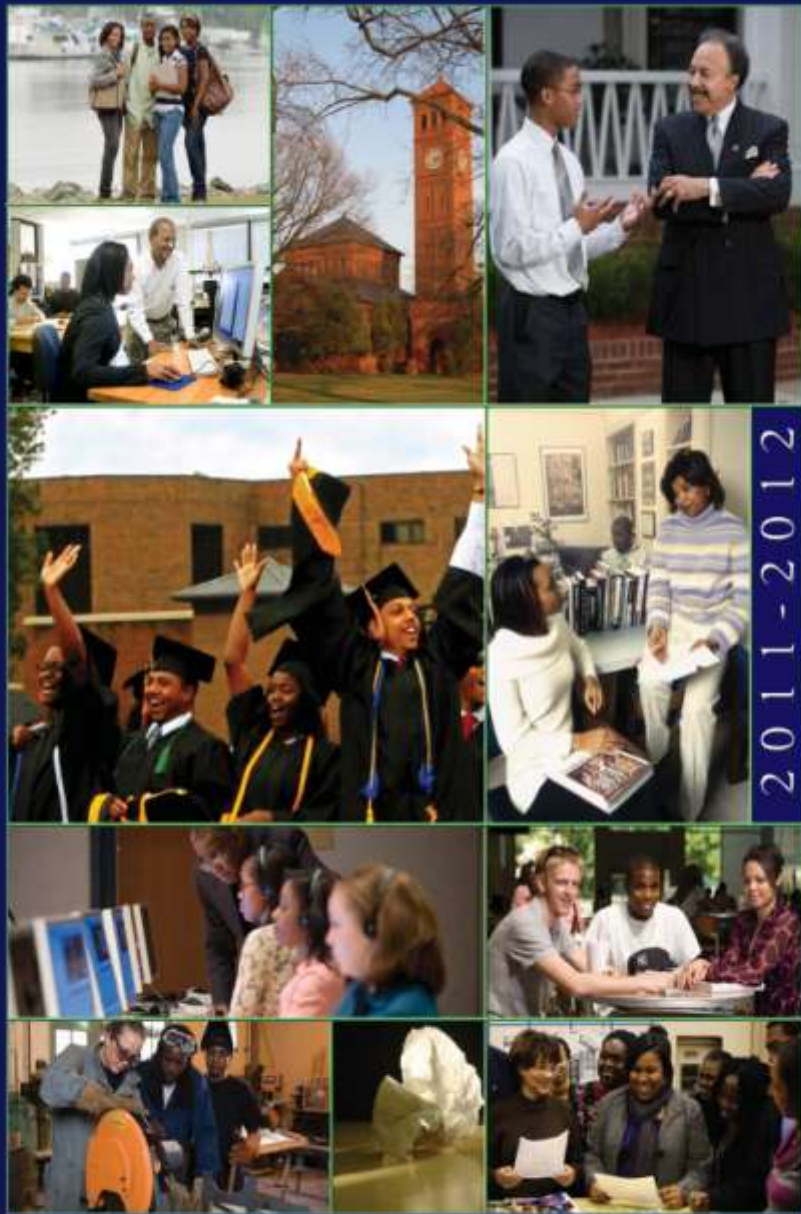


# HAMPTON UNIVERSITY



## ADVISEMENT GUIDE

## **DISCLAIMER**

The statements set forth in this guide are for information purposes only and should not be construed as the basis of a binding contract between the student and Hampton University. While the provisions of this guide will ordinarily be applied as stated, the University reserves the right to change any provision listed, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. However, it is especially important that each student note it is his/her responsibility to keep apprised of current graduation requirements by regular consultation with his/her advisor.

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# Hampton University

HAMPTON, VIRGINIA 23668

OFFICE OF THE PROVOST  
(757) 727-5201

Letter from the Provost

February 11, 2011

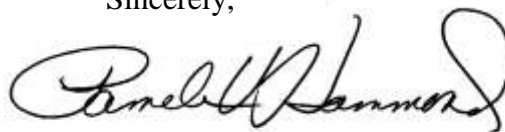
Dear Students and Academic Advisors:

Academic advisement is truly an important role. It is more than simply scheduling classes. Rather, it is an active, ongoing partnership between the advisor and the advisee. When academic advising is done well, advisees become better, more confident students who are knowledgeable about the educational process and as a result, are able to make good academic decisions.

