

4. This requirement can only be fulfilled by one of the following courses: ENG 202, ENG 209, ENG 213, ENG 303/304.

Film Studies Major*

Freshman Year – Semester	1st	2nd
ENG 101-102 Written Communication I-II	3	3
HIS 106 World Civilizations II	3	-
Humanities 201	3	-
SOC Social Science Elective	3	3
MAT 110 College Math II (or higher)	3	-
UNV 101 Freshman Orientation	1	-
PED Physical Education	1	1
COM 103 Oral Communication	-	3
HUM Humanities Elective	-	3
BIO 101 Nature of Life	-	3
Total	17	16
Sophomore Year – Semester	1st	2nd
FLM 214 Intro to Motion Pictures	3	-
FLM 341 Scriptwriting for Cinema	3	-
ENG 208 Introduction to Literary Studies	3	-
Free Elective	3	-
¹ Foreign Language 202	3	-

FLM 221 Intro to Filmmaking	-	3
FLM 330 Writing and Production for New Media	-	3
ENG Lit of the World Elective	-	3
ENG Required ENG Elective-Language and Writing	-	3
ENG 220 Writing Research Papers	-	3
Total	15	15
Junior Year– Semester	1st	2nd
FLM 306 Af. Am. Lit. & Film	3	-
FLM 425 Intro to Digital Cinematography	3	-
ENG 313/314 African American Literature	3	-
ENG Required ENG Elective-Literature of the Americas	3	3
Free Elective	3	3
FLM 321 Television Writing	-	3
FLM 427 Film Editing	-	3
ENG 398 Professional Internship	-	3
Total	15	15
Senior Year– Semester	1st	2nd
FLM 422 Film Criticism	3	-
ENG 432 Capstone Experience	3	-
ENG 424 Documentary Film	3	-
Free Elective	3	3
Free ENG/FLM Elective	3	3
FLM 340 The Business of Film	-	3
FLM 423 Film Direction	-	3
Total	15	12
TOTAL SEMESTER HOURS		120

**This four-year schedule represents a suggested sequence. Courses may be taken at any time and students should schedule them while keeping in mind any prerequisite requirements. 1. The major requires foreign language proficiency through the intermediate level (Foreign Language 202). If the requirement has been met, students should take other courses in its stead. If the student has less than two years of high school foreign language, the student must enroll in Foreign Language 101 and complete the two-year sequence up to and including Foreign Language 202.*

Cinema Studies—Minor

Required Courses	Credit
ENG 414 Introduction to Motion Pictures	3
ENG 341 Script Writing for Cinema	3
Choose Two Courses from the following*	6
ART 200 Understanding the Arts	

ENG 300 Literary Criticism
ENG 313 African-American Literature I
ENG 314 African American Literature II
ENG 399 Topics in Literature
ENG 422 Film Criticism
MUS 201 Music of African-Americans
MUS 204 Survey of Music History and Literature
SOC 410 African American Popular Culture
SPA 305 Hispanic Literature in English Translation
THE 301 Costuming and Make-up
THE 403 Scene Design
THE 404 Costume Design for Theatre and Dance
Choose Two Courses from the following*
ART 315 Introductory Painting
ART 330 Graphic Design I
ART 350 Photography I
ART 351 Photography II
ART 501 Special Project in Art
ART 502 Special Project in Art
ENG 400 Independent Study
ENG 401 Creative Writer's Workshop I
ENG 402 Creative Writer's Workshop II
ENT 210 Introduction to Entrepreneurship
ENT 410 Legal Issues for Entrepreneurs
MRT/MET 225 Introduction to Audio Recording
THE 201 Stagecraft I
THE 233 Acting I
THE 252 Playwriting I
THE 305 Directing I
THE 319 Improvisational Workshop
THE 355 Technical Theatre Workshop I
THE 356 Technical Theatre Workshop II
TOTAL SEMESTER HOURS

**These two courses should be logically connected given the student's aims All departmental prerequisite requirements still apply, except by permission of the instructor*

Creative Writing—Minor

Required Courses	Credit
ENG 206 Introduction to Poetry	3
ENG 207 Introduction to Fiction	3
ENG 319 Creative Nonfiction	3
ENG 397 Special Topics in Creative Writing	3

ENG 401 Creative Writing Workshop I	3
ENG 402 Creative Writing Workshop II	3
TOTAL SEMESTER HOURS	18

English Arts—Minor

Required Courses

ENG 208 Introduction to Literary Studies	3
ENG 220 Writing Research Papers	3

Choose One Course from the Following

ENG 201 Grammar	3
ENG 202 Introduction to Linguistics	
ENG 218 Technical Communication	
ENG 302 African American English	
ENG 320 Advanced Writing Theory & Practice	

Choose One Course from the Following

ENG 303 Ethnic Literature I	3
ENG 304 Ethnic Literature II	
ENG 311 American Literature I	
ENG 312 American Literature II	
ENG 313 African-American Literature I	
ENG 314 African-American Literature II	

Choose One Course from the Following

ENG 203 English Literature I	3
ENG 204 English Literature II	
ENG 215 World Literature I	
ENG 216 World Literature II	
ENG 322 Shakespeare	

Two English Electives*

TOTAL SEMESTER HOURS	21
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** English electives may be taken from among any courses in the department at or above the 200 level for which the student has the appropriate prerequisites. All departmental prerequisite requirements still apply, except by permission of the chair. See course listings in the current catalog for prerequisites.*

Film Studies—Minor

Required Courses

FLM 214 Introduction to Motion Pictures	3
FLM 221 Introduction to Filmmaking	3
FLM 341 Scriptwriting for Cinema	3
FLM 422 Film Criticism	3
FLM 423 Film Direction	3
FLM 427 Film Editing	3
TOTAL SEMESTER HOURS	18

Spanish—Minor*

Choose Any Two Courses at 200 Level	6
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SPA 201 Intermediate Spanish I	
SPA 202 Intermediate Spanish II	
SPA 217 Spanish for Business and Industry	
SPA 218 Spanish for Careers in Health Sciences	

A Minimum of Nine Hours at 300 Level or Higher

SPA 301-302 Advanced Oral and Written Expression I-II	9
SPA 305 Hispanic Literature in English Translation	
SPA 306 Topics in Afro-Hispanic Literature	
SPA 310 Survey of Hispanic Literature	
SPA 317 Culture and Business in the Spanish Speaking World	
SPA 318 Culture and Medicine in the Spanish Speaking World II	
SPA 320 Survey of the Spanish Speaking World	
SPA 321-322 Introduction to Literature	
SPA 400 Special Topics Literature	
SPA 405 Advanced Proficiency Practice	
SPA 406 Afro-Hispanic Literature	
SPA 412 Modern Latin American Literature	
SPA 414 Structure of Spanish	
SPA 417 Advanced Business Oral and Written Communication	
SPA 418 Advanced Medical Terminology	
SPA 419 Senior Capstone/Case Studies	
SPA 420-421 Advanced Hispanic Civilization I and II	
SPA 422 Advanced Medical Communications	
SPA 423 Advanced Business Oral and Written Communication II	
SPA 430 Advanced Translation Technologies	
SPA 440 Experiential Learning	
TOTAL SEMESTER HOURS	18

**Students must earn a grade of C or better in all minor requirement courses.*

LIBERAL STUDIES

Liberal Studies Major

Freshman Year – Semester	1st	2nd
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ENG 101-102 Written Communication I-II	3	3	Recital Attendance 101, 101	0	0
HIS 106 World Civilizations II	3	-	UNV 101 Freshman Orientation	1	-
Humanities 201	-	3	² Music 119-120	1	1
Humanities Elective	-	3	² Music 121-122	2	2
MAT 110 College Math II (or higher)	3	-	PED Physical Education Activity	1	1
PED Physical Education Activity	1	1	Total	17	16
COM 103 Oral Communication	-	3	Sophomore Year – Semester	1st	2nd
UNV 101 Freshman Orientation	1	-	Humanities 201	3	-
Social Science Elective	3	3	Major Ensemble (BAN/CHO/ORC)	1	1
National Science	3	-	Major Performance 207-208	2	2
Total	17	16	(PIA/VOI/ORC)		
Sophomore Year – Semester	1st	2nd	Music 211-212	2	2
Liberal Arts Elective	3	3	Music 222-233	1	1
Liberal Arts Elective	3	3	Minor Performance 203-204, 205-206	1	1
Liberal Arts Elective	3	3	(PIA/VOI)		
Liberal Arts Elective	3	3	Recital Attendance 101, 101	0	0
Liberal Arts Elective	3	3	Music 204	-	2
Liberal Arts Elective	-	3	SOC Social Science Elective	3	3
Total	12	15	Elective	2	2
Junior Year– Semester	1st	2nd	Total	16	15
Liberal Arts Elective	3	3	Junior Year– Semester	1st	2nd
Liberal Arts Elective	3	3	Elective	6	6
Free Elective	3	3	Humanities Elective	-	3
Free Elective	3	3	Major Performance 307-308	2	2
Free Elective	3	3	(PIA/VOI/ORC)		
Total	15	15	Music 305-306 Music History	3	3
Senior Year– Semester	1st	2nd	Music 309 Jazz Improvisation	2	-
Additional Elective	3	3	Orchestra 205 (Small Ensemble)	1	1
Additional Elective	3	3	Recital Attendance 101, 101	0	0
Additional Elective	3	3	Total	14	15
Additional Elective	3	-	Senior Year– Semester	1st	2nd
Total	15	12	Major Performance 407-408	2	2
TOTAL SEMESTER HOURS		120	(PIA/VOI/ORC)		

MUSIC AND PERFORMING ARTS

Music Performance

Freshman Year – Semester	1st	2nd
ENG 101-102 Written Communication I-II	3	3
¹ Major Performance 107-108 (PIA/VOI/ORC)	2	2
HIS 106 World Civilizations II	3	-
Communication 103	-	3
Natural Science	-	3
Major Ensemble (BAN/CHO/ORC)	1	1
MAT 110 College Math II (or higher)	3	-

Music (Pre-Certification)

Freshman Year – Semester	1st	2nd
ENG 101-102 Written Communication I-II	3	3
HIS 106 World Civilizations II	-	3
Major Ensemble (BAN/CHO/ORC)	1	1
¹ Major Performance 107-108 (PIA/VOI/ORC)	2	2
Minor Performance 103-104, 105-106 (PIA/VOI)	1	1

MAT 110 College Math II (or higher)	3	-	Music Education 202	1	-
² Music 121-122	2	2	Music Education 303/304	-	2
² Music 119-120	1	1	Music Education 204	1	-
Natural Science	-	3	Free Elective	-	1
Communication 103	3	-	Recital Attendance 101, 101	0	0
PED Physical Education Activity	-	1	Total	14	13
Recital Attendance 101, 101	0	0	TOTAL UNDERGRADUATE CREDITS	120	
UNV 101 Freshman Orientation	1	-	Graduate Credits Fifth Year – Semester	1st	2nd
Total	17	17	Education 608	3	-
Sophomore Year – Semester	1st	2nd	Education 610	3	-
Music 204	2	-	Education 623 - 648	3	9
Music Education 203	-	1	Total	9	9
Education 200	-	3	TOTAL GRADUATE CREDITS	30	
Major Ensemble (BAN/CHO/ORC)	1	1	TOTAL CREDITS – 5-YR PROGRAM	150	
Major Performance 207-208	2	2			
(PIA/VOI/ORC)			¹ Audition required.		
Minor Performance 203-204, 205-206	1	1	² Diagnostic music theory test required.		
(PIA/VOI)					
Humanities 201	3	-	³ Instrumental majors will take MUE 417; String		
Humanities Elective	-	3	Majors will take MUE 418; Piano, Organ, and		
Music Education 201	-	1	Voice majors will take MUE 416		
Music Education 207	3	-	⁴ Instrumental, String, and Voice majors will take		
SOC Social Science Elective	3	3	MUE 205; Organ and Piano majors will take MUE		
Free Elective	3	3	206.		
Recital Attendance 101, 101	0	0	⁵ Note that EDU 506, 517, 550; MUE 535 are		
Total	18	18	counted toward graduate degree requirements and		
Junior Year– Semester	1st	2nd	are not part of the 120 credit hours that count		
Education 302 - 300	3	3	toward the Bachelor of Arts degree in Music.		
⁵ Education 506	-	3			
Major Ensemble (BAN/CHO/ORC)	1	1	Music Recording Technology		
Major Performance 307-308	2	2	Freshman Year – Semester	1st	2nd
(PIA/VOI/ORC)			ENG 101-102 Written Communication I-	3	3
Music 305-306 Music History	3	3	II		
Music 211 - 212	2	2	¹ Major Performance 107-108	2	2
Music 222 - 233	1	1	(PIA/VOI/ORC)		
Minor Performance 203-204, 205-206	1	1	HIS 106 World Civilizations II	3	-
(PIA/VOI)			Communication 103	-	3
Music Education 302	2	-	Natural Science	-	3
Physical Education Elective	1	-	Major Ensemble (BAN/CHO/ORC)	1	1
Recital Attendance 101, 101	0	0	MAT 110 College Math II (or higher)	3	-
Total	16	16	Recital Attendance 101, 101	0	0
Senior Year– Semester	1st	2nd	UNV 101 Freshman Orientation	1	-
⁵ Education 517 - 550	3	3	² Music 119-120	1	1
Major Ensemble (BAN/CHO/ORC)	1	1	² Music 121-122	2	2
Major Performance 407-408	2	2	PED Physical Education Activity	1	1
(PIA/VOI/ORC)			Total	17	16
Music 311	2	-	Sophomore Year – Semester	1st	2nd
Music 450	-	2	Minor Performance 103-104, 105-106	1	1
⁴ Music Education 205/206	-	1			
³ Music Education 318 - 416/417/418	2	2			
⁵ Music Education 530 - 535	3	3			

(PIA/VOI)		
Music 204	2	-
Music 211-212	2	2
Major Performance 207-208	2	2
(PIA/VOI/ORC)		
Major Ensemble (BAN/CHO/ORC)	1	1
Music 222-233	1	1
Recital Attendance 101, 101	0	0
Social Science	-	3
Elective	-	3
Music Recording Tech 225-226	3	2
Behavioral Science	3	-
Total	15	15
Junior Year– Semester	1st	2nd
Elective	3	3
Humanities 201	3	-
Humanities Elective	-	3
Major Performance 307-308	2	2
(PIA/VOI/ORC)		
Music 305-306 Music History	3	3
Humanities 201	3	-
Music Recording Tech 325-326	2	2
Music Recording Tech 327	2	-
Major Ensemble (BAN/CHO/ORC)	1	1
Recital Attendance 101, 101	0	0
Total	16	14
Senior Year– Semester	1st	2nd
Major Performance 407-408	2	2
(PIA/VOI/ORC)		
Music 311	2	-
Major Ensemble (BAN/CHO/ORC)	1	1
Music 407-408	3	3
Music Recording Tech 425-426	2	2
Music 401	-	2
Music Recording Tech 427	-	2
Music Recording Tech 429	-	4
Elective	3	-
Recital Attendance 101, 101	0	0
Total	13	16
TOTAL SEMESTER HOURS		120

*Prerequisites are required

¹Minors whose minor performance instrument is voice must take 4 semesters of minor piano.

²Minors whose minor performance instrument is piano must take 4 semesters

Audio Production

Freshman Year – Semester	1st	2nd
ENG 101-102 Written Communication I-II	3	3
Minor Performance 103-104 (PIA)	1	1
Social Science	-	3
HIS 106 World Civilizations II	3	-
Communication 103	-	3
Natural Science	-	3
Major Ensemble (BAN/CHO/ORC)	1	1
MAT 110 College Math II (or higher)	3	-
Recital Attendance 101, 101	0	0
UNV 101 Freshman Orientation	1	-
² Music 119-120	1	1
² Music 121-122	2	2
PED Physical Education Activity	1	1
Total	16	18
Sophomore Year – Semester	1st	2nd
Minor Performance 203-204 (PIA)	1	1
Music 211-212	2	2
Music 222-233	1	1
Humanities 201	3	-
Humanities Elective	-	3
Major Ensemble (BAN/CHO/ORC)	1	1
Recital Attendance 101, 101	0	0
Elective	6	3
Music Recording Tech 225-226	3	2
Behavioral Science	-	3
Total	17	16
Junior Year– Semester	1st	2nd
Elective	3	6
Minor Performance 303-304 (PIA)	1	1
Music 305-306 Music History	3	3
MUS 407 Business of Music	3	-
Music Recording Tech 325-326	2	2
Music Recording Tech 327	2	-
Major Ensemble (BAN/CHO/ORC)	1	1
Recital Attendance 101, 101	0	0
Total	13	13
Senior Year– Semester	1st	2nd
Music 201-202	3	3
Music Recording Tech 327	2	-
Music Recording Tech 429	-	4
Elective	8	7
Recital Attendance 101, 101	0	0
Total	13	14
TOTAL SEMESTER HOURS		120

²Diagnostic music theory test required.