The *2010 Advisement Guide* is designed to provide both the student and the advisor with the information necessary for ensuring successful student matriculation at Hampton University. The *Guide* provides the student and advisor with general information about the university as well as academic policies and procedures. It also includes a section for each School or College that details discipline-specific requirements. A list of "Frequently Asked Questions" is included within each School/College section to help students quickly resolve academic challenges.

We hope that the *Advisement Guide*, along with the *Academic Catalog* and the *Official Student Handbook*, will prove to be a valuable resource for our students and advisors in achieving their shared goal of a positive and productive advising experience.

Sincerely,



Pamela V. Hammond  
Provost

## **ADVISOR/ADVISEE RESPONSIBILITIES**

### **ADVISORS**

- Help you understand the meaning and relevance of the university experience.
- Assist you in developing and achieving realistic academic goals based upon your interests, abilities and needs.
- Interpret university policies, procedures and requirements.
- Refer you to appropriate campus resources.
- Address your academic questions and concerns.
- Adhere to the highest principles of ethical behavior and the university's Code of Conduct.
- Guide you in the selection of courses.

### **ADVISEES**

- Take responsibility for your educational experience.
- Maintain contact with your advisor throughout the semester.
- Assess your interests, abilities and needs and discuss these with your advisor.
- Clarify your educational and personal goals.
- Read the Academic Catalog, Official Student Handbook and other resources to become knowledgeable about academic requirements, policies and procedures.
- Keep track of important dates (e.g., pre-registration, add/drop period, final examinations, application for graduation) as listed on the Calendar for the Academic Year.
- Adhere to the highest principles of ethical behavior and the university's Code of Conduct.
- Discuss your selection of courses with your advisor.

## **PREPARING FOR YOUR ADVISING APPOINTMENT**

- Make an appointment with your advisor. If you have not been assigned an advisor, contact your department chairperson for assistance.
- Review the curriculum sequence sheet for your major and if applicable, the course requirements for the minor. (The offering department will determine the course requirements for the minor.)
- Mark all of the courses that you have taken or are currently taking to determine what courses you have remaining.
- Determine a tentative class schedule for the coming semester.
- Write down any question you have for your advisor.
- Plan to arrive at least 5 minutes prior to your scheduled appointment time.
- During the appointment, be prepared to discuss: your educational interests and goals; your program plan, including tentative class schedule; and academic concerns or questions.

NAME OF SCHOOL	TITLE	NAME	BUILDING LOCATION	TELEPHONE NUMBER
School of Business	Dean	Dr. Sid Howard Credle	Buckman Hall 119	757-727-5472 757-727-5758
School of Business	Assistant Dean	Dr. Travell Travis	Buckman Hall 120	757-727-5865
School of Business- Dept. of Banking, Accounting and Finance	Chairperson	Dr. Edward J. Pyatt	Science and Technology 301	757-727-5860
School of Business- Dept. of Management	Chairperson	Dr. Kanata Jackson	Buckman Hall 110	757-727-5447
School of Business- Center for Entrepreneurial Studies & Programs in Economics and Marketing	Director	Mr. Larry Gillus	Buckman Hall 214	757-727-5761 757-727-5362
School Business- Dept. of Business Administration	Chairperson	Dr. Ruby L. Beale	Buckman Hall 120	757-727-5361 757-727-5389
School of Engineering and Technology	Dean	Dr. Eric J. Sheppard	Olin 117	757-637-6970
School of Engineering and Technology	Assistant Dean	Vacant		
School of Engineering and Technology- Dept. Of Architecture	Chairperson	Mr. Robert Easter	Bemis Laboratories 200	757-727-5441
School of Engineering and Technology- Dept. of Aviation	Chairperson	Mr. Carey Freeman	Science and Technology Building 269	757-727-5519
School of Engineering and Technology- Dept. of Electrical Engineering	Chairperson	Dr. Nesim Halyo	Olin 318B	757-727-5597
School of Engineering and Technology- Dept. of Chemical Engineering	Interim Chairperson	Dr. Eric Sheppard	Olin 318	757-727-5288
School of Liberal Arts	Dean	Dr. Mamie E. Locke	Armstrong Hall 119	757-727-5400
School of Liberal Arts	Interim Assistant Dean	Dr. Christina Pinkston-Streets	Armstrong Hall 117	757-727-5401
School of Liberal Arts	Assistant to the Dean	Mr. Novelle Dickenson	MLK 249	757-727-5480
School of Liberal Arts- Dept. of English	Chairperson	Dr. John J. Alewynse	Armstrong Hall 217	757-727-5421
School of Liberal Arts- Dept. of Fine and Performing Arts	Chairperson	Dr. Karen T. Ward	Armstrong Hall 144	757-727-5402
School of Liberal Arts- Dept. of Modern Foreign Language	Chairperson	Mrs. Michelle Lewis	Armstrong Hall 300	757-727-5807