Sacred Music

Freshman Year – Semester

	1st	2nd
ENG 101-102 Written Communication I-II	3	3
¹ Major Performance 107-108 (PIA/VOI/ORC)	2	2
HIS 106 World Civilizations II	3	-
Communication 103	-	3
Natural Science	-	3
Major Ensemble (BAN/CHO/ORC)	1	1
MAT 110 College Math II (or higher)	3	-
Recital Attendance 101, 101	0	0
UNV 101 Freshman Orientation	1	-
² Music 119-120	1	1
² Music 121-122	2	2
PED Physical Education Activity	1	1
Total	17	16

Sophomore Year – Semester

	1st	2nd
Humanities 201	3	-
Major Ensemble (BAN/CHO/ORC)	1	1
Major Performance 207-208 (PIA/VOI/ORC)	2	2
Music 211-212	2	2
Music 222-233	1	1
Minor Performance 203-204, 205-206 (PIA/VOI)	1	1
Recital Attendance 101, 101	0	0
Music 204	-	2
SOC Social Science Elective	3	3
Elective	2	2
Total	16	15

Junior Year– Semester

	1st	2nd
Elective	6	6
Humanities Elective	-	3
Major Performance 307-308 (PIA/VOI/ORC)	2	2
Music 305-306 Music History	3	3
Music 309 Jazz Improvisation	2	-
Orchestra 205 (Small Ensemble)	1	1
Recital Attendance 101, 101	0	0
Total	14	15

Senior Year– Semester

	1st	2nd
Major Performance 407-408 (PIA/VOI/ORC)	2	2
Music 311	2	-
Music 450 Internship	4	-
Music 204	-	2
Elective	6	9
Recital Attendance 101, 101	0	0
Total	14	13
TOTAL SEMESTER HOURS		120

Theatre- Performance

Freshman Year – Semester

	1st	2nd
ENG 101-102 Written Communication I-II	3	3
BIO 101 Nature of Life	1	-
HIS 106 World Civilizations II	3	-
Communication 103	-	3
MAT 110 College Math II (or higher)	3	-
UNV 101 Freshman Orientation	1	-
PED Physical Education Activity	1	-
PSY 203 Intro to Psychology	-	3
Humanities 201	-	3
Humanities Elective	-	3
Total	14	15

Sophomore Year – Semester

	1st	2nd
THE 119 Performance Workshop	3	-
THE 116-416 Practicum	1	-
COM 121 Voice and Diction	3	-
THE 120 Introduction to Theatre	3	-
THE 201 Stagecraft	3	-
THE 205 Theatre History	3	-
Free Electives	-	6
THE 125 Oral Interpretation	-	3
MUS 200 Intro to Music	-	3
THE 319 Improvisational Workshop	-	3
Total	16	15

Junior Year– Semester

	1st	2nd
THE/COM Elective	8	3
THE 305-306 Directing I & II	3	3
COM 350 Res Meth in Theatre Arts	-	3
THE 233-333 Acting I & II	3	3
THE 116-416 Practicum	1	-
Free Elective	-	3
Total	16	15

Senior Year– Semester

	1st	2nd
THE 252-352 Playwriting I & II	3	3
THE 364 Modern Drama	3	-
THE 422 Senior Project	3	-
THE/COM Elective	3	3
Free Elective	3	3
THE 345 Black American Theatre	-	3
THE 419 Dramatic Theory & Crit	-	3
Total	15	15
TOTAL SEMESTER HOURS		120

Theatre- Technical Emphasis

Freshman Year – Semester

	1st	2nd
ENG 101-102 Written Communication I-II	3	3

BIO 101 Nature of Life	1	-	higher		
HIS 106 World Civilizations II	3	-	COM 103 Oral Communications	-	3
Communication 103	-	3	UNIV 101 Individual and Life	1	-
MAT 110 College Mathematics I	3	-	BIO 103 (w/lab) General Biology	4	-
UNV 101 Freshman Orientation	1	-	Humanities 201 Humanities I	3	-
PSY 203 Intro to Psychology	-	3	Humanities Elective	-	3
Humanities 201	-	3	HIS 106 World Civilizations II	-	3
Humanities Elective	-	3	MAT105 Intermediate Algebra or free elective	-	3
Total	13	16	Free Elective	1	-
Sophomore Year – Semester	1st	2nd	Total	15	15
THE 119 Performance Workshop	3	-	Sophomore Year – Semester	1st	2nd
THE 116-416 Practicum	1	-	Foreign Language 101/102 or higher	3	3
THE 117-417 Practicum	-	1	PSY 203 Intro to Psy (For Majors), PSY	3	3
THE 120 Introduction to Theatre	-	3	208 Methods		
THE 201 Stagecraft	3	-	PSY 346/347 Stats I/Stats II	3	3
Free Electives	9	8	MAT 117 Precalculus I or higher*	3	3
THE 125 Oral Interpretation	-	3	PSY 209 Career Readiness	3	-
Total	16	15	Free Elective	-	3
Junior Year– Semester	1st	2nd	Total	15	15
THE 225 Playwriting I	3	-	Junior Year– Semester	1st	2nd
THE 205 Theatre History	3	-	PSY 308 Physiological Psychology, PSY	3	3
THE 305 Directing I	3	-	205 Social Psy		
THE 355-356 Tech Theatre Workshop I & II	3	3	PSY 300 Abnormal Psychology, PSY 302	3	3
THE 233-333 Acting I & II	3	3	Theories of Personality		
THE 345 Black American Theatre	-	3	PSY 311 Developmental Psychology,	3	3
COM 350 Res Meth in Theatre Arts	-	3	PSY 309 Junior Seminar		
COM 121 Voice and Diction	-	3	Psychology Electives	6	-
THE/COM Elective	-	3	Social Science Elective	-	3
Total	15	18	SOC 205 Intro to Sociology	-	3
Senior Year– Semester	1st	2nd	Total	15	15
THE 364 Modern Drama	3	-	Senior Year– Semester	1st	2nd
THE 402 Scene Design	3	-	Psychology Elective	6	3
THE 422 Senior Project	3	-	PSY 408 Senior Seminar	3	-
THE/COM Elective	6	3	Physical Education	-	1
Free Elective	-	6	Free Elective	3	11
THE 404 Costume Design for Theatre & Dance	-	3	PSY Internship	3	-
THE 419 Dramatic Theory & Crit	-	3	Total	15	15
Total	15	15	TOTAL SEMESTER HOURS	120	
TOTAL SEMESTER HOURS		120			

PSYCHOLOGY

General Psychology (BA)

Freshman Year – Semester	1st	2nd
ENG 101-102 Written Communication I-II	3	3
MAT 110 College Mathematics II or higher	3	-

MARRIAGE & FAMILY TRACK

Freshman Year – Semester	1st	2nd
ENG 101-102 Written Communication I-II	3	3
MAT 110 College Mathematics II or higher	3	-
COM 103 Oral Communications	-	3
UNIV 101 Individual and Life	1	-
BIO 103 (w/lab) General Biology	4	-
Humanities 201 Humanities I, Humanities	3	3

Elective		
HIS 106 World Civilizations II	-	3
MAT105 Intermediate Algebra or free elective	-	3
Free Elective	1	-
Total	15	15
Sophomore Year – Semester	1st	2nd
Foreign Language 101/102 or higher	3	3
PSY 208 Methods, PSY 203 Intro to Psy (For Majors)	3	3
PSY 346/347 Stats I/Stats II	3	3
Physical Science (w/lab)	-	4
MAT 117 Precalculus I or higher*	3	-
PSY 209 Career Readiness	3	-
HEA 200 Health Education	-	2
Total	15	15
Junior Year– Semester	1st	2nd
PSY 308 Physiological Psychology, PSY 205 Social Psy	3	3
PSY 300 Abnormal Psychology, PSY 302 Theories of Personality	3	3
PSY 311 Developmental Psychology, PSY 309 Junior Seminar	3	3
Psychology Electives	6	-
Social Science Elective	-	3
SOC 205 Intro to Sociology	-	3
Total	15	15
Senior Year– Semester	1st	2nd
PSY 404 Black Child Development, PSY 404 Marriage & Family	3	3
PSY 404 Intimate Relationships, PSY 404 Black Marital Relationships	3	3
PSY 408 Senior Seminar	3	-
Physical Education	-	1
Free Elective	6	8
Total	15	15
TOTAL SEMESTER HOURS	120	

PSYCHOLOGY- MINOR

Freshman Year – Semester	1st	2nd
PSY 203 Intro to Psy (For Majors)	-	3
Sophomore Year – Semester	1st	2nd
PSY 208 Methods, PSY 346 Stats I	3	3
Junior Year– Semester	1st	2nd
Psychology Electives	3	3
Senior Year– Semester	1st	2nd
Psychology Elective	3	-
PSY 302 Theories of Personality	-	3
TOTAL SEMESTER HOURS		21

PREMED TRACK

Freshman Year – Semester	1st	2nd
ENG 101-102 Written Communication I-II	3	3
Mathematics 117 Pre-Calculus I or higher	3	-
BIO 105-106 (w/lab) Biology I & II	4	4
UNIV 101 Individual and Life	1	-
CHE 201-202 General Chemistry and Qualitative Analysis	4	4
COM 103 Oral Communications	-	3
Psy 203 Introduction to Psychology	-	3
Health 200 Health Education	2	-
Total	17	17
Sophomore Year – Semester	1st	2nd
PHY 201-202 (w/lab) Introductory Physics I-II	4	4
CHE 301-302 (w/lab) General Organic Chemistry	4	4
PSY 208 Methods of Psy	3	-
PSY 346/347 Stats I/Stats II	3	3
PHY 215-216 Introductory Physics Lab I-II	1	1
Mathematics 130 Calculus	-	3
Physical Education	-	1
Total	15	16
Junior Year– Semester	1st	2nd
PSY 300 Abnormal Psychology, PSY 308 Physiological Psychology	3	3
BIO 224-225 Anatomy and Physiology	4	4
PSY 309 Junior Seminar	3	-
CHE 303 & 304 Introduction to Biochemistry	4	4
SOC 205 Intro to Sociology	-	3
Total	14	14
Senior Year– Semester	1st	2nd
History 106 World Civilization	3	-
Foreign Language 101-102	3	3
Humanities 201 Humanities I, Humanities Elective	3	3
PSY 302 Theories of Personality, PSY 205 Social Psy	3	3
PSY 408 Senior Seminar, PSY 311 Developmental Psychology	3	3
Total	15	12
TOTAL SEMESTER HOURS		120

POLITICAL SCIENCE AND HISTORY

History

Freshman Year – Semester	1st	2nd
ENG 101, 102 Written Communication I & II	3	3
MAT 110 College Math II	3	-
UNV 101 Freshman Orientation	1	-
BIO 101 General Biology	3	-
HIS 106 World Civilizations II, Sociology Sciences elective	3	3
COM 103 Oral Communication	-	3
HEA 200 Health Education (or 2 PE)	-	2
PSY 203 Introduction to Psychology	-	3
HUM 201 Humanities I, HUM 202 Humanities II	3	3
Total	16	17
Sophomore Year – Semester	1st	2nd
HIS 105 World Civilizations I, HIS107 Survey of African-American History	3	3
HIS 201 History of the United States to 1865, HIS 202 History of the United States from 1865	3	3
Foreign Language 101, 102 or higher	3	3
HIS 203 Historical Methods, Free elective	3	3
HIS 218 Cultural and Political History of Africa (1), HIS 220 Cultural and Political History of Africa (2)	3	3
Total	15	15
Junior Year– Semester	1st	2nd
GEO 201 201 World Regional Geography, ECO (Economics)	3	3
HIS 332 History of African-Americans I, 333 History of African-Americans II	3	3
HIS 314 American Social History, 308 Historiography of the African Diaspora	3	3
HIS 361 Latin America Since Independence	-	3
HIS 319 The Renaissance and Reformation, 1400-1650/320 Early Modern Europe, 1650-1815/330 Nineteenth-Century Europe, HIS 331 Twentieth-Century Europe	3	3
Total	12	15
Senior Year– Semester	1st	2nd
HIS 499 Topics in History, 303 Women in History	3	3
European History Elective, HIS 390 Seminar in Comparative History	3	3
American History Elective	3	3
HIS 425 Senior Seminar	-	3
HIS 399 Historiography	-	3

Free Electives	6	3
History 400 Internship	3	-
Total	15	15
TOTAL UNDERGRADUATE CREDITS	120	

International Studies-International Relations

Freshman Year – Semester	1st	2nd
ENG 101, 102 Written Communication I & II	3	3
MAT 110 College Math II (or higher)	3	-
UNV 101 Freshman Orientation	1	-
BIO 101 General Biology	3	-
HIS 106 World Civilizations II, Sociology Sciences elective	3	3
COM 103 Oral Communication	-	3
HEA 200 Health Education (or 2 PE)	-	2
PSY 203 Introduction to Psychology	-	3
HUM 201 Humanities I, HIS 107 Survey of African-American History	3	3
Total	16	17
Sophomore Year – Semester	1st	2nd
Foreign Language* 101, 102	3	3
INS 220 Introduction to International Relations, PHI 304 Ethics	3	3
GEO 201 World Regional Geography, POL 205 Government and Politics in Europe	3	3
ECO 201 Principles of Macroeconomics	-	3
HIS 306 History of East Asia since 1850, HIS 331 Twentieth-Century Europe	3	3
Total	12	15
Junior Year– Semester	1st	2nd
Foreign Language* 201, 202	3	3
POL 304 International Politics, POL307 Contemporary Issues in International Politics	3	3
HIS 310 History of Modern South Asia, HIS 410 American Foreign Policy	3	3
SOC 324 Sociology of the World Systems	3	-
INS 305 Africa and World Affairs	-	3
International Studies Elective, Free Elective	3	3
Total	15	15
Senior Year– Semester	1st	2nd
Foreign Language*301, 302	3	3
POL 405 International Law	3	-
POL 406 International Organization	3	-
INS 435 International Studies Capstone	-	3

Free Electives	6	9
POL 400 Internship	3	-
Total	15	15
TOTAL UNDERGRADUATE CREDITS	120	

**Selection of Foreign Language should be done in consultation with academic advisor*

International Studies- Latin American and Caribbean

Freshman Year – Semester	1st	2nd
ENG 101, 102 Written Communication I & II	3	3
MAT 110 College Math II (or higher)	3	-
UNV 101 Freshman Orientation	1	-
BIO 101 General Biology	3	-
HIS 106 World Civilizations II, Sociology Sciences elective	3	3
COM 103 Oral Communication	-	3
HEA 200 Health Education (or 2 PE)	-	2
PSY 203 Introduction to Psychology	-	3
HUM 201 Humanities I, HIS 107 Survey of African-American History	3	3
Total	16	17
Sophomore Year – Semester	1st	2nd
Foreign Language* 101, 102	3	3
INS 220 Introduction to International Relations, PHI 304 Ethics	3	3
GEO 201 World Regional Geography, ENG 307 Caribbean Literature and Film	3	3
INS 302 History and Politics of the Caribbean, ECO 201 Principles of Macroeconomics	3	3
HIS 360 Latin America to Independence, HIS 361 Latin America Since Independence	3	3
Total	15	15
Junior Year– Semester	1st	2nd
Foreign Language* 201, 202	3	3
POL 304 International Politics, POL 305 Introduction to Political Economy	3	3
POL 310 Politics of the Global South, HIS 410 American Foreign Policy	3	3
INS 321 Topics in Latin America, INS 310 Society and Culture in Latin America and the Caribbean	3	3
SOC 324 Sociology of the World Systems	-	3
Total	12	15
Senior Year– Semester	1st	2nd

Foreign Language*301, 302	3	3
INS 402 U.S.- Latin American Relations	3	-
INS 435 International Studies Capstone	-	3
Free Electives	6	9
POL 400 Internship	3	-
Total	12	15
TOTAL UNDERGRADUATE CREDITS	120	

African American Studies

Freshman Year – Semester	1st	2nd
ENG 101, 102 Written Communication I & II	3	3
MAT 110 College Math II (or higher)	3	-
UNV 101 Freshman Orientation	1	-
Natural Science Course	3	-
HIS 106 World Civilizations II, HIS 107 Survey of African-American History	3	3
COM 103 Oral Communication	-	3
HEA 200 Health Education (or 2 PE)	-	2
PSY 203 Introduction to Psychology	3	-
SOC 205 Intro to Sociology	-	3
HUM 201 Humanities I	-	3
Total	16	17
Sophomore Year – Semester	1st	2nd
Music 201 Music of African-Americans	3	-
Foreign Language 101, 102	3	3
SOC 320 Sociology of Black Families	-	3
African American Studies Electives	3	6
AAS 2XX Introduction to African American Studies	3	-
HIS 333 History of African-Americans II	-	3
*Research Methods Course from list below	3	-
Total	15	15
Junior Year– Semester	1st	2nd
PSY 402 Black Psychology, THE 345 Black American Theatre	3	3
Free Elective	3	3
African American Studies Electives	3	3
POL 341 Afro-American Politics, SOC 416 Sociology of the African American Experience	3	3
ENG 313 African American Literature	3	-
AAS 4XX African American Studies Internship (Internship)	-	3
Total	15	15
Senior Year– Semester	1st	2nd
ART 407 History of African American Arts, COM 426 Seminar in African American Oratory	3	3

SOC 455 Sociology of Race and Racism,	3	3
AAS 4XX African American Studies		
Capstone		
African American Studies Electives	3	3
Free Electives	6	3
Total	15	12
TOTAL UNDERGRADUATE CREDITS	120	

Pre-Law Track

Required Courses

POL 318 Legal Theory
POL 319 Legal Research
POL 425 Legal Writing
PHI 210 Introduction to Logic and Scientific Method

Recommended Electives

PHI 304 Ethics
POL 302 Constitutional Law and Civil Rights
POL 309 Law and the Judicial Process

Free Electives

ECO 201 Principles of Economics (Macroeconomics)
ECO 202 Principles of Economics (Microeconomics)
*ECO 319 Industrial Organization
*MGT 305 Legal Environment of Business I
*MGT 306 Legal Environment of Business II
JAC 405 Media Law
ENG 399 Law and Literature
ENT 410 Legal Issues for Entrepreneurs
SOC 305 The Criminal Justice System
SOC 401 Sociology of Law
**Prerequisites Required*

Political Science

Curriculum Outline – Political Science

Freshman Year – Semester	1st	2nd
ENG 101, 102 Written Communication I & II	3	3
MAT 110 College Math II (or higher)	3	-
UNV 101 Freshman Orientation	1	-
BIO 101 General Biology	3	-
HIS 106 World Civilizations II, Sociology Sciences elective	3	3
COM 103 Oral Communication	-	3
HEA 200 Health Education	-	2
PSY 203 Introduction to Psychology	-	3
HUM 201 Humanities I, HIS 107	3	3

Survey of African-American History		
Total	16	17
Sophomore Year – Semester	1st	2nd
Foreign Language* 101, 102	3	3
POL 201 Introduction to Political Science, POL 202 Introduction to Political Thoery	3	3
POL 203 American National Politics	3	3
POL 204 States and Local Politics		
ECO 201 Principles of Macroeconomics, POL 205 Government and Politics in Europe	3	3
ECO 202 Principles of Microeconomics, POL 210 Scope and Methods of Political Science	3	3
Total	15	15
Junior Year– Semester	1st	2nd
Foreign Language* 201, 202	3	3
POL 304 International Politics, POL 309 Law and the Judicial Process	3	3
POL 310 Politics of the Global South	3	-
SOC 346 Statistics/ PSY 346 Statistics I Introduction to Statistical Methods	-	3
Political Science Electives	6	6
Total	15	15
Senior Year– Semester	1st	2nd
POL 408 Public Policy	3	-
POL 403 Senior Seminar I, POL 404 Senior Seminar II	3	3
Political Science Elective	3	-
Free Electives	3	12
POL 400 Internship	3	-
Total	12	15
TOTAL UNDERGRADUATE CREDITS	120	

Public Administration Minor

Required Courses

POL 402 Public Personal Administration (Retitled Public Organization Management*)
POL 407 Introducation to Public Administration
POL 409 Race and Public Policy (For Political Science Majors) or POL 408 Public Policy (for non-Political Science Majors)
POL 410 Public Fincance
POL 412 Administrative Law
PHI 304 Ethics or PHI 305 Ethics and Leadership
Total 18 Credits

SOCIOLOGY, CRIMINAL JUSTICE AND HOMELAND SECURITY

Criminal Justice

Freshman Year – Semester	1st	2nd
ENG 101/102 Written Communication I & II	3	3
HEA 200 Health Education	-	2
HIS 106 World Civilizations II	3	-
HUM 201 Humanities	-	3
Humanities Elective	-	3
MAT 110 or higher	3	-
Natural Science	3	-
COM 103 Oral Communication	-	3
PSY 203 Introduction to Psychology	-	3
SOC 205 Introduction to Sociology	3	-
UNV 101 Freshman Orientation	1	-
Total	16	17
Sophomore Year – Semester	1st	2nd
CRJ 332 Corrections	3	-
CRJ 305 Criminal Justice System	-	3
CRJ 340 Juvenile Justice	-	3
CRJ 306 Fund of Crim Law and Proc	-	3
Foreign Language 101-102	3	3
SOC 210 Social Problems	3	-
SOC 250 Introduction to Social Research	3	-
SOC 215 Introduction to Criminology	3	-
SOC 315 Sociology of Deviance	-	3
Total	15	15
Junior Year– Semester	1st	2nd
CRJ 409 Criminalistics Cybercrime	3	-
CRJ 407 Crime Scene Investigation	-	3
Foreign Language 201-202	3	3
Free Elective	-	3
Social Science Elective	3	-
SOC 346 Statistics	3	-
SOC 351 History of Sociological Theory	3	-
SOC 415 Advanced Criminology	-	3
Sociology Elective	-	3
Total	15	15
Senior Year– Semester	1st	2nd
CRJ 410 Issues in Law Enforcement	3	-
CRJ 499 Senior Practicum	-	3
CRJ 417 Law Enforcement in Security	-	3
Free Elective	3	3
SOC 405 Violence Against Women	3	-

Social Science Elective	3	-
SOC 400 Internship	3	-
SOC 403 Victimology	-	3
Total	15	12
TOTAL UNDERGRADUATE CREDITS	120	

Cyber Security- Criminal Justice

Freshman Year – Semester	1st	2nd
ENG 101/102 Written Communication I & II	3	3
UNV 101 Freshman Orientation	1	-
COM 103 Oral Communication	3	-
HUM 201 Humanities I	3	-
SOC 205 Introduction to Sociology	3	-
BIO 101 General Biology	3	-
MAT 110 College Math II	-	3
HEA 200 Health Education (or 2 PE)	-	2
PSY 203 Introduction to Psychology	-	3
Humanities Elective	-	3
HIS 106 World Civilizations II	-	3
Total	16	17
Sophomore Year – Semester	1st	2nd
Foreign Language 101-102 or higher	3	3
SOC 215 Introduction to Criminology	3	-
CSC 120 Introduction to Computers	3	-
MATH 117 Pre-Calculus	3	-
POL 304 International Politics	3	-
POL 302 Constitutional Law/ and Civil Rights	-	3
CRJ 305 Criminal Justice System	-	3
CSC 100 Computer Science	-	3
Criminal Justice Elective	-	3
Total	15	15
Junior Year– Semester	1st	2nd
SOC 346 Statistics	3	-
Criminal Justice Elective	3	-
CYS 382 Intro Cyber Security	3	-
CRJ 301 US Cyber Security Law and Policy	3	-
CRJ 302 Global Cyber Security Law and Policy	3	-
CRJ 307 Cyber Espionage, Cyber Terrorism and Hacktivism	-	3
CRJ 416 Terrorism and National Security	-	3
CRJ 304 Cyber Security in Public Organizations	-	3
CYS 323 Ethics, Law and Policy Seminar	-	3
CRJ 303 Cyber Security and Ethics Seminar	-	3

Total	15	15
Senior Year– Semester	1st	2nd
CRJ 414 Cyber Security and Global Cyber War	3	-
CRJ 409 Criminalistics of CyberCrime	3	-
CRJ 411 Homeland Security	3	-
CYS 470 Computer Forensics and Incidence Handling	3	-
CRJ 419 Cyber Security in Private Organizations	3	-
CRJ 406 Cyber Intelligence and National Security	-	3
CYS 485 Risk Management	-	3
CYS 475 Computer Viruses and Malicious Software	-	3
CRJ 4XX (408) Cyber Crime and Homeland Security	-	3
Total	15	12
TOTAL UNDERGRADUATE CREDITS	120	

Sociology

Freshman Year – Semester	1st	2nd
BIO 101 Nature of Life	3	-
COM 103 Oral Communication	-	3
ENG 101, 102 Written Communication I & II	3	3
HEA 200 Health Education		2
HIS 106 World Civilizations II	-	3
Humanities Elective	6	-
MAT 110 College Mathematics II or higher	3	-
PSY 203 Introduction to Psychology	-	3
SOC 205 Introduction to Sociology	-	3
UNV 101 Freshman Orientation	1	-
Total	16	17
Sophomore Year – Semester	1st	2nd
Foreign Language* 101, 102	3	3
SOC 310 Sociology of the Family	3	-
SOC 210 Social Problem	3	-
SOC 250 Introduction to Social Research	3	-
SOC 304 Race and Ethnic Relations	3	-
SOC 302 Social Inequality		3
SOC 314 Urban Problems in Sociological Perspective	-	3
SOC 315 Sociology of Deviance	-	3
Total	15	12
Junior Year– Semester	1st	2nd
Liberal Studies Service Learning 300	-	3

Social Science Elective	-	3
SOC 346 Statistics	3	-
SOC 351 History of Sociological Theory, SOC 352 Contemporary Sociological Theory	3	3
SOC 412 Current Issues in Global Inequality	3	-
SOC 330 Sociology of Education	3	-
SOC 400 Internship	3	-
SOC 403 Victomology	-	3
SOC 350 Advanced Research Metods	--	3
Total	15	15
Senior Year– Semester	1st	2nd
Free Electives	3	6
Sociology Electives	3	3
SOC 453 Senior Thesis	3	-
SOC 311 Critical Race Theory	-	3
SOC 404 Social Movements	3	-
SOC 454 Senior Seminar	-	3
SOC 414 Contemporary Issues in Social Policy	3	
Total	15	15
TOTAL UNDERGRADUATE CREDITS	120	

SPORTS SCIENCE AND WELLNESS

Kinesiology

Freshman Year – Semester	1st	2nd
BIO 103 General Biology	-	4
COM 103 Oral Communications	3	-
ENG 101, 102 Written Communications I & II	3	3
HEA 200 Health Education	2	-
HIS 106 World Civilizations II	-	3
HUM 201 Humanities, Elective	3	3
MAT 117 Precalculus Mathematics I,	3	3
MAT 205 Introduction to Statistics		
UNV 101 Freshman Orientation	1	-
Total	15	16
Sophomore Year – Semester	1st	2nd
BIO 302 Human Anatomy/ Lab	-	4
EDU 302 Human Growth and Development	3	-
Free Elective	3	3
PED 208 Foundations of Kinesiology & Exercise Science	3	-
HEA 203 Advanced Concepts of Health	-	3

PSY 203 Introduction of Psychology	3	-
SOC 205 Introduction to Sociology	-	3
CHE 201,202 General Chemistry and Qualitative Analysis	4	4
Total	16	17
Junior Year– Semester	1st	2nd
BIO 336 Human Physiology	3	-
Free Elective	-	3
HEA 309 Prevention and Care of Athletic Injuries	-	3
PED 301 Motor Development & Learning	3	-
PED 135 Intermediate Swimming	1	-
PED 306 Kinesiology	3	-
PED 427 Physiology of Exercise	-	3
PHY 201, 202 Introductory Physics I-II	4	4
PHY 215, 216 Introductory Physics Lab I-II	1	1
Total	15	14
Senior Year– Semester	1st	2nd
Free Elective	3	3
HEA 211 First Aid, CPR and Safety, HEA 441 Health and Aging	3	3
PED 362 History of Sport	3	-
PED 230 Physical Education for Diverse Populations	3	-
PED 402 Exercise Testing, Prescription and Assessment	-	3
PED 480,481 Practicum in Kinesiology I - II	3	3
Total	15	12
TOTAL UNDERGRADUATE CREDITS	120	

1. Individual/Dual Sport: PED 101, 111, 112, 117, 118, 121, 137, 138, 140, 147, 149, or other individual/dual sport
2. Team Sport: PED 109, 129, 131, 143, 152, or other team sport
3. Physical Science Elective: CHE 150, CHE 201, ESC 202, ESC 204, PHY 201, PHY 203, SCI 102, SCI 104, APS 101, APS 102, APS 105, APS 106
4. Swimming course: PED 108, 133, 134, 135, 226, 227, 228

Sport Management

Freshman Year – Semester	1st	2nd
BIO 103 General Biology	4	-
COM 103 Oral Communication	-	3
ENG 101,102 Written Communication I	3	3

& II		
HIS 106 World Civilizations II	-	3
HUM 201 Humanities, Free Elective	3	3
MAT 110 College Mathematics II (or higher)	3	-
Physical Education Activity	1	-
PSY 203 Introduction to Psychology	-	3
UNV 101 Freshman Orientation	1	-
Total	15	16
Sophomore Year – Semester	1st	2nd
ACC 203 Accounting Principles I	-	3
ECO 200 Introduction to Economics/ECO 201 Principles of Macroeconomics	3	-
Elective	3	-
HEA 200 Health Education	2	-
MGT 301 Business Organization and Management	3	
PED 224 Introduction to Sport Management, PED 360 Psychisocial Aspects of Sport and Physical Education	3	3
PED 240 Sport Marketing	-	3
SCI 102 Introduction to Physical Science	3	-
SOC 205 Introduction to Sociology	-	3
PSY 346 Statistics I Introduction to Statistical Methods		3
Total	17	15
Junior Year– Semester	1st	2nd
MGT 323 Information/DP Systems Management	-	3
ENG 218 Technical Communication/ MGT 340 Business Communication	3	-
FIN 304 Business Finance	-	3
MGT 400 Organizational Behavior, MGT 312 Personnel/Human Resources Management	3	3
MGT 305 Legal Environment of Business I	3	-
MKT 305 Principles of Marketing	3	-
PED 340 Sport Law and Governance		3
PED 345 Sport Public Relations and Promotions	-	3
PED Elective	3	-
Total	15	15
Senior Year– Semester	1st	2nd
Elective	3	-
PED 341 Sport Finance and Economics	3	-
PED 491 Facilities Management	3	-
PED 492 Practicum in Athletic Admin.	3	-
PED 494 Internship	-	12
PED Elective	3	-
Total	15	15

TOTAL UNDERGRADUATE CREDITS 120

Masters in Sports Administration

First Year Semester	1st	2nd
PED 601 Sport Law	3	-
PED 611 Research Methods	3	-
PED 623 Sport and Social Responsibility	3	-
PED 600 Sport Marketing	-	3
PED 602 Sport Finance	-	3
PED 624 Organizational Leadership in Sport Administration	-	3
Total	9	9
Summer I Semester 3rd	1st	2nd
PED 619 NCAA Compliance	-	3
PED 620 Sport Governance	-	3
Total		6
Second Year Semester	1st	2nd
PED 631 or 632 Internship or Thesis	-	6
PED Elective	-	3
Total		9
TOTAL UNDERGRADUATE CREDITS	33	

Requirement/Description

Fall Semester	Credit Hours
PED 601 Sports Law	3
PED 611 Research Methods	3
PED 623 Sport And Social Responsibilities	3
Total	9
Spring Semester	2nd
PED 600 Sport Marketing	3
PED 602 Sport Finance	3
PED 624 Organizational Leadership	3
Total	9
Summer Semester	
PED 619 NCAA Compliance	3
PED 620 Sport Governance	3
Total	6
Fall Semester	2nd
PED 631 or 632 Internship or Thesis	6
PED Elective	3
Total	9
TOTAL UNDERGRADUATE CREDITS	33