<b>NAME OF SCHOOL</b>	<b>TITLE</b>	<b>NAME</b>	<b>BUILDING LOCATION</b>	<b>TELEPHONE NUMBER</b>
School of Liberal Arts- Dept. of Music	Chairperson	Dr. Shelia Maye	Armstrong Hall 133	757-637-6508
School of Liberal Arts- Humanities Program	Director	Dr. Anne Pierce	Armstrong Hall 320	757-637-6751
School of Liberal Arts- Dept. of Military Science	Chairperson	LTC Harry E. Green	200 Armstrong Slater (ROTC)	757-727-5839
School of Liberal Arts- Dept. of Political Science and History	Chairperson	Dr. Patrick Lewis	MLK 249	757-727-5881
School of Liberal Arts- Dept. of Psychology	Chairperson	Dr. Linda Malone-Colon	MLK 238	757-727-5301
School of Liberal Arts- Dept. of Sociology	Chairperson(Acting)	Dr. Christina Pinkston-Streets	Armstrong Hall 117	757-727-5401
Scripps Howard School of Journalism and Communications	Interim Dean	Mrs. Rosalynne Whitaker-Heck	Scripps Howard 110	757-727-5405
Scripps Howard School of Journalism and Communications	Assistant Dean for Administration	Dr. Frances McDonald	Scripps Howard 109	757-727-5713
Scripps Howard School of Journalism and Communications	Assistant Dean for Academic Affairs	Mrs. Rosalynne Whitaker-Heck	Scripps Howard 209	757-727-5622
School of Nursing	Dean	Dr. Arlene J. Montgomery	Freeman Hall 110	757-727-5654
School of Nursing	Assistant Dean for Academic Affairs	Dr. Hilda Williamson	Freeman Hall 127A	757-727-5160
School of Nursing	Director- Office of Student Academic Support	Dr. Michelle Penn-Marshall	Freeman Hall 125	757-727-5251
School of Nursing- Dept. of Undergraduate Nursing Education- Main Campus	Chairperson	Dr. Barbara Wright	Freeman Hall 112	757-727-5672
School of Nursing- Dept of Undergraduate Nursing Education College of Virginia Beach	Chairperson	Mrs. Shevellanie Lott	Amanda Hoffman Building College of Virginia Beach 1010C	757-637-2421
School of Nursing- Department of Graduate Nursing Education	Chairperson	Dr. W. Lawrence Daniels	Freeman Hall 127B	757-727-5672
School of Pharmacy	Dean	Dr. Wayne Harris	Main office Kittrell	757-727-5220
School of Pharmacy	Assistant Dean of Academic and Student Affairs	Mrs. Corinne Ramaley	Main office Kittrell	757-728-6683
School of Pharmacy	Assistant Dean of Assessment	Dr. Beverly Hamilton	Kittrell, Room 216	757-728-6404