Aquatics- Concentration/ Minor

Required Courses	Credit
Swimming Skills	2
Choose Two Courses from the following*	4

Physical Education 134 Aquatics Instructor	
Physical Education 135 Aquatics Instructor	
Physical Education 226 Aquatics Instructor	
Choose Two Courses from the following*	3
Physical Education 227 Aquatics Electives	
Physical Education 373 Aquatics Electives	
Recreation 206 Aquatics Electives	
Recreation 311 Aquatics Electives	
Choose Two Courses from the following*	3
Physical Education 133 First Aid Skills & Techniques	
Physical Education 160 First Aid Skills & Techniques	
Physical Education 228 First Aid Skills & Techniques	
Physical Education other approved courses	
First Aid Skills & Techniques	
Health Education 312	6
Aquatics Management	
Recreation 350, 420	
TOTAL SEMESTER HOURS	18

1. Physical Science Elective: CHE 150, CHE 201, ESC 202, ESC 204, PHY 01, PHY 203, SCI 102, SCI 104, APS 101, APS 102, APS 105, APS 106
2. Physical Education – Sport Management Elective: PED 342, 362, 364, 367, 395, 405

Sport Leadership Certificate Program (SLCP) in the Sport Administration Graduate Program

First Semester	Credit Hours
Course Name	
PED 601 Sports Law	3
PED 623 Sport And Social Responsibilities	3
PED 62 Event Management/Facilities Maintenance	3
Total	9
Second Semester	2nd Credit Hours
Course Name	
PED 600 Sport Marketing	3
PED 602 Sport Finance	3
PED 624 Organizational Leadership	3
Total	9
TOTAL UNDERGRADUATE CREDITS	18

Additional SLAE Templates

School of Liberal Arts and Education
List of Majors, Contacts, & Advisors _____

Department/Major: _____

Student Name & HU ID#	Class	University Email Address	Alternate Email Address	Cell Number	Permanent/Home Mailing Address	Advisor
1. Last Name, First Name (Major) 00000000	Class					

FALL /SPRING / SUMMER __FALL 2025__

[illegible]

ENROLLMENT LAST CHECKED ON:

School of Liberal Arts and Education
 SENIOR ADVISEMENT LOG 2025-2026
 Department/Major: **SLAE TEMPLATE**

NO.	Student HU ID# Advisor	Major	Cell Number	Grad Application	Audit 1	Audit 2	Registrar Audit	Registrar List	Senior Exit Survey	Additional Notes
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										

SLAE Departmental Senior Placement Log 2025-2026
 INTERNSHIPS/RESEARCH/FELLOWSHIPS, JOB OFFERS GRADUATE SCHOOL
 Department/Major: **SAMPLE TEMPLATE**

NO.	Student HU ID# Advisor	Major	Internships (Dates/ Description)	Standard / Federal Resumes	Preferred Job Details	Job Offer(S)	Grad School	Gap Year	Additional Notes
1									
2									
3									
4									
5									
6									

# OF SENIORS	% WITH JOB OFFERS	% WITH GRAD SCHOOL APPLICATIONS/ ACCEPTANCE	% OF GAP YEAR/OTHER	PLACEMENT SECURED
6	0 0.00%	0 0.00%	0 0.00%	0 0.00%

CURRICULUM OUTLINE & AUDIT FORM

DEPARTMENT NAME: _____

MAJOR: _____ EMPHASIS: _____ MINOR: _____

STUDENT NAME: _____ HUID: _____ PHONE: _____

FRESHMAN YEAR

FIRST SEMESTER COURSES	CRD	SEM	GRADE
Total			
Notes			
Total Credit Hours Completed: _____ Total Credit Hours Completed towards Graduation in Major: _____			

SECOND SEMESTER COURSES	CRD	SEM	GRADE
Total			
Notes			
Total Credit Hours Completed: _____ Total Credit Hours Completed towards Graduation in Major: _____			

Advisor Name (Print): _____

Advisor Name (Print): _____

Advisor Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

SOPHOMORE YEAR

FIRST SEMESTER COURSES	CRD	SEM	GRADE
Total			
NOTES			
Total Credit Hours Completed: _____ Total Credit Hours Completed towards Graduation in Major: _____			

SECOND SEMESTER COURSES	CRD	SEM	GRADE
Total			
NOTES			
Total Credit Hours Completed: _____ Total Credit Hours Completed towards Graduation in Major: _____			

Advisor Name (Print): _____

Advisor Name (Print): _____

Advisor Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

CURRICULUM OUTLINE & AUDIT FORM

DEPARTMENT NAME: _____

MAJOR: _____ EMPHASIS: _____ MINOR: _____

STUDENT NAME: _____ HUID: _____ PHONE: _____

*******APPLICATION FOR GRADUATION MUST BE SUBMITTED TO THE REGISTRAR ONE YEAR PRIOR TO EXPECTED GRADUATION**

JUNIOR YEAR

FIRST SEMESTER COURSES	CRD	SEM	GRADE
Total			
NOTES			
Total Credit Hours Completed: _____ Total Credit Hours Completed towards Graduation in Major: _____			

SECOND SEMESTER COURSES	CRD	SEM	GRADE
Total			
NOTES			
Total Credit Hours Completed: _____ Total Credit Hours Completed towards Graduation in Major: _____			
List Required Courses Remaining for Graduation in Major:			
List Required Courses Remaining for Graduation in Minor:			
Required Forms Completed (check all that are completed): Graduation Application _____ Course Substitutions _____ Incompletes _____ Transfer Credits _____			

Advisor Name (Print): _____

Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Advisor Name (Print): _____

Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

CURRICULUM OUTLINE & AUDIT FORM

DEPARTMENT NAME: _____

MAJOR: _____ **EMPHASIS:** _____ **MINOR:** _____

STUDENT NAME: _____ **HUID:** _____ **PHONE:** _____

SENIOR YEAR

FIRST SEMESTER COURSES	CRD	SEM	GRADE
Total			

NOTES

Total Credit Hours Completed: _____
Total Credit Hours Completed towards Graduation in Major: _____

List Required Courses Remaining for Graduation in Major:

List Required Courses Remaining for Graduation in Minor:

Required Forms Completed (check all that are completed):
Graduation Application _____
Course Substitutions _____
Incompletes _____
Transfer Credits _____

SECOND SEMESTER COURSES	CRD	SEM	GRADE
Total			

NOTES

Total Credit Hours Completed: _____
Total Credit Hours Completed towards Graduation in Major: _____

List Required Courses Remaining for Graduation in Major:

List Required Courses Remaining for Graduation in Minor:

Required Forms Completed (check all that are completed):
Graduation Application _____
Course Substitutions _____
Incompletes _____
Transfer Credits _____

Advisor Name (Print): _____

Advisor Name (Print): _____

Advisor Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

TOTAL MAJOR CREDITS: _____

FACULTY COURSES AND OFFICE HOURS BY DEPARTMENT

SPRING/FALL _____

Chairperson, Dr. Faculty Member

PHONE: 757-727-5522

Email: faculty.member@hamptonu.edu

Office Location: Harvey Library

OFFICE HOURS : MTWRF from 10am – 12pm

COURSE	DAY	TIME	ROOM
SAM 000-01- Intro to Sample	MWF	9-9:50 AM	AR 214A
SAM 000-01- Intro to Sample	TR	8-9:15 AM	AR 233

Dr. Faculty Member

PHONE: 757-727-5522

Email: faculty.member@hamptonu.edu

Office Location: Harvey Library

OFFICE HOURS : MTWRF from 10am – 12pm

COURSE	DAY	TIME	ROOM
SAM 000-01- Intro to Sample	MWF	9-9:50 AM	AR 214A
SAM 000-01- Intro to Sample	MWF	10-10:50 AM	AR 202
SAM 000-01- Intro to Sample	TR	8-9:15 AM	AR 233
SAM 000-01- Intro to Sample	MWF	9-9:50 AM	AR 214A

Dr. Faculty Member

PHONE: 757-727-5522

Email: faculty.member@hamptonu.edu

Office Location: Harvey Library

OFFICE HOURS : MTWRF from 10am – 12pm

COURSE	DAY	TIME	ROOM
SAM 000-01- Intro to Sample	MWF	9-9:50 AM	AR 214A
SAM 000-01- Intro to Sample	MWF	10-10:50 AM	AR 202
SAM 000-01- Intro to Sample	TR	8-9:15 AM	AR 233
SAM 000-01- Intro to Sample	MWF	9-9:50 AM	AR 214A

Fundraising and Grantsmanship

SCHOOL OF LIBERAL ARTS AND EDUCATION GRANTSMANSHIP ACTION STEPS

STEP 1: CLARIFICATION OF EXPECTATIONS

- Each faculty member will work on at least 2 grant writing teams
- Each team will write and submit for funding - a minimum of 2 grant proposals per year
- Each faculty member (as a part of the teams) will submit 4 grant proposals per year

STEP 2: CHAIRS TO IDENTIFY AREAS OF STRENGTHS/ GREATEST CAPACITY/INTERESTS WITHIN THE DEPARTMENT

STEP 3: CHAIRS TO IDENTIFY BROAD TARGET AREAS OR SPECIFIC RESEARCH OR RFPS - FOR GRANT PROPOSALS

- Also, identify grant announcements and other grant opportunities congruent with targeted areas (Public and Private)

STEP 4: CHAIR IDENTIFIES AT LEAST 4 PROJECTS/AREAS FOR WHICH THEY WILL SEEK GRANT FUNDING AND ORGANIZES TEAMS. CHAIR WILL NOTE THE FOLLOWING FOR EACH PROJECT ON THE APPROPRIATE TEMPLATE.

- Name of Project
- Name of Team Leader
- Names of Team Members
- Objectives/Specific or General Aims for each
- Note funder(s) for each
- Note funding amount
- Note Anticipated Due Date for proposal submittal
- Timeline for completion (with meeting dates & times)

STEP 5: CONSIDER INTERDISCIPLINARY AND INTERINSTITUTIONAL PARTNERSHIPS/COLLABORATIONS

- Determine those areas in which collaborations with other departments, schools and institutions will yield the greatest capacity

STEP 6: EACH DEPARTMENT WILL HAVE AT LEAST FOUR GRANTSWRITING TEAMS WITH ALL MEMBERS OF THEIR FACULTY ASSIGNED TO AT LEAST TWO TEAMS

STEP 7: ONE COORDINATION LEAD FOR EACH TEAM

STEP 8: FACULTY ASSIGNMENTS TO GRANTS WRITING TEAMS

- One Lead each team (lead should have experience writing grants)

SCHOOL OF LIBERAL ARTS AND EDUCATION
GRANTSMANSHIP ACTION PLAN: 20__-20__
DEPARTMENT: _____

Chair Completed by: _____

Date: _____

NAME OF PROJECT	DESCRIPTION/OBJECTIVES	PROSPECTIVE FUNDER(S) & FUNDING AMOUNTS	ANTICIPATED PROPOSAL DUE DATE	LEADER* & TEAM MEMBERS	ACTIVITY TIMELINE

GRANTS PRODUCTIVITY REPORT

20__-20__

Department: School of Liberal Arts & Education

Date _____

Principal Investigator(s)	Funder	Program Description (no more than 4 sentences)	Intent Submit Date/ Proposal Due Date	Actual Submit Date/ Notification Date/	Amount Awarded (Date and Number of Years)	Index No. (Grant Received)

PRIVATE GIVING, FUNDRAISING AND TECHNOLOGY REPORT

NAME:
ACADEMIC YEAR:

SCHOOL:
SEMESTER/MONTH:

PRIVATE GIVING REPORT

Name	Name of Funding Source (Foundations, Trust, Endowment, and the like)	Purpose/Amount of submitted proposal	Amount of Funding Secured	Number of Proposals in Progress

FUNDRAISING REPORT

SOURCE OF FUNDING	TOTAL REQUEST	TOTAL ANNUAL REQUEST	ESTIMATE AMOUNT ELIGIBLE TO OFFSET CURRENT OPERATIONAL BUDGET	SOURCE OF PROPOSAL	EXPECTED FUNDING DATE

TECHNOLOGY INITIATIVES MONTHLY REPORT

Submitted Proposal Nomenclature	Requested Agency	Total Funding Request	Technology Funding Request	Details of Technology Request for Year

Faculty Hiring and Non-Reappointments

Office of Vice Provost for Academic Affairs
Hampton University
Hampton, Virginia 23668
757-727-5201

MEMORANDUM

TO: Academic Deans and Department Chairs

FROM: Dr. Leroy Hamilton, Jr.
Vice Provost for Academic Affairs

RE: Faculty Recruiting and Hiring Process

DATE: September 23, 2024

Academic Affairs will work with the Office of Human Resources to streamline the hiring process and increase efficiency and effectiveness.

To attract and retain top talent, we must ensure that our recruitment process is streamlined and well-organized. By doing so, we can enhance the candidate's experience, reduce time-to-hire, and secure the best candidates for our institution. The following steps are implemented in Academic Affairs to streamline the hiring process:

STEP 1 - The dean requests the provost to fill a vacant faculty position.

STEP 2—The dean/department chair works through Human Resources to post job announcements and launch a national search.

STEP 3 - The departmental/school search committee reviews applications, interviews candidates, and ranks the top three candidates. The search committee recommends the top three candidates to the department chair.

STEP 4—The department chair sends the top candidate's application packet and a completed Request for Contract to the dean.

STEP 5—The dean interviews the candidate. If approved, the dean sends the recommended candidate's application packet to the Vice Provost with a completed Request for Contract.

STEP 6— The Vice Provost interviews the candidate and, upon approval, sends the fully executed hiring packet to Human Resources and notifies the dean.

STEP 7 - The Human Resources coordinator extends the offer to the candidate and confirms with Vice Provost and Dean the results of the offer.

Adopting the above protocol can significantly improve our hiring process and attract high-quality candidates more efficiently.

**DR./MR./MRS./MS. FIRST LAST – SLAE DEPARTMENT (EX. POLITICAL
SCIENCE AND HISTORY)**

ASSISTANT PROFESSOR OF AREA (EX. HISTORY)

OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST
HAMPTON UNIVERSITY
HAMPTON, VA 23668

NEW FACULTY HIRING PACKET CHECKLIST

THE FOLLOWING ITEMS **MUST** BE SUBMITTED FOR ALL FACULTY:

- ____ Faculty Interview Sheet
- ____ Hampton University Application for Faculty Employment
- ____ Documentation of Faculty Qualifications Form
- ____ Curriculum Vitae
- ____ Official Transcript(s) of highest degree (Please submit a copy until the official transcript is received.)
- ____ 2 Letters of Reference (originals)
- ____ Race and Gender Voluntary Disclosure Form
- ____ Invitation to Self-Identify (VEVRAA)
- ____ Pages 19 and 20 of the Intellectual Property Rights document as well as the Acknowledgement page
- ____ Copy of Position Announcement

HAMPTON UNIVERSITY
Hampton, Virginia

Office of the Chancellor and Provost

FACULTY INTERVIEW SHEET

Name of Applicant:

Scheduled Date of Interview:

Position for which applicant is being considered (include rank):

Department:

School:

Earned Doctorate (discipline/year):

Master's (discipline/year):

Bachelor's (discipline/year):

Has candidate ever been tenured?

When?

Comments:

Dr. Pollie Murphy
Assistant Provost of Academic Affairs

Recommendation:

☐

Acceptable Candidate

☐

Not Approved

HAMPTON UNIVERSITY
Hampton, Virginia

Office of the Chancellor and Provost

FACULTY INTERVIEW SHEET

Name of Applicant:

Scheduled Date of Interview:

Position for which applicant is being considered (include rank):

Department:

School:

Earned Doctorate (discipline/year):

Master's (discipline/year):

Bachelor's (discipline/year):

Has candidate ever been tenured?

When?