<b>NAME OF SCHOOL</b>	<b>TITLE</b>	<b>NAME</b>	<b>BUILDING LOCATION</b>	<b>TELEPHONE NUMBER</b>
School of Pharmacy – Dept. of Pharmaceutical Sciences	Chairperson	Dr. Deadre Johnson	Main Office Kittrell	757-727-5543
School of Pharmacy – Dept. of Pharmacy Practice	Chairperson	Dr. Ayman Noreddin	Main Office Kittrell	757-728-6690
School of Science	Dean	Dr. Robert Dixon	Turner Hall 102	757-727-5239
School of Science	Assistant to the Dean	Mr. Michael Druitt	Turner Hall 110	757-637-2136
School of Science	Administrative Interim	Dr. Keinya Holmes	Turner Hall 110	757-727-5795
School of Science- Dept. of Biological Sciences	Chairperson	Dr. Edison Fowlks	Dupont 204	757-727-5836
School of Science- Dept. of Chemistry	Chairperson	Dr. Isai T. Urasa	Turner Hall 220	757-727-5396
School of Science- Dept. of Marine and Environmental Science	Chairperson	Dr. George P. Burbank	Marine Science Building 102	757-727-5752
School of Science- Dept. of Communicative Science and Disorders	Acting Chairperson	Dr. Dorain Lee-Wilkerson	Science and Technology Building 201	757-727-5763
School of Science- Physical Therapy	Chairperson	Dr. Bernadette Williams	Phenix Hall 216	757-727-5260
School of Science- Dept. Atmospheric & Planetary Sciences	Chairperson	Dr. Robert Loughman	Phenix Hall 119	757-727-5137
School of Science- Dept. of Computer Science	Chairperson	Dr. Jean Muhammad	Science and Technology Building 120	757-727-5552
School of Science- Interdisciplinary Science Center	Director	Dr. Dianne Q. Robinson	Dupont 105	757-727-5869
School of Science- Dept. of Mathematics	Chairperson	Dr. David Torain	Science and Technology Building 318	757-727-5352
School of Science- Dept. Naval Science	Chairperson	CAPT Michael Barea USN	Academy Building 108	757-727-5720
School of Sciences- Dept. of Physics	Acting Chairperson	Dr. Donald Whitney	102-H Olin Building	757-727-5820
College of Education and Continuing Studies	Dean	Dr. Cassandra Herring	Phenix Hall Suite 305	757-727-2072
College of Education and Continuing Studies	Assistant to the Dean	Dr. Ava Marrow	Phenix Hall Suite 305	757-637-2036
College of Education and Continuing Studies	Assistant Dean	Dr. Jerrold Roy	Phenix Hall, Suite 305	757-727-2176
College of Education and Continuing Studies-Dept. Of Health, Physical Education and Recreation	Chairperson	Dr. Chevelle Hall	Holland Hall, Room 130	757-727-5785
College of Education and Continuing Studies- Child Development Center	Director	Mrs. Constance Goode	Mitchell Hall	757-637-2026

NAME OF SCHOOL	TITLE	NAME	BUILDING LOCATION	TELEPHONE NUMBER
College of Education and Continuing Studies – Accelerated Evening Programs	Lecturer/Educ. Specialist	Ms. Tunisha George-Twine	W.O. Lawton Building, Room 204	757-727-5584
College of Education and Continuing Studies – Hampton U Online	Director	Dr. Cristi Ford	W.O. Lawton Building	757-637-2057
College of Education and Continuing Studies – International Office	Coordinator	Mrs. Marci Jackson	Phenix Hall, Room 130	757-637-2103
The Graduate College	Interim Dean	Dr. William I. Young	Wigwam 204	757-727-5401
College of Virginia Beach	Campus Director	Dr. John Waddell	Amanda Hoffman1002	757-637-2200
Osher Lifelong Learning Center	Director	Ms. Alisha Foster	Currently in Phenix Hall 121 and will be moving to Hampton Harbors in May	757-872-6700
The Honors College	Director	Dr. Freddye Davy	Dubois 1st floor	757-727-5076
The William R. Harvey Leadership Institute	Director	Vacant	Academy Building 302	757-727-6698
Academic Technology Mall	Assistant Provost for Technology& Director, Academic Technology Mall	Mr. Keith Perkins	Harvey Library 5th floor	757-637-6988
William R. And Norma B. Harvey Library	Director	Ms. Faye Watkins	Library Administration Office 1st floor	757-727-5371
University Museum and Archives	Director (Acting)	Mrs. Vanessa Thaxton-Ward	Huntington hall, Directors Office	757-727-5308
Freshman Studies Program	Director	Ms. Patra Johnson	Student Center 204	757-727-5243
The Counseling Center	Director	Dr. Linda Kirkland-Harris	Armstrong Slater 101	757-727-5617
Academic Support Center- Testing Services	Director	Mrs. Sonja Vega	Wigwam 212	757-727-5493
Trio Programs- Student Support Services	Director	Mrs. Jean E. Williamson	Armstrong Slater 101	757-727-5611
Trio Programs- Upward Bound	Director	Ms. Cristina Lynch	Academy Building 2nd floor	757-727-5318
Trio Programs-Educational Talent Search	Director	Ms. Genevieve Elazier-Harris	Academy Building 2nd floor	757-727-5424

# **General Information**

## **The Mission Statement**

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

An historically black institution. Hampton University is committed to multiculturalism. The University serves students from diverse national, cultural, and economic backgrounds. From its beginning to the present, the institution has enrolled students from five continents — North America, South America, Africa, Asia and Europe — and many countries including Gabon, Kenya, Ghana, Japan, China, Armenia, Great Britain and Russia, as well as the Hawaiian and Caribbean Islands and numerous American Indian nations. Placing its students at the center of its planning, the University provides a holistic educational environment. Learning is facilitated by a range of educational offerings, a rigorous curriculum, excellent teaching, professional experiences, multiple leadership opportunities, and an emphasis on the development of character which values integrity, respect, decency, dignity, and responsibility.

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

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

## **Regional Accreditation**

Hampton University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the associate, baccalaureate, master's, education specialist and doctorate levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hampton University. The Commission requests that it be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

## List of Degrees Offered

### Hampton Institute — The Undergraduate College

Unit/Program	Degree	Major (Emphasis)
<b>School of Business</b>		
	Bachelor of Science	Accounting Business Administration (5-Yr MBA) Economics *Entrepreneurship *Finance Investment Banking *Management (General Management, Management Information Systems) *Marketing (Marketing, Professional Tennis Management)
<hr/>		
<b>School of Engineering and Technology</b>		
	Master of Architecture	*Architecture
	Bachelor of Science	*Aviation (Aviation Computer Science, Aviation Electronic Systems, Aviation Management [Administration, Air Traffic Control] and Flight Education [Military Option]) Chemical Engineering Computer Engineering Electrical Engineering
<hr/>		
<b>Scripps Howard School of Journalism and Communications</b>		
	Bachelor of Arts	†*Advertising *Broadcast Journalism †*Electronic Media Production *Print Journalism *Public Relations
† <i>The Scripps Howard School of Journalism and Communications is currently only accepting students in Broadcast, Print Journalism and Public Relations.</i>		
<hr/>		
<b>School of Liberal Arts</b>		
	Bachelor of Arts	Art (Comprehensive Art, Graphic Design) Criminology (online) *English (English Arts, English Education [6-12], English Expression) *History International Studies (International Relations, Latin American and Caribbean Studies [online only]) *Modern Foreign Languages (Spanish) *Music (Music Performance [Instrumental, Organ, Piano, String, Voice, Music Education [PK-12]) *Political Science *Psychology *Sociology (Social Inequality, International Studies, Social Policy)

	Bachelor of Science	*Theatre Arts (Technical Theatre, Theory and Performance) *Criminal Justice and Criminology [online only] Music Recording Technology
<hr/>		
<b>School of Nursing</b>		
	Bachelor of Science	Nursing (Traditional Baccalaureate, LPN to BS, RN to BS)
<hr/>		
<b>School of Pharmacy</b>		
	N/A	Pre-Professional Pharmacy
	Doctor of Pharmacy	Professional Pharmacy
<hr/>		
<b>ROTC Programs</b>		
	N/A	**Naval Military Leadership
	Commission - U.S. Army	2 <sup>nd</sup> Lieutenant U.S. Army Reserves
	Commission - U.S. Navy	Ensign, U.S. Naval Reserves
	Commission - U.S. Navy	Ensign, U.S. Naval Nurse Corps
	Commission - U.S. Marine Corps	2 <sup>nd</sup> Lieutenant, U.S. Marine Corps Reserves
<hr/>		
<b>School of Science</b>		
	Bachelor of Arts	Communicative Sciences and Disorders
	Bachelor of Science	Biochemistry
		*Biology (Biology, Molecular Biology, Biology Education [6-12])
		*Chemistry
		*Computer Information Systems
		*Computer Science
		*Marine Science
		*Mathematics (Mathematics, Mathematics Education [6-12])
		*Physics (Premed Physics, Physics)
		**Space, Earth and Atmospheric Sciences
<hr/>		
<b>Leadership Institute</b>	N/A	**Leadership Studies
<hr/>		
<b>College of Education and Continuing Studies</b>		
<b>Division of Professional Education</b>		
	<b>Degree</b>	<b>Major (Emphasis)</b>
	Bachelor of Arts	Interdisciplinary Studies for Elementary Education [PK-6]
	Bachelor of Science	Health & Physical Education [PK-12]
		Kinesiology
		Recreation & Tourism Management
		Sport Management
		**Aquatics
<hr/>		
<b>Division of Continuing Studies</b>		
	<b>Degree</b>	<b>Major (Emphasis)</b>
	Bachelor of Arts	General Studies (General, Early/Primary Education)