Comments:

Dr. JoAnn Haysbert
Chancellor and Provost

Recommendation:

☐

Acceptable Candidate

☐

Not Approved

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

OFFICE OF THE PROVOST

APPLICATION FOR EMPLOYMENT

Date of Application: _____

Name: _____
LAST FIRST MIDDLE

Address: _____
STREET CITY STATE ZIP CODE

Telephone Numbers: Home () _____ Work () _____ SS# _____

Are you a U.S. citizen? ☐ Yes ☐ No If "No," type of Visa: _____

Have you been previously employed at Hampton University? ☐ Yes ☐ No

If "Yes," please complete the following:

Dates: From: _____ To: _____

Department: _____ Title: _____

Do you have any relatives employed at Hampton University? ☐ Yes ☐ No

If "Yes," please complete the following: Name: _____

Department: _____ Relationship: _____

Have you ever been convicted of any crime? (Do not include minor traffic tickets) ☐ Yes ☐ No

If "Yes," please explain: _____

ACADEMIC TRAINING:

Undergraduate

<u>Name and Address of Institution</u>	<u>Major Subjects</u>	<u>Minor Subjects</u>	<u>Degree and Date</u>

Graduate School

<u>Name and Address of Institution</u>	<u>Major Subjects</u>	<u>Minor Subjects</u>	<u>Degree and Date</u>

Professional Status (Law, CPA, or other degrees held): _____

Honorary Degree

Institution

_____	_____
_____	_____
_____	_____

List foreign languages you:	<u>Speak</u>	<u>Read</u>	<u>Write</u>	<u>How Fluently</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List Scholastic Honors (Prizes, Scholarships, Fellowships, Honorary, Fraternities - Graduate and Undergraduate):

List post-doctoral fellowships, exchange positions, civilian government service etc.:

List memberships in learned professional societies:

Have you had any books, articles, music, major book reviews, papers, etc. published? Have you exhibited paintings, sculpture, or other work? ☐ Yes ☐ No If "Yes," please attach list.

OCCUPATIONAL RECORD (Start with your last position and work back. If you were ever employed in any position under a different name, give in each position, the name used.)

Institution/Organization <u>Organization</u>	<u>Location</u>	<u>Position or Title</u>	<u>From</u>	<u>To</u>	<u>Final Salary</u>

Reason for wanting to leave your present position: _____

Do you object to having your present employer questioned about your work? ☐ Yes ☐ No

Have you ever been discharged or forced to resign from a position? ☐ Yes ☐ No

If "Yes," please list date, name and address of employer and explain: _____

What is your reason for seeking employment at Hampton University? _____

List Military Service (with dates): _____

In what extracurricular activities do you participate? _____

I am applying for a position in _____ with the rank of _____

I am also prepared to teach (List subjects): _____

I will accept: ☐ Full-time ☐ Part-time ☐ Either (Check one)

ADDITIONAL REMARKS: _____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

I authorize persons, schools, my present employer (if applicable), and any previous employer or organization named in this application (and accompanying resume, if any) to provide any relevant information requested by Hampton University in order that Hampton University can arrive at an employment decision.

I hereby affirm that the information provided on this application for employment (and accompanying resume), if any, is true and complete to the best of my knowledge. I agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

Hampton University is an Equal Opportunity Employer. The Civil Rights Act of 1964 and state and local laws prohibit discrimination on the basis of race, color, religion, sex or national origin. In addition, state and local laws prohibit discrimination on the basis of disability and age, and the Age, Discrimination and Employment Act, and some state and local laws prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. It is our policy to comply fully with these acts and information requested on this application will not be used for any purpose prohibited by law.

U.S. law requires that, if hired, you must furnish your social security card and one of the following documents within seventy-two (72) hours of starting work:

1. A card issued by federal, state or local government showing your identity.
2. Driver's license or state-issued ID card with photo.
3. Current INS forms with employment authorization stamp.
4. Voter registration card.
5. U.S. Military Card or other draft card.

If for some reason you do not have a social security card, you may present an original or a copy of a U.S. birth certificate, or Department of State Forms PS-545 or DS-1350 or INS Forms I-327, I-571, I-197, I-179.

This application is current only for thirty (30) days, at the conclusion of which, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.

Signature: _____ Date: _____

(Failure to sign above or to answer all questions on this application may result in loss of employment opportunities at Hampton University)

(6-10-98)

DOCUMENTATION OF FACULTY QUALIFICATIONS

Faculty Member: _____

Department: _____ School: _____

Education:

Degree	Year	Institution	Discipline

Professional Experiences Beyond Credentials:

Course Responsibilities:

*Courses taught at Hampton University include:

Course Number	Description	How many times have you taught this course? (Check the appropriate box)	
		Fewer than 5	Greater than 5

Statement of Qualifications:

*Classes taken at the graduate level related to courses taught include:

Institution	Course Number	Description

Use the reverse side of this form if additional entries are necessary.

Signed: _____
Department Chairperson

School Dean



Applicant Self-Identification Form

RACE AND GENDER VOLUNTARY DISCLOSURE

-Hampton University is committed to maintaining confidentiality-

THIS FORM WILL BE KEPT SEPARATE FROM YOUR EMPLOYMENT APPLICATION

Hampton University is committed to being an Equal Opportunity Employer, and therefore requests the information below from our applicants. The information is used for federal reporting requirements only. **Your responses are strictly voluntary and will remain confidential.** We ask if you choose not to answer, you select "do not wish to disclose." Choosing not to provide the information below will not subject you to adverse effects. Your voluntary completion of this form will assist Hampton University in providing equal employment opportunity in accordance with federal regulations and we appreciate your cooperation.

Applicant Name: (Please print) _____ Date: _____

Position Applied for: _____

Gender (*federally defined*):

_____ Male _____ Female _____ Do not wish to disclose

Race Identification (*federally defined*):

_____ American Indian or Alaskan Native: a person (not Hispanic or Latino) with origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community attachment.

_____ Asian: a person (not Hispanic or Latino) with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

_____ Black or African American: A person not Hispanic or Latino, with origins in any of the Black racial groups of Africa.

_____ Hispanic or Latino/a: a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

_____ Native Hawaiian or Other Pacific Islander: a person (not Hispanic or Latino) having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

_____ White: A person not Hispanic or Latino, with origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ Do not wish to disclose

(please continue to the next page)



INVITATION TO SELF-IDENTIFY (VEVRAA)

1. This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. § 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

A "disabled veteran" is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service.

For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

2. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- ☐ IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- ☐ I AM NOT A PROTECTED VETERAN



Applicant Self-Identification Form

3. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are consistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

4. The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

5. Hampton University is subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, and the Veterans' Employment Opportunity Act of 1998 (VEOA). VEVRAA requires Hampton University to take affirmative action to employ and advance in employment special disabled veterans, veterans of the Vietnam era, and recently separated veterans covered by the Act. VEOA requires USC to take affirmative action to employ and advance in employment "other eligible veterans" who served on active duty during a war or in any campaign or expedition for which award of a campaign badge has been authorized.

Applicant Signature: _____

If you feel you have been treated unfairly or discriminated against because of race, color, national origin, sex, age, disability, or any other status protected under applicable nondiscrimination laws, please contact the Office of Human Resources.

Position: Assistant Professor of Kinesiology
Department: Department of Sports Science and Wellness

Date Posted: 05/16/2022
Closing Date: Open Until filled

Description

Rich in history, steeped in tradition, Hampton University is a dynamic, progressive institution of higher education, providing a broad range of technical, liberal arts, and graduate degree programs. In addition to being one of the top historically black universities in the world, Hampton University is a tightly-knit community of learners and educators, representing 49 states and 35 territories and nations. The Department of Sports Science and Wellness at Hampton University, which houses the BS in Kinesiology, and BS in Sport Management, is seeking to fill a faculty position at the Assistant professor level beginning fall 2022.

Duties and Responsibilities

The successful candidate must demonstrate excellence as a classroom teacher and program advisor, and show ability to integrate technology tools in teaching and student engagement. Teaching responsibilities may include, but are not limited to, courses such as introduction to health, prevention and care of athletic injuries, biomechanics, motor learning and development, foundations of kinesiology, exercise and sport nutrition, and physical education for diverse populations. Additional responsibilities include practicum supervision, student advisement, research, committee work and service to the university, discipline and community. The successful candidate is expected to contribute to the scholarly advancement of the department through a productive research agenda that includes grantsmanship.

Qualifications

Qualified candidates must have an earned doctorate in Kinesiology, Exercise Science or a related field from an accredited university. Experience in and evidence of quality teaching in a university setting is preferred. Practical professional experience in athletic training or sport medicine. Preference will be given to candidates with demonstrated experience in research and grantsmanship. Rank and compensation are commensurate with credentials and experience.

How to Apply

Review of applications will begin immediately and will continue until the position is filled. Candidates must submit a completed Application for Faculty Employment, a cover letter specifically addressing suitability for the position, curriculum vitae, statement of teaching philosophy and research interests, recent teaching evaluations, contact information for at least three professional references and an official transcript from the institution awarding the highest degree. Applications must be emailed to all of the following:

Dr. Linda Malone-Colon, Dean
School of Liberal Arts and Education
Hampton University
200 William R. Harvey Way
Hampton, VA 23668
Email: linda.malone-colon@hamptonu.edu
Phone 757-727-5400

Dr. Ralph Charlton, Chair
Department of Sports Science & Wellness
ralph.charlton@hamptonu.edu
(757) 727-5208

Dr. David Hunter, Assistant Dean
School of Liberal Arts & Education
david.hunter@hamptonu.edu
(757) 727-5400

SLAE- Process for Hiring Adjunct Faculty

1. When a candidate expresses interest in becoming an Adjunct Faculty member, the Chair of the Department begins the 'Authorization to Hire Part-time External Faculty' form and collects the below information to attach to the form:
 - a. **Faculty Interview Sheet**
 - b. Hampton University Application for Faculty Employment
 - c. Documentation of Faculty Qualifications Form
 - d. Resume/Curriculum Vitae
 - e. Official Transcript(s) of highest degree (Please submit a copy until the official transcript is received.)
 - f. 2 Letters of Reference (originals)
 - g. Race and Gender Voluntary Disclosure Form
 - h. Invitation to Self-Identify (VEVRAA)
 - i. Pages 19 and 20 of the Intellectual Property Rights document as well as the Acknowledgement page
 - j. Copy of Position Announcement
2. The Chair then interviews the candidate and if the candidate is satisfactory, the Candidate and the Chair sign the Authorization to Hire Part-time External Faculty' form.
3. The form and its attachments then continue through the signature path below (as needed):
4. School/College Dean
5. Grant Officer (if external funding will be used)
6. Provost*
7. President
8. Once the packet is approved by the President's Office, the completed packet is sent to the Executive Assistant (Dana Evans).

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

Authorization to Hire Part-time External Faculty

U.S. Citizen ☐ Yes / ☐ *No

**New ☐

Continuation ☐

Date _____

Permission is requested to offer a part-time contract to the individual named below to teach in the Department of _____

Name: _____
Indicate Dr., Mr., Mrs., or Ms. First Name Last Name Last four digits of your Social Security Number or ID number

Mailing Address: _____
Street City State Zip Telephone Number

Department Budget Number/Grant Number _____ Rank _____
Index Fund Org Account Program

1.	_____	_____	_____	_____
	Number and Title	Credit Hr.	Enrollment	Salary
2.	_____	_____	_____	_____
	Number and Title	Credit Hr.	Enrollment	Salary
3.	_____	_____	_____	_____
	Number and Title	Credit Hr.	Enrollment	Salary

Contract Amount: _____

*****Signature of Adjunct Faculty Member**

***By signing this authorization form, you agree that the number of students listed in each course coincides with your class list and is, therefore, correct. Your salary is based on student enrollment. Please know that once this form is submitted to the Office of the Provost, no reductions or additions can be made to student enrollment.

***NOTE:** Before submission of this form, review Steps for Completion of I-9 Form below. **IMPORTANT:** An individual's contract should not extend beyond the expiration of his or her VISA.

CITIZENSHIP

☐ U.S. **OR** ☐ *Other

*Before submission of this form, individuals who are not U.S. Citizens should schedule an appointment with the Program Officer in the Office of Human Resources and take along with them a Citizenship Verification Form, original immigration paperwork and their I-94 form.

IMPORTANT: An individual's contract should not extend beyond the expiration of his or her VISA.

THE FOLLOWING ITEMS MUST BE ATTACHED IN THE FOLLOWING ORDER FOR ALL NEW ADJUNCT FACULTY:

- ___ **Information Sheet/Background Check Form (This form is on our website.)
- ___ State and federal tax withholding forms. To obtain an online copy of state and federal tax forms, please copy and paste the appropriate address displayed below into your web browser.
- ___ **State Tax Form**
http://www.tax.virginia.gov/web_pdfs/broForms/va4.pdf#search=Employee's%20Virginia%20Income%20Tax%20Withholding%20Exemption%20Certificate
- ___ **Federal Tax Form**
<http://www.irs.gov/pub/irs-pdf/fw4.pdf#search=Employee's%20Withholding%20Allowance%20Certificate>
- ___ I-9 form (This form is on our website. Only complete Section 1 and by the third day of employment, send the new individual to the Office of the Provost with proper identification to complete the remainder of the form.)
- ___ **Pages 19 and 20** of the Intellectual Property Rights document as well as the **acknowledgement page**. (This form is on our website.)
- ___ Letters of Reference (Three originals)
- ___ Official Transcripts indicating highest degree (Please submit a copy until the official transcript is received.)
- ___ Hampton University Application to Hire (The application **MUST** be fully executed.) (This form is on our website.)
- ___ Resume/Vita
- ___ Documentation of Faculty Qualifications form

****The steps for completion of a background check can be found on the Information Sheet/Background Check Form.**

The first signatory certifies that the individual recommended has the credentials and experience necessary to maintain the integrity of the program.

Administrative Approval

Approval	Approval	Approval needed by the Grant Officer if external funding will be used.	Approval	Approval
Non-Approval	Non-Approval	Non-Approval	Non-Approval	Non-Approval
Chair	Dean	Grant Officer	Provost	President
Date	Date	Date	Date	Date

* By signing this authorization form, you agree that the number of students listed in each course coincides with your class list and is, therefore, correct. Your salary is based on student enrollment. Please know that once this form is submitted to the Office of the Provost, no reductions or additions can be made to student enrollment.

MEMORANDUM

November 17, 2022

To: _____
Dr. Linda Malone-Colon
Dean, School of Liberal Arts and Education

From: _____
F Name L Name
Chairperson/Director, Department of _____

RE: Recommendation for Non-Reappointment

I am writing to recommend the non-reappointment _____.
_____ is an Assistant Professor in the School of Liberal Arts and Education,
Department of _____.

*****Recommendations for Non-Reappointment are due to the Dean's Office no later than November 20th by Close of Business.**

Grievances

**HAMPTON UNIVERSITY
SCHOOL OF LIBERAL ARTS & EDUCATION**

GRIEVANCE INVESTIGATION PROCESS (Administrators, Faculty & Staff)

Notes:

1. Document everything using the “Investigative Report Form”.
2. The grievance investigation process should be conducted objectively in order to collect evidence as it relates to the complaint.
3. Each faculty member/administrator or staff responding to the complaint should communicate with and collect data from each party involved.
4. Always confirm that the student has completed the “Student Complaint/Grievance Form” and keep a completed copy for your file.
5. Make sure that written correspondence is vetted through the Office of the Dean.

Step by Step Process:

1. Faculty member must discuss the complaint(s) with the student and ensure that the student completes the “Grievance Information Form”.
2. Faculty member should discuss the complaint(s) with other parties involved and per the request of the student.
3. Faculty member should document all interactions (using the “Investigative Report Form”) and submit it to the Department Chair or Administrative Head.
4. If not resolved, the faculty member must refer the issue to the Chair, once their review is complete.
5. The Chair must investigate the complaint by discussing the matter with the faculty member, student, and others involved (e.g. parents) and document all interactions (using the “Investigative Report Form”).
6. The Chair should forward the document to the Office of the Dean.
7. If not resolved, the Chair must refer the issue to the Office of the dean, once their investigation is complete.
8. The Dean’s Office (Assistant Deans) must investigate the complaint by discussing the matter with the faculty member, student and others involved and document all interactions (using the “Investigative Report Form.”
9. The Assistant Deans should forward the documentation to the Dean.
10. The Dean, then Chancellor/Provost Office will review and if needed will investigate the complaint to resolution.