	Paralegal Studies Religious Studies
Bachelor of Science	Business Management (Business Management, Management Information Systems, Hotel and Restaurant Management) Emergency Medical Systems Management Fire Administration Public Safety Administration Systems Organization and Management (Human Resources Management)

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### College of Virginia Beach

Degree	Major (Emphasis)
Bachelor of Science	Nursing
Master of Arts	***Educational Leadership

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### The Graduate College

Degree	Major (Emphasis)
Master of Arts	Biology Communicative Sciences and Disorders Counseling (College Student Development/Student Affairs, Community Agency, School, Pastoral) Education (Elementary Education, Montessori Education, Gifted Education) **Educational Leadership
Master of Business Administration	Business Administration
Master of Health Administration	Health Administration [online only]
Master of Science	Applied Mathematics (Statistics & Probability, Computational, Nonlinear Science) Atmospheric Sciences Biology (Biology, Biology/Environmental Science) Chemistry Computer Science Medical Science Nursing (Administration, Education, Practitioner) Physics (Medical, Nuclear and Optical) Planetary Sciences
Master in Teaching:	Endorsements in Biology [6-12] English [6-12] Mathematics [6-12] Music [PK-12]
Specialist in Education	Counseling (College Student Development/Student Affairs, Community Agency, Guidance, Pastoral)
Doctor of Nursing Practice	Nursing (Nurse Practitioner) [online only]



Doctor of Physical Therapy	Physical Therapy
Doctor of Philosophy	Atmospheric Sciences
	Business Administration [online only]
	Educational Leadership and Management [online only]
	Nursing [online only]
	Physics (Medical, Nuclear and Optical)
	Planetary Sciences

#### **Professional Programs**

	<b>Degree</b>	<b>Majors (Emphasis)</b>
<b>Pharmacy</b>	Doctor of Pharmacy	Pharmacy
<b>Architecture</b>	Master of Architecture	Architecture

\* *Students may complete a minor in these areas.*

\*\* *Students may complete as a minor only, but not as a major.*

\*\*\* *OFFERED AT THE COLLEGE OF VIRGINIA BEACH THROUGH THE GRADUATE COLLEGE*

*Online programs are offered through the unit listed above in collaboration with the Office of Online Programs.*

## **CODE OF CONDUCT**

Joining the Hampton Family is an honor and requires that 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. Each member is required to adhere to and conform to the instructions and guidance of the leadership of his/her respective area. Therefore, the following are expected of each member of the Hampton Family:

**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 matrix 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. Therefore, to accost, cajole, or proselytize students, faculty or staff, parents or others, to engage in gender and sexual harassment, use vile, obscene or abusive language or exhibit lewd behavior, to possess weapons such as knives or firearms, or to be involved in the possession, use, distribution of and sale of illegal drugs is strictly prohibited and is in direct violation of the Hampton University Code, on or off campus.

**3. To respect the rights and property of others and to discourage vandalism and theft.**

Each member of the Hampton Family will refrain from illegal activity, both on and off campus, and will be subject to all applicable provisions listed in the Faculty Handbook, Personnel Policies Manual for Administrative/Professional and Nonexempt Employees, the Official Student Handbook, and the Hampton University Code.

**4. To prohibit discrimination, 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, religion, disability, ethnic heritage, socio-economic status, political, social, or other affiliation or disaffiliation, or sexual preference.

**5. To practice personal, professional, and academic integrity, and to discourage all forms of dishonesty, plagiarism, deceit, and disloyalty to the code of conduct.**

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.