**HAMPTON UNIVERSITY
SCHOOL OF LIBERAL ARTS & EDUCATION
INVESTIGATIVE REPORT FORM**

Grievance *(Please state concisely):*

List Persons Involved (Please include titles, phone numbers and emails):

List Order of Events (In chronological order state all activities/conversations related to the grievance. Include date, then persons involved and activity/conversation. Be sure to attach and note the attachment of supporting documentation, e.g. emails, curricula, audits, memos, letters, etc.) :

Conclusions/Recommendations *(Based on evidence):*

**HAMPTON UNIVERSITY
SCHOOL OF LIBERAL ARTS & EDUCATION**

GRIEVANCE INVESTIGATION PROCESS (Students)

Notes:

6. Document everything using the “Investigative Report Form”.
7. The grievance investigation process should be conducted objectively in order to collect evidence as it relates to the complaint.
8. Each faculty member/administrator responding to the complaint should communicate with and collect data from each party involved.
9. Always confirm that the student has completed the “Grievance Information Form” and keep a completed copy for your file.
10. Make sure that written correspondence is vetted through the Office of the Dean.

Step by Step Process:

11. Faculty member must discuss the matter(s) with student and ensure that student completes the “Grievance Information Form”.
12. Faculty member should discuss the matter(s) with other parties involved and per the request of the student.
13. Faculty member should document all interactions (using the template above) and submit it to the Department Chair OR Administrative Head.
14. If not resolved, the faculty member must refer the issue to the Chair, once their review is complete.
15. The Chair must investigate the complaint by discussing the matter with the faculty member, student, and others involved (e.g. parents) and document all interactions (using the template above).
16. The Chair should forward the documentation to the Office of the Dean.
17. If not resolved, the Chair must refer the issue to the Office of the Dean, once their investigation is complete.
18. The Deans office (Assistant Deans’) must investigate the complaint by discussing the matter with the faculty member, student and others involved and document all interactions (using the template above).
19. The Assistant Deans’ should forward the documentation to the Dean.
20. If not resolved, the Assistant Deans’ must refer the issue to the Dean, once their investigation is complete.
21. The Dean, then Chancellor/Provost Office will review and if needed will investigate the matter to resolution.

SCHOOL OF LIBERAL ARTS and EDUCATION

Student Complaint/Grievance Form

Instructions: A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint or grievance in the School of Liberal Arts and Education should complete this form and submit it to the department where the complaint originated.

Student Information	
Student Name:	
Address:	City/State/Zip:
Student ID#	Semester & Year
Home Phone Number:	Work Phone Number:
Cell Phone Number:	Email Address:
Type of Grievance: <input type="checkbox"/> Grade Appeal <input type="checkbox"/> Unfair Treatment <input type="checkbox"/> Other	Name of Course (If Applicable):
Complaint/Grievance Information	
Name of the individual and/or department against whom the complaint/grievance is filed:	
Describe your complaint/grievance in detail. Include date(s) of occurrence (be as specific as possible). Attach additional sheets, if necessary, along with documentation that will help describe and substantiate the complaint. Are there any witnesses who should be interviewed? If yes, list names and contact information.	
Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or administrator. Have you made an attempt to resolve this complaint or grievance with the individual and/or department involved? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the outcome: (Attach additional sheets, if necessary).	
What outcome do you hope to achieve after talking to the appropriate school official(s)? Attach additional sheets, if necessary.	

I, _____, understand that documentation to support my complaint/grievance must be submitted within 10 (ten) business days from the time of filing my complaint and that failure to adhere to the 10 day requirement will result in my complaint/grievance being considered closed. I understand that information contained in the grievance form will be held confidential to the extent possible. Grievance information may be shared with school and university officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions, in accordance with the student handbook.

Signature of Student

Date

Internships

Departmental Internship Opportunities Chart

Department of _____

No.	ORGANIZATION/ CONTACT	OPPORTUNITY	LOCATION	WEBSITE/EMAIL/PHONE	TAKE ACTION	DETAILS	DATES
1							
2							
3							
4							

Departmental Internship Opportunities (Sample)

Department of _____

No.	ORGANIZATION/ CONTACT	OPPORTUNITY	LOCATION	WEBSITE/EMAIL/PHONE	TAKE ACTION	DETAILS	DATES
1	American Psychological Association (APA)	Internships & Fellowship Program	Remote	www.apa.org/about/apa-jobs/internships	Apply at: www.apa.org/about/apa-jobs/internships	APA offers year-round (spring, summer, fall, winter) internships. Students must be enrolled at least part-time in an academic institution to be eligible for an academic internship with APA.	Ongoing

Study Abroad

20__-20__

[illegible]

Program Planning

School of Liberal Arts and Education
Program Planning Council Process

Once curricular revisions are received, the chair with assistance from the council members are to ensure that the correct form is used:

1. the form must be complete;
2. the formatting must reflect the formatting of the sample template;
3. strong rationale must be used;
4. the revision(s) must be well articulated, concise, and coherent;
5. the categories must flow;
6. there must be a strong case for the revision which may for example include increasing enrollment, program strengthening etc.

The following process will be followed as outlined below:

1. The chair and the faculty will complete the proposed curricular revision and send it to the Dean's Office (for submittal to the Program Planning Council).
2. The Program Planning Council will review the revision(s).
3. The Chair of the Planning Council and the Departmental Chair will present it to the Leadership Team.
4. The revision then comes to the Dean's Office.
5. If acceptable, the revision comes to the School for approval.

Compliance and Disability Services

504 Faculty Resource Guide Compliance and Disability Services

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 Director of Compliance and Disability Services provides and coordinates accommodations, and support services, for qualified students with disabilities. The faculty plays an important role in this process, and our office is here to support you as you interact with students with disabilities.

We can assist by:

- Providing notification of students eligible to receive reasonable accommodations.
- Maintaining open lines of communication regarding accommodations with students and faculty (***we welcome dialogue with faculty to better assist our students***).
- Administering exams for students with extended time and/or reduced distraction environment for testing.

Faculty can assist by:

- Including a disability statement on your syllabus and verbally addressing in class*
- Maintaining open lines of communication regarding accommodations with students and The Office of the Director of Compliance and Disability Services
- Completing the Testing Accommodation Request Form if one of your students is testing in our office (located on the HU Website under Faculty/Staff Forms)
- Discussing any accommodation or disability related information directly with the student when others are not present
- Provide the student with the adequate extended time and reduced distraction environment (without the student switching rooms once the test has started) if you do not wish for your students to test with our office
- Refraining from telling the student that your class is easy and suggest that accommodations are not necessary for your class
- Not asking the student what their disability is or specific information regarding the disability. You will be provided with a memo that outlines approved accommodations.
- Delivering student exams prior to exam time to ensure success of test administration when student is testing with our office.

Student Resources through our office include:

- Academic Coaching
- Referral to Student Support Services
- Opportunity to participate in the I AM ME (Mastering Education) Resource Group

* Sample Disability Syllabus Statement

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. In class accommodations may be provided to students with a documented physical or learning disability. It is in the student's best interest to request accommodations within the first week of classes, understanding that accommodations are not retroactive. To obtain accommodations or to receive more information please contact the Office of the Director of Compliance and Disability Services at 757-727-5493 or visit the office located in Armstrong Slater Building, first floor.



Hampton University
Office of Compliance and Disability Services

Please complete form, attach to test materials, and deliver to the Student Success Center

Testing Accommodation Request Form

Instructor _____

Course Title and Section Number _____

Test Title _____

Student's Name _____ Student ID # _____

First date/time test is available _____

Last date/time the test is available _____

*Time Limit _____

* Include only the raw length of time the student has to complete the test, the proctor will add the extended time based on accommodations if applicable.

To better serve students and ensure the integrity of your test please provide the Office of Compliance and Disability Services with specific instructions to administer the test. Please check all that apply.

<input type="checkbox"/>	Open Book	<input type="checkbox"/>	Lined Paper	<input type="checkbox"/>	Chart/Table
<input type="checkbox"/>	Open Notes	<input type="checkbox"/>	Periodic Table	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Scantron Sheet	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Graphing Calculator	<input type="checkbox"/>	Formula Sheet	<input type="checkbox"/>	Other _____

Additional Information:

Instructor Signature _____

Contact Number _____

Date test will be picked up from Student Success Center _____

_____ **Testing Staff Use Only** _____

Additional Time: _____ Begin Time: _____ End time: _____

Statement from the Office of Compliance and Disability Services

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. In class accommodations may be provided to students with a documented physical, mental, or learning disability. It is in the student's best interest to request accommodations within the first week of classes, understanding that accommodations are not retroactive.

Temporary accommodations are also available to students who may experience a temporary impairment; such as a broken limb or surgery recovery. To obtain accommodations or to receive more information please contact the Office of the Director of Compliance and Disability Services at **757-727-5493** or visit the office located in The Assessment Center, Armstrong Slater Building 1st floor.

Rev. 10/2016

STANDARD UNIVERSITY FORMS

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

OFFICE OF THE PROVOST

FACULTY PROFILE DOCUMENTATION FORM A

Period:

Please check one: ___ First Report ___ Update since January 2015

NAME

IDENTIFICATION NUMBER: RANK:

This profile provides an opportunity for each faculty member to convey to the college community his/her professional activities during the past year. Under each category CONCISELY document activities in which you have participated that are recognized standards in your field, i.g., initiative, leadership, professional growth and knowledge advancement.

Teaching (i.e., innovative teaching methods, and/or special activities for honor students and/or students experiencing academic difficulties):

II. RESEARCH AND CREATIVE ACTIVITIES (i.e., grant proposals submitted, and/or funded; activities related to completed research projects, published and/or professionally reported; creative activities):

FORM A

-2-

III. SERVICE

- A. Institutional (i.e., Committee assignments; interactions with recognized student groups):
- B. Local, State and National (i.e., Professional membership, consulting activities, proposal reader, lecturing, recitals and professional exhibitions):

Professional Member of:

Local, State, and National Service:

Consulting Activities:

IV. PROFESSIONAL DEVELOPMENT (i.e., completion of degree requirements, participation in seminars, workshops, courses of study, honors/awards received):

FORM B

PERIOD

Please transfer to this form the information documented in Form A. Enter an appropriate response for each activity only once and in the most appropriate category.

Please check one: ☐ First Report ☐ Update since January 2015

DEMOGRAPHIC DATA

Name: Identification Number:

Date of Birth: Home Address

City: State: Zip:
Sex (Check one) Male ☐ Female ☐ Marital Status (Check one) Married ☐ Single ☐ Divorced ☐

Individual to contact in case of emergency:

Relationship: Telephone: Title:

Faculty Status: (Select One)

1. Tenured ☐
2. NonTenured ☐
3. Tenure Track ☐
4. Non Tenured Track ☐

Contract Type: (Select One)

1. Regular (Tenure Track) ☐
2. Annual ☐
3. Restrictive ☐
4. Part Time ☐
5. Summer Session ☐

School/Department (Please Indicate)

School:
Department:

Race

1. American Indian/Alaskan
2. Asian/Oriental
3. Black
4. White
5. Other: _____

1. Years of teaching experience (or equivalent) prior to becoming a faculty member at Hampton University
2. Year of first appointment at Hampton University:
3. Year joined Hampton University on subsequent appointment:
4. Year promoted to present rank:
5. Cumulative years as a faculty member at Hampton University

FORM B

6. Education:
Field of Study

Degree Major Minor Year Granted College/University

7. Professional Licenses or certificates held: Certified Financial Education Instructor
8. Did you complete degree requirements during last year: ☐ yes ☐ no
9. Based upon your professional training, in what other major disciplines(s) and specific area(s) do you have teaching competency?

Major Discipline Specific Areas

Note: refer to latest Hampton University catalog for appropriate Major Discipline.

- | | | |
|--------------------------------------|-----------------------|-----------------------|
| 10. Number of semester on leave for: | Last Year | Prior to Last Year |
| a. Academic reason(s) | <input type="radio"/> | <input type="radio"/> |
| b. Further Study | <input type="radio"/> | <input type="radio"/> |
| c. Disability | <input type="radio"/> | <input type="radio"/> |
| d. Other (specify) _____ | | |

I. TEACHING

Number of:

11. Special activities provided for students experiencing academic difficulty:
 12. Special activities provided for honor students:
 13. Times professional individuals brought on campus:

- | | | |
|---|-----------------|---------------|
| | Spring Semester | Fall Semester |
| 14. Hours available for student advising: | | |
| 15. Advisees: | | |
| 16. Different course taught | | |
| 17. Students taught | | |
| 18. Contact hours: | | |

FORM B

II. RESEARCH AND CREATIVE ACTIVITIES

- | | | |
|--|-----------|--------------------|
| Number of: | Last Year | Prior to Last Year |
| 19. Publications: | | |
| a. Books | | |
| b. Refereed publications | | |
| c. No referred | | |
| d. With students | | |
| 20. Research proposals that were: | | |
| a. Submitted for the first time | _____ | _____ |
| b. Subsequently submitted | _____ | _____ |
| c. Funded | _____ | _____ |
| d. Total amount of funds | _____ | _____ |
| 21. Grant proposals that were: | | |
| a. Submitted for the first tie | | |
| b. Subsequently submitted | _____ | _____ |
| c. Funded | _____ | _____ |
| d. Total amount of funds | _____ | _____ |
| 22. Times presented at: | | |
| a. International professional conference | | |
| b. National professional conference | | |
| c. State/local professional conference | | |
| d. Institutions of higher education | | |
| e. Professional conference for students | | |

23. Times contributed to the arts in:
- Juried exhibitions and/or shows _____
 - Recitals _____

III. SERVICES

A. College	Attended	Performed Special Function	Did not Attend
24. Convocation		_____	_____
25. Founder's Day		_____	_____
26. Parent's Weekend		_____	_____
27. Honors Day		_____	_____
28. Commencement		_____	_____
29. Black Family Conference		_____	_____
30. Faculty Institute (Spring and Fall)		_____	_____

FORM B Complete

Number of.

- Student groups to whom you were an official advisor or consultant:
- Times you officially met with or consulted student groups:
- Times participated in student sponsored academic/cultural events:
- Times participated in college sponsored academic/cultural events (other than those listed in number 24-30):
- Departmental committees in which you:
- School/Division committees in which you:
- Times participated in staff organized cultural/professional activities:

B. Local State and National

Number of:

Professional organizations in which you:

- Different types of organizations to which you were a consultant:

IV. PROFESSIONAL DEVELOPMENT

Number of:

- Semester hours completed for further study last year:
- Workshops or seminars sponsored by Hampton University in which you participated: _____ Participated in all required university workshops in addition to School Workshops
- Workshops or seminars not sponsored by Hampton University in which you participated :
- Semester hours of further study that has been completed since last degree:

FACULTY PERFORMANCE CONTRACT

NAME: _____ **ACADEMIC MONTH:** _____ **RANK:** _____ **TENURED** ☐

DEPARTMENT: _____ **TENURE TRACT** ☐

ANNUAL ☐

CATEGORIES	Goals/Objectives with Supportive Rationales	Plan of action to Achieve Goals/Objectives (include dates/times)	Standards or Criteria for Assessment of Achievement of Goals/Objectives
I. TEACHING			
II. RESEARCH /SCHOLARLY ACTIVITY			
III. PROFESSIONAL & COMMUNITY SERVICE			

COPIES: Provost – White, Faculty Member – Canary, Dean – Pink, Chairperson - Goldenrod

Date:

ADMINISTRATIVE PERFORMANCE CONTRACT

[illegible]

FALL/SPRING _____

PRODUCTIVITY REPORT

School Liberal Arts and Education

Required SSHUs _____

Department: _____

Number of Full-time Faculty _____

Number of Faculty Overloads _____

Number of Part-time/Adjunct Faculty _____

Full Time Faculty Below Required SSHUs

(If you have faculty below their required SSHUs, you must attach your recommendation for adjusting course schedules in future semesters to insure that the required SSHUs are met.)

Name	Course Load	Enroll-ment	Credit Hours	SSHUs	Released Time (If the released time is to be charged to a grant, please include the budget number and name of grant)		
					Name of Grant	Budget Number	Amount of Released Time

Full Time Faculty Meeting Load (include release time information, if applicable)

Name	Course Load	Enroll-ment	Credit Hours	SSHUs	Released Time (If the released time is to be charged to a grant, please include the budget number and name of grant)		
					Name of Grant	Budget Number	Amount of Released Time

Full Time Faculty with Overloads

Name	Course Load	Enrollment	Credit Hours	SSHUs

Part Time Adjuncts

Name	Course Load	Enrollment	Credit Hours	SSHUs

Full Time Faculty Meeting Load (include release time information, if applicable)

Name	Course Load	Enroll-ment	Credit Hours	SSHUs	Released Time (If the released time is to be charged to a grant, please include the budget number and name of grant)		
					Name of Grant	Budget Number	Amount of Released Time

Full Time Faculty with Overloads

Name	Course Load	Enrollment	Credit Hours	SSHUs

Part Time Adjuncts

Name	Course Load	Enrollment	Credit Hours	SSHUs

**HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668**

Office of the Chancellor and Provost

**ACADEMIC UPDATE REPORT
(Narrative)**

September _____

December _____

Dean's Brag Sheet

Strategic Plan Update

Faculty Recognition

Student Recognition

Outstanding Speakers and Special Programs

Grantsmanship/Research Activities

Curriculum/Teaching Innovations

Please indicate type of contract:

*12 Month Faculty _____
10 Month Faculty _____
9 Month Faculty _____

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

CHAIRMAN/DEAN AUTHORIZATION TO HIRE OVERLOAD FACULTY

I hereby request authorization to offer _____ overload course(s) to _____
Rank: _____, Identification Number: _____
Budget to be charged: Index _____ Fund _____ Org. _____ Acct. _____ Prog. _____
Course(s) Assignment

<u>Course Number and Title</u>	<u>Credit Hour</u>	<u>Enrollment</u>	<u>Amount</u>
--------------------------------	--------------------	-------------------	---------------

1.	_____	_____	_____
----	-------	-------	-------

2.	_____	_____	_____
----	-------	-------	-------

**3.	_____	_____	_____
------	-------	-------	-------

TOTAL AMOUNT TO BE PAID BY VOUCHER

I certify that faculty members in the department with the expertise needed to teach course(s) identified have a full load and that this position is necessary to maintain the integrity of our program.

Faculty Member

Department Chairman

Date

Administrative Approval

<input type="checkbox"/> Approval <input type="checkbox"/> Non-Approval Comments: 	<input type="checkbox"/> Approval <input type="checkbox"/> Non-Approval Comments: 	<input type="checkbox"/> Approval <input type="checkbox"/> Non-Approval Comments:
---	---	---

School Dean/Director

Chancellor and Provost

President

Payment will be in two equal installments on:

October 31 and December 31 for the first semester

March 31 and May 31 for the second semester

***Note that individuals on 12-month contracts can only teach one course, which may only be taught after 5:00 p.m.**

****Prior approval from the Chancellor and Provost is needed.**

ENROLLMENT FIGURES ARE FINAL

HAMPTON UNIVERSITY
Hampton, Virginia 23668

APPLICATION FOR SHORT LEAVE

Date: _____

NAME (Please Print)

SCHOOL OR DEPARTMENT

I hereby apply for _____ day(s) leave as indicated:

Health: ☐

Professional: ☐

Personal: ☐

If you checked professional, please indicate the following:

What is the nature of your leave? _____

Are you seeking funds from the University including grants or contracts?: Yes ☐ No ☐

FROM: _____
(Hour) (Month) (Date)

TO: _____
(Hour) (Month) (Date)

My address and telephone number while absent will be:

CLASS ARRANGEMENTS:

Hour	Day	Course	Substitute Teacher

SIGNATURES:

Applicant

Chairperson

Dean/Director

Provost

Process for University Travel

Communicated by travelrequests@hamptonu.edu

1. Complete and follow the process for submitting at Short Leave Form (you may submit the Short Leave Form and the Request for Travel Advance Packet at the same time.)
2. Complete the Request for Travel Advance and attach the Conference/ Event Schedule (At a Glance or Agenda will suffice). Please see the below notes:
 - a. Each applicant is allowed a max of \$32.00 a day for meals.
 - b. Hampton University does not cover the cost of International Travel
3. Attach any applicable supporting documents to create your Request for Travel Advance Packet. Examples of Supporting Documentation are but not limited to: Requisitions for flights with estimated flight costs/details, Estimates of Hotel Cost, Registration Cost from Event/Conference page, Avis Car Rental confirmation page*, Parking Estimate (Event parking, hotel parking {if separate}, Parking at Avis Rental Location for personal vehicle).
4. Submit your complete Travel Advance Application packet to your Chair for Review and signature.
5. Once the Chair approves of the packet, submit your complete Travel Advance Application packet to the School Dean for Review and signature.
6. Once the School Dean approves of the packet, submit your complete Travel Advance Application packet to the Office of the Executive Vice President and Provost for Review and signature.
7. Once the Executive Vice President and Provost approves of the packet, email your packet to Travelrequests@hamptonu.edu.
8. The Travel Office completes the below tasks (as needed) using the budget information provided on your Request for Travel Advance:
 - a. Books the flight per your estimate and sends any applicable confirmation/ ticket information to you via email.
 - b. Books the hotel per your estimate and sends any applicable confirmation information to you via email.
 - c. Completes the payment for your Avis Rental using the Hampton University Avis Card.
9. You will receive a call or email from the Travel Office (or Business Office) when your travel check is ready for pickup in the Business Office. Please note that any hotels, flights or Avis rental car costs will be excluded from your travel check as the Travel Office already completed these expenses.
10. While you travel, **be sure to keep ALL receipts**, you will need them to complete the Travel Expense Voucher Form after your travel is complete. You will have until 48 hours after returning from travel to submit the Travel Expense Voucher Packet to your Chair for review.
11. When completing the Travel Expense Voucher, calculate your expenses per line and include the total in Total Expenses. Include the amount of your travel check in "less advance." If your total expenses exceeded the amount of funds you were given: check the box next to 'amount refunded' and indicate the amount to be refunded to you from the university. If your travel check exceeded the amount of travel expenses: check the box next to 'amount returned' and indicate the amount to be returned to the university. **Please note that only expenses that can be evidenced by provided receipts can be considered when completing the Travel Expense Voucher.** Be reminded that maximum amount allowed for meals is \$32.00 per day (if you exceeded this amount, only \$32.00 can be counted.)

12. Submit your completed Travel Expense Voucher packet to your Chair for Review and signature.
13. Once the Chair approves of the packet, submit your complete Travel Expense Voucher packet to the School Dean for Review and signature.
14. Once the School Dean approves of the packet, if you are to be refunded, submit your complete Travel Expense Voucher to the Office of the Executive Vice President and Provost for Review and signature. If you are to return funds to the university, take the packet and the amount to be returned (as check or cash only!) to the University Cashier who will input the returned funds back into the applicable budget.
15. If you are to be refunded, once the Executive Vice President and Provost approves of the packet, email your packet to Travelrequests@hamptonu.edu. You will receive a call or email from the Travel Office (or Business Office) when your travel check is ready for pickup in the Business Office.
16. If you are to return funds to the university, email your packet (include the receipt from the University cashier) to Travelrequests@hamptonu.edu to complete the process.

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

APPROVAL FOR TRAVEL

Date _____ Amount of Advance \$ _____
 Name _____ HU ID# _____
 Travel Location _____
 Purpose of Trip _____
 Date of Departure _____ Time Of Departure _____ AM/PM
 Date Return _____ Time Of Return _____ AM/PM

ESTIMATED EXPENSES:		(AIRPLANE & TRAIN ONLY) REQUISITION FOR TRANSPORTATION	
Transportation (furnish receipts with report)	\$ _____	If Airplane \$ _____ \$ _____ <small>estimated cost actual cost (to be completed by travel agent)</small>	AIRPLANE <input type="checkbox"/>
Lodging (furnish itemized receipt with report)	_____	*** MUST BE PURCHASED THRU UNIVERSITY TRAVEL OFFICE***	
Meals (furnish receipts with report)	_____	If Train \$ _____	TRAIN <input type="checkbox"/>
Other (itemized below)	_____	If rental car, estimated cost \$ _____ (Request Avis Card from Treasurers Office or include rental car cost in transportation)	RENTED VEHICLE <input type="checkbox"/>
TOTAL ESTIMATED EXPENSES	_____		SCHOOL VEHICLE <input type="checkbox"/>
			PERSONAL VEHICLE <input type="checkbox"/>
		Explanation of Other: _____	BUS <input type="checkbox"/>
			OTHER (Explain) _____

ITEMIZED OTHER: _____

Department _____

Account No. Index Fund Org Acct Prog

Recommended by:

Chairman or Supervisor

Dean of School (Academic Areas Only)/ Director

APPROVED BY _____
President or Budget Executive

FOR BUSINESS OFFICE USE ONLY

Ref. No. _____

Approved _____
Budget Officer

Approved _____
Treasurer

Date _____

Date _____

* It is expected that funds advanced will be accounted for within 45 hrs. after each trip.

** Funds advanced are charged to the individual's personal SUSPENSE account. This charge is withdrawn upon receipt of a detailed travel report of funds spent. If detailed travel report is not submitted within 30 days, the charge will be transferred to the individual's personal account and deducted from his/her next salary check.

White/Yellow Copy - FRS

Pink Copy - Employee

HAMPTON UNIVERSITY
Hampton, Virginia 23668

Name (Printed): _____ Signature: _____
Department _____ School _____

CLEARANCE FORM – ACADEMIC YEAR: 20__ - 20__
(RETURNING FACULTY)

Please supply the information requested below, secure the proper signatures, and return the completed form to the Office of the Chancellor and Provost. (Check your academic planner for due dates)

1. LIST COURSES TAUGHT (Use back of this sheet if necessary) – *Please note the Dean may require additional documentation*

Fall Semester Course/Section	Fall CRN#

Spring Semester Course/Section	Spring CRN#

2.

	Signature
1. Syllabi, Exams and Roll Book on file with the Dean	
2. Annual Reports to Dean and/or Director and filed with the Office of the Chancellor and Provost by the last work day of May. (If Applicable)	
3. Clearance by Grants Management Officer (Time & Effort Sheets). (If Applicable)	
4. All student academic records cleared with Office of the Registrar:	

Return Clearance Form to Chancellor and Provost

3. Do you plan to work at Hampton University during the Summer? ☐ Yes ☐ No

4. **IMPORTANT: LOCAL HOME ADDRESS AND PHONE NUMBER:** Address to which communications may be sent. If more than one address will be used, please give alternate address:

LOCAL/HOME ADDRESS:

HOME PHONE NUMBER ()

*Unlisted/Restricted?

Yes ☐ No ☐

ALTERNATE ADDRESS:

ALTERNATE NUMBER ()

*Unlisted/Restricted?

Yes ☐ No ☐

**Unlisted/Restricted numbers will not be given to others without the permission of the individual*

HAMPTON UNIVERSITY
Hampton, Virginia 23668

Name (Printed): _____ Signature: _____
Department _____ School _____

FINAL CLEARANCE FORM – ACADEMIC YEAR: 20__ - 20__
(DEPARTING FACULTY)

Please supply the information requested below, secure the proper signatures, and return the completed form to the **Office of the Provost**. (Check your academic planner for due dates.)

1. **LIST COURSES TAUGHT** during current academic year and/or other administrative responsibilities, special assignments, etc. (Use back of this sheet if necessary) – **Please note the Dean may require additional documentation**

Fall Semester Course/Section	Fall CRN#

Spring Semester Course/Section	Spring CRN#

2.

	Signature
{ } Syllabi, Exams and Roll Book submitted to Department Chair	
{ } Syllabi, Exams and Roll Book submitted to Dean	
{ } Annual Reports to Chairperson, Directors and Deans filed with the Office of the Provost by the last work day of May. (If Applicable)	
{ } Faculty Handbook returned to Department Chairperson:	
{ } Inventory of equipment and/or supplies filed with, Director or Dean:	
{ } Keys turned into Director or Dean:	
{ } Library records cleared with University Library:	
{ } Clearance by Grants Office (Time & Effort Sheets and annual reports).	
{ } All student academic records cleared with Office of the Registrar:	
{ } Academic Technology Mall Clearance	
{ } University Police clearance	
{ } Business Office clearance	

3. Date leaving H.U.: _____

4. **IMPORTANT: LOCAL HOME ADDRESS AND PHONE NUMBER:** Address to which communications may be sent. If more than one address will be used, please give alternate address:

LOCAL/HOME ADDRESS:

ALTERNATE ADDRESS:

HOME PHONE NUMBER () _____

*Unlisted/Restricted? ☐ Yes ☐ No

ALTERNATE NUMBER () _____

*Unlisted/Restricted? ☐ Yes ☐ No

**Unlisted/Restricted numbers will not be given to others without the permission of the individual*

Please remind your faculty that grades of **INCOMPLETE “I”** are only to be awarded to students when there is a **documentable and verifiable reason** for doing so.

All grades of “I” must be accompanied by the “Incomplete Grade Form” (attached), completely filled out by the faculty member, and a copy filed in the Departmental Office.

Incomplete grades are not to be given for students simply not turning in work or not showing up for assessments, without a documentable and verifiable reason.

**SCHOOL OF LIBERAL ARTS & EDUCATION
END OF SEMESTER CLEARANCE SHEET
FOR INCOMPLETE GRADES**

Instructor:	
Course Number and Section:	
Student Name:	
Student Identification Number:	
Student's Major:	
Reason for Awarding and “I” Grade:	

Student's Grade before “I”: _____

Assignments to be completed: Give a full description of the assignment(s), length and form desired with the percentage of the final grade the assignment will count.

	ASSIGNMENT	DESCRIPTION	% OF FINAL GRADE
1.			
2.			
3.			
4.			

Assignments Completed as of Date: Briefly describe the assignments completed, the grade received on each and the percentage of the final grade each assignment carries.

	ASSIGNMENT	DESCRIPTION/GRADE EARNED	% OF FINAL GRADE
1.			
2.			
3.			
4.			

Instructor's Signature: _____ Date: _____

Note: Please submit a form for each student receiving an “I” grade.

EVALUATION OF TRANSFER CREDITS

INSTRUCTIONS: EVALUATIONS MUST BE COMPLETED WITHIN TEN WORKING DAYS AFTER RECEIPT

1. Dean acknowledges receipt of transcripts and return the transfer credit transmittal card to the Registrar immediately.
2. Dean passes transcripts and transfer evaluation form to the Department Chair for evaluating.
3. Department Chair will return the completed form to the School Dean.
4. Dean will submit the completed transfer credit form to the Registrar's Office/Transfer Clerk.
5. Registrar/Transfer Clerk will record accepted credit on student's permanent record.
6. Registrar/Transfer Clerk will send HU transcript with accepted credits to student and School Dean. 7. Dean will send HU transcript to Department Chair for filing in student's department folder.

School/Department Evaluation of Transfer Credit

Student's Name		Student ID Number		Major	
College/University Attended	Course No./Title	Semester/Credit Rec'd	Letter Grade (C or Better)	H.U. Course Equivalent Course No. Title	Credit Hrs. Accepted

TOTAL HOURS: _____

EVALUATOR: _____
Signature

Date

FOR OFFICE USE ONLY

Name of School(s)	Rec'd In Registrar's Office	Sent to School Dean	Rec'd From School Dean	Recorded on Permanent Record	Notice Sent to Student	Notice Sent to Dean's Office

Students cannot have this form in their possession

HAMPTON UNIVERSITY

Course Adjustment Form

To: University Registrar

Semester/Year _____

***Purpose :** This form should be used to move a **group** of students from one class to another due to cancellation and /or overcrowding. This form can also be used to allow a student to enter a course after the add/drop period has ended.*

The following students should be moved from _____, _____, _____
CRN Course Prefix Course Name
to _____, _____, _____
CRN Course Prefix Course Name

<u>Name of Student</u> (Please Print)	<u>Student ID</u>	<u>Signature of Student</u>
1. _____	_____	1. _____
2. _____	_____	2. _____
3. _____	_____	3. _____
4. _____	_____	4. _____
5. _____	_____	5. _____
6. _____	_____	6. _____
7. _____	_____	7. _____
8. _____	_____	8. _____
9. _____	_____	9. _____
10. _____	_____	10. _____

Chairperson Signature

Date

Dean Signature

Date

Chancellor and Provost Signature

Date

Revised 2/19/18

Students cannot have this form in their possession

RESET

**HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668**

APPLICATION FOR CREDIT BY EXAMINATION
(To be completed in quadruplicate)

PART I: TO BE COMPLETED BY STUDENT

NAME	SOCIAL SECURITY NUMBER	MAJOR	CLASSIFICATION

I am herewith applying for permission to take an examination for the following course

Course No. _____ Title _____ Credit Hrs. _____

I believe that I am justified in requesting permission to take the examination because (Explain in detail):

Signature _____ Date _____

*STUDENT must pay examination fee at cashier's window prior to taking examination. Receipt should be presented to faculty member administering the examination

PART II: TO BE COMPLETED BY APPROPRIATE ACADEMIC ADMINISTRATORS AND FACULTY MEMBER PRIOR TO ADMINISTERING THE EXAMINATION

Chairman/Department Offering Exam	Dean/Director of School Offering Course	Chairman of Major Area	Dean/Director of Major Area
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Signature _____ Date _____	Signature _____ Date _____	Signature _____ Date _____	Signature _____ Date _____

** Faculty member designated to administer examination:

☐ Approved ☐ Disapproved

Name: _____
(Signature) (Date) (Provost Signature) Date

PART III: FACULTY MEMBER ADMINISTERING EXAMINATION

☐ I have given the student identified above a comprehensive. I found the student to be proficient in the course and recommend that _____ credit hours be awarded.

☐ I found the student lacking in knowledge of the course. I am, therefore, recommending that credit be denied.

Name of Faculty Member: _____
(Type or Print)

Signature _____ Date _____

**Faculty Member should submit copies to the following:

Copies: White - Registrar

Yellow - Department Chair

Pine - School Dean

Goldenrod - Provost

HAMPTON UNIVERSITY

SCHOOL OF LIBERAL ARTS & EDUCATION

ADDING STUDENTS TO CLOSED CLASSES

DEPARTMENT: _____ DATE: _____

I hereby grant permission to add _____ ID# _____,
(Student's name)

to _____ which is closed.
(Include Course Name, Number/Section and CRN #)

INSTRUCTOR'S SIGNATURE

DEPARTMENT CHAIR'S SIGNATURE

SCHOOL DEAN'S SIGNATURE

The student is responsible for picking up this form and transporting it to the department in which the course is being offered, to the Dean's office and finally to the Registrar's office where the form will be processed.

After the deadline, this form must be accompanied by a Course Request Form signed by the Provost's Office.

I have read and understand the above statement.

STUDENT'S SIGNATURE

DATE

Telephone

Total semester credits _____

Hampton University
Hampton, Virginia 23668

Adding Students to Closed Classes

Purpose: To add students into closed classes.

Department _____ Date _____

I hereby grant permission to add _____,
Student Name Student ID#

to _____, which is closed.
Course/Section/CRN#

Student Academic Advisor Signature

Instructor Signature

Department Chair Signature (Where Course is offered)

School Dean Signature (Where Course is offered)

Total Semester Credits _____

Steps that the student take in processing this form: 1) Obtain the form from Web Student Forms; 2) Obtain Student's Academic Advisor's Signature; 3) Secure signature of Instructor, Chair, and School of Dean where the course is offered; 4) Sign form; 5) Deliver form to the Office of the Registrar.

Student's Signature

Student's Phone Number

Date

Revised 7/02/18

MAIN CAMPUS STUDENTS

Application to Take Courses at HU Online **Instructions and Procedures Checklist**

I. Advisor Check In

You will need to meet with your advisor for your major and have them complete the previously listed steps with you so that the form is filled out properly.

You must make sure to include the following information printed clearly on the top of the form for efficient processing:

1. Student's First and Last Name
2. HUID number
3. Your student classification, major, addresses and phone number
4. Hampton University Email address (**We will not send emails to student's personal email addresses**)
5. Session Number and Semester for Fall or Spring Semester
6. Summer or Winter written in Semester if enrolling in one of those semesters
7. Academic Year
8. Anticipated Graduation Date

For the bottom part of the form, make sure to include the following information printed clearly for efficient processing:

1. The HU Online CRN number for the selected course
2. The Subject and Course Number (ENGO 101)
3. The Title of the Course (Written Communication I)
4. Hampton University Main Campus Equivalent Subject and Course Number (ENG 101)
5. Hampton University Main Campus Equivalent Course Title (Written Communication I)
6. Answer the "Have you ever taken HU Online courses before?" question, and if the answer is yes, include the credit hours taken with HU Online.
7. Answer the "Are you in your last 30 hours at Hampton University Main Campus?" question.
8. Answer the "Is this course being offered at Hampton University Main Campus?" question.

II. Signatures

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

1. Obtain the signature of your Department Chair.
2. Obtain the signature of your Dean.
3. Obtain the signature of the Assistant Provost.

III. Documentation that must accompany the form:

A letter of justification for taking the course(s) if:

- a) You have less than 30 hours of coursework to complete at HU.
- b) The course you want to take at HU Online is offered at Hampton University Main Campus that semester.

Once all the signatures are obtained and all information gathered, email the form before the last day to register to huoadmissions@hamptonu.edu for processing and bring a copy to the Main Campus Registrar's Office, 149 Whipple Barn.

IV. Important notes:

1. HU Online course credit will **not** be approved retroactively.
2. Students cannot take more than six (6) credit hours at HU Online **per academic year**.
3. Only those courses receiving prior approval will be accepted for credit.
4. The student is responsible for ensuring that the required signatures are obtained and that the application is forwarded via email **before the last day to register** to HUOadmissions@hamptonu.edu for processing and copy is delivered to the Main Campus Office of the Registrar, 149 Whipple Barn.



Date _____

HAMPTON, VIRGINIA**APPLICATION TO TAKE COURSES AT HAMPTON U ONLINE**

PLEASE NOTE: You can only take a total of six (6) credit hours at HU Online per academic year, with a maximum of 24 credits overall.
Only GRADUATING SENIORS can take courses in Fall and Spring Sessions. All grade levels can take courses in Winter and Summer Sessions.

NAME _____ STUDENT ID NUMBER _____ CLASSIFICATION _____ MAJOR _____

 ADDRESS _____;
 (Campus or Local) (Street, City, State, Zip) (Permanent or Home) (Street, City, State, Zip); (Phone - Area Code and Number)

Hampton University Email: _____

 I wish to apply for permission to take the following course(s) at HU Online, Hampton, VA 23668, during the _____ Session or the _____ semester of the
 20_____ - 20_____ academic year. My anticipated graduation date is _____.

Hampton University ONLINE					Hampton University MAIN CAMPUS		
CRN Number	Course Number	Course Title	Credit Hours		Course Number	Course Title	Credit Hours

Have you ever taken HU Online courses before? YES _____ NO _____ If yes, how many? _____

Are you in your last 30 hours at Hampton University Main Campus? YES _____ NO _____

Is this course being offered at Hampton University Main Campus YES _____ NO _____

() Approved

() Not Approved _____ Date _____

() Approved

() Not Approved _____ Date _____

Department Chairperson (OF MAJOR)

School Dean (OF MAJOR)

() Approved

() Not Approved _____ Date _____

Vice Provost

Once all the signatures are obtained and all information gathered, email the original form to HUOadmissions@hamptonu.edu for processing
 and bring a copy to the Main Campus Registrar's Office, 149 Whipple Barn.

Each Course must be approved by the chairperson, or designee, of the HU department offering the course

HAMPTON UNIVERSITY HAMPTON, VIRGINIA

Date _____

APPLICATION TO TAKE COURSES AT ANOTHER INSTITUTION

NAME _____ STUDENT ID NUMBER _____ CLASSIFICATION _____ MAJOR _____

ADDRESS _____ ; _____
(Campus or Local) (Street, City, State, Zip) (Permanent or Home) (Street, City, State, Zip) ; (Phone - Area Code and Number)

I wish to apply for permission to take the following course(s) at ** _____
(College or University) (City, State Zip)
during the 20__ Summer Session or the _____ semester of the 20__ - 20__ academic year. My anticipated graduation date is _____.

OTHER SCHOOL			
Page Number	Course Number	Course Title	Credit Hours

HAMPTON UNIVERSITY				
Page Number	Course Number	Course Title	Credit Hours	Course Chairperson Signature

Are you in your last 30 hours at Hampton University? YES ___ NO ___ (See Below)

Is this course being offered at Hampton University? YES ___ NO ___ (See Below)

*** ONLY GRADES OF "C" OR BETTER ARE ACCEPTED AS TRANSFER CREDIT. QUALITY POINTS ARE NOT TRANSFERRED.**

*****A CATALOG OF THE OTHER COLLEGE OR UNIVERSITY MUST BE SUBMITTED WITH THIS APPLICATION.**

() Approved

() Not Approved

Department Chairperson (OF MAJOR)

() Approved

() Not Approved

Assistant Provost (Of Necessary)***

() Approved

() Not Approved

School Dean (OF MAJOR)

Date _____

Date _____

***** This request requires the Assistant Provost's signature if the student is seeking permission to take a course at another institution during the semester when that same course is being offered at HU and/or if you have less than 30 hours of coursework to complete at HU.**

IT IS THE STUDENT'S RESPONSIBILITY TO REQUEST THAT AN OFFICIAL TRANSCRIPT BE MAILED TO HAMPTON UNIVERSITY'S REGISTRAR.

PLEASE NOTE: NO ONLINE COURSES ARE ACCEPTED

HAMPTON UNIVERSITY
OFFICE OF THE REGISTRAR

COURSE WITHDRAWAL FORM

CURRENTLY RECEIVING VETERANS BENEFITS: ____ YES ____ NO

PLEASE PRINT

Term: ____ Fall ____ Spring ____ Summer

Major ____ Year ____

--	--	--	--

LAST NAME FIRST MI LAST FOUR DIGITS OF SOCIAL SECURITY #

LOCAL ADDRESS CITY STATE ZIP LOCAL PHONE #

HU E-MAIL ADDRESS _____

REASON FOR WITHDRAWAL: _____

ONE COURSE PER FORM

Instructor must circle WP (Withdrawal Passing) or WF (Withdrawal Failing) **AND Initial*

DEPT.	COURSE NUMBER	COURSE SECTION	CREDIT HOURS	NAME OF INSTRUCTOR (PRINT)	GRADE	INSTRUCTOR'S INITIALS
					WP*	
					WF*	

Signature of Student _____ Date _____

Signature of Instructor _____ Date _____

Signature of Advisor _____ Date _____

Signature of Major Chairperson _____ Date _____

OFFICE USE ONLY

Original Credit Hours _____
Revised Credit Hours _____
Processor's Signature _____
Date Processed _____

**REQUEST TO OVERRIDE UNIVERSITY'S CREDIT HOUR LIMIT POLICY
(MORE THAN 18 HOURS)**

Purpose: For use by students who would like to take 18 or more hours of course credits during the semester.

I am requesting a waiver of the credit hour limitation requirement for the ☐ Fall ☐ Spring. I have discussed the request with my advisor/chairperson. This exception to the policy is necessary because (be specific):

I understand that the increased credit hour load could have a negative impact upon my cumulative grade point average. I assume full responsibility if my grade point average drops to the point that my future as a student at Hampton University is in jeopardy. In addition, I understand there is an additional fee for each credit hour beyond 17 credits.

MAJOR _____

CUM. GPA _____

TOTAL SEM. HRS. EARNED _____

HUID NUMBER _____

Signature of Student

Name of Student (Print)

Student's Phone #

I authorize up to _____ semester hours total for ☐ Fall ☐ Spring semester of _____.

Advisor

Date

Department Chairperson

Date

School Dean

Date

Provost
(Required for 20 or more hours of credit)

Date

(Please make and keep a copy of this form for your records. **Attach** a copy of your Course Request Form. **Return** the original to the Office of the Registrar.)

Revised 2/2/18

OFFICE OF THE REGISTRAR
Hampton University
Hampton, Virginia 23608

**REQUEST TO OVERRIDE UNIVERSITY'S CREDIT HOUR LIMIT POLICY
(MORE THAN 9 HOURS)**

I am requesting a waiver of the credit hour limitation requirement for the Summer sessions. I have discussed the request with my advisor/chairperson. This exception to the policy is necessary so that I might

I understand that the increased credit hour load could have a negative impact upon my cumulative grade point average. I assume full responsibility if my grade point average drops to the point that my future as a student at Hampton University is in jeopardy.

CUM GPA _____

Signature of Student

TOTAL SEM HRS. EARNED _____

Name of Student (Print)

Student ID Number

I authorize up to _____ semester hours total for Summer session of _____.

Advisor

Date

Department Chairperson

Date

School Dean

Date

Director, Summer Session

Date

(Please make and keep a copy of this form for your records.
Return the original to the Office of the Registrar)
03-04-2008

HAMPTON UNIVERSITY

STUDENT'S PETITION TO CHANGE MAJOR/MINOR

Student Name _____

Student Signature _____

Contact Phone Number _____

Student ID Number _____ Date Requested _____

Current Classification: Freshman____ Sophomore____ Junior____ Senior____ Fifth Year____

Directions: *Indicate your current major(s) and/or minor in the box below. Identify your new major(s) and/or minor in the designated box. Write N/A if a Major 2, or Minor, does not apply to you or if you are dropping a Major 2 or Minor. This form must be signed by the current and new chairperson(s) before you submit it to the Office of the Registrar.*

Former Major(s)/ Minor	<u>Action:</u> Drop	Chairperson Signature	<u>Action:</u> Approve/Disapprove	Date
Major 1:				
Major 2:				
Concentration:				
Minor:				

New Major(s)/ Minor	<u>Action:</u> Add	Chairperson Signature	<u>Action:</u> Approve/Disapprove	Date
Major 1:				
Major 2:				
Concentration:				
Minor:				

White: Registrar's Office; Canary: Student

Hampton University University College
OFFICE OF THE REGISTRAR
PETITION FOR SEPARATION
Withdrawal from University College
(See Collection and Student Handbook for more details)

The date of withdrawal is not effective until the student submits this form, which includes all necessary signatures to the Office of the Registrar. The date this form is received by the University College Office of the Registrar is the effective date of withdrawal.

HU ID: _____ Undergraduate ___ Graduate ___ Major/Program: _____ Classification: _____

I, _____, request _____ Honorable Withdrawal (Requires Good Standing)/ _____ Administrative Withdrawal.

Check One:

- ☐ Leaving school to serve in the Armed Forces
☐ Leaving school to serve with a Foreign Aid Service
☐ Leaving school to serve official Church Mission

Other:

- ☐ Permanently Disabled ☐ Personal
☐ Deceased ☐ Transfer _____
☐ Medical* _____ Institution

*If separation due to Medical Reason: _____
(Signature: Physician)

If you separate from the University before the end of the drop period, classes will be dropped from our record. If you separate by the last day of classes, you will receive "WP" or "WF". Earned grades will appear on the student record if this form is received by the Registrar after the last day of classes.

Instructor: Please assign a grade of "WP" or "WF"

Grade WP/WF	Subject, Course, Section, CRN (EXAMPLE :)				Instructor's Signature
	SUBJECT ENJ	COURSE 101	SECTION 02	CRN 12345	

My plans for the future are: _____
My current address is: _____
Student Signature: _____ Date: _____

OBTAIN THESE SIGNATURES IN THE ORDER THEY ARE LISTED

(1) Department Chair: _____ Date: _____
(2) Dean of University College: _____ Date: _____
(3) Registrar: _____ Date: _____

Students cannot have this form in their possession

**School of Liberal Arts and Education
PRE-REQUISITE OVERRIDE FORM**

Fall 20 _____
Spring 20 _____
Summer 20 _____

MEMORANDUM

DATE: _____

TO: _____
Dr. Linda Malone-Colon, Dean
School of Liberal Arts & Education

FROM: _____
Dr. John Smith
Chairperson

RE: Pre-Requisite Override

Please register the following student(s) into section(s) designated.
The reason for the request is:

NAME & CONTACT #	ID	COURSE	CRN NUMBER

Thank you.

and Finance

Miscellaneous

CODE OF CONDUCT

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

Respect:

1. To respect himself or herself.

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

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

Each member of the Hampton Family will respect one another and visitors as if they were guests in 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:

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

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

2. 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:

1. To respect the rights and property of others.

Each member of the Hampton Family will only engage in activities that are legal and ethical, both on and off campus. No member shall lie, cheat or steal. Other transgressions include, but are not limited to, harassment of any form, possession of weapons such as knives and firearms, involvement in possession, use, distribution and sale of illegal drugs, theft, vandalism or hazing. Violators will be subject to all applicable provisions listed in the Faculty Handbook, Educational Support Staff Personnel Policies, Benefits & Procedures Handbook, the Official Student Handbook, the Hampton University Code, and statutes of the Commonwealth of Virginia.

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

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

Community:

1. 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.

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

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

3. 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.

Approved by Administrative Council, July 31, 2018

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

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, 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.
10. Men and Women's pants that show underwear.

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 a recommendation to the Vice President for Student Affairs for final approval.
3. Students that are approved will then have their new ID card picture taken by University Police with the headgear being worn.

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 Men, or Dean of Women for the attention of the Vice President for Student Affairs.