**6. To foster a personal professional work ethic within the Hampton University family.**

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

**7. To foster an open, fair, and caring environment.**

Each member of the Hampton Family is assured equal and fair treatment on the adjudication of all matters. In addition, it is understood that intellectual stimulation is nurtured through the sharing of ideas. Therefore, the University will maintain an open and caring environment.

**8. To be fully responsible for upholding the Hampton University code.**

Each member of the Hampton Family will embrace all tenets of the Code and is encouraged to report all code violators.

## **The Dress Code**

### **Student 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.

Students will be denied admission to various functions if their manner of dress is inappropriate.

Examples of inappropriate dress and/or appearance include:

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

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### **Dress Code: Procedures for Cultural or Religious Head Coverings**

1. Students seeking approval to wear headgear as an expression or religious or cultural dress may make a written request for a review through the Office of the Chaplain.
2. The Chaplain will forward his 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.

# **Academic Policies and Procedures**

## **Good Academic Standing**

Students whose cumulative averages are equal to or greater than the average for their tenure and who have met their financial obligations, and whose conduct is in keeping with the standards of membership in the university will be considered in good academic standing. Students in good academic standing are entitled to continue registration and class attendance and are eligible to apply for a degree upon completion of the necessary requirements. They are entitled to all the privileges of membership in the university, including residence, class attendance, examinations, participation in student activities (except as set forth below) and use of facilities under the regulations of the university. They are entitled to receive regular reports of their progress, to have transcripts and other official documents issued upon request, and to use the placement and other student services of the university. Any student on academic probation may be retained in accordance with the university's regulations. An undergraduate student placed on probationary status is allowed to retain status as a student with the following provisions:

1. The student may not register for more than thirteen hours per semester. Exceptions to this rule must be approved by the Provost.
2. The student may not participate in extracurricular activities, which are not class-related; and the student may not travel in the name of the university or at university expense. Exceptions to this rule must be approved by the Vice President for Student Affairs or the Provost.

## **General Education Requirements**

The General Education Requirements are an integral part of undergraduate education at Hampton University. The purpose of the general education program is to introduce students to a broad range of fields and areas of study within the humanities, social sciences, natural sciences, applied sciences, and technology, and to prepare students to function as individual contributors to society. Whereas the concentration of courses in the major is expected to provide depth, the General Education Requirements have the complementary purpose of providing breadth to a student's undergraduate program. The requirements are also intended to introduce students to the major social, historical, cultural, and intellectual forces that shape the contemporary world.

### **General Education Core:**

choosing

#### **Cultures and Civilization**

**12 hrs**

History 106

History 105 or History 107

Humanities 201, 202

#### **English 101-102 Written Communication I–II**

**6 hrs.**

#### **Foreign Language**

**0-12 hrs.**

Included in discipline core in selected departments

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------|
| <b>Freshman Orientation</b><br>University 101: Individual of Life                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  | <b>1 hr.</b>      |
| <b>Concepts of Mathematics</b><br>(Mathematics 109-110 or above)                                                                                                                                                                                                                                                                                                                                                                                                                    |                                  | <b>6 hrs.</b>     |
| <b>Science and Technology</b><br>Life Science<br>Physical Science                                                                                                                                                                                                                                                                                                                                                                                                                   | 3-4 hrs. w/lab<br>3-5 hrs. w/lab | <b>6-8 hrs.</b>   |
| <b>Social Science</b><br><b>Courses accepted for Social Sciences: (*See attached list of acceptable courses)</b><br>Econ (201, 202), Geography (201, 202), Military Science (MSC 201),<br>Political Science (201, 202, 203, 204, 205, 304, 305, 308, 310, 311, 317, 320, 341, 409, 499),<br>Psychology (203, 205, 300, 301, 302, 304, 305, 306, 308, 311, 312, 402)<br>Sociology (205, 210, 215, 305, 315, 320, 322, 324, 326, 328, 401, 402, 405,<br>406, 412, 414, 416, 422, 499) |                                  | <b>6 hrs.</b>     |
| <b>Oral Communication</b><br>COM 103 Oral Communication                                                                                                                                                                                                                                                                                                                                                                                                                             | 3 hrs                            | <b>3 hrs.</b>     |
| <b>Health and Physical Education</b><br>Health Education 200<br>Physical Education Activity                                                                                                                                                                                                                                                                                                                                                                                         | 2 hrs.<br>2 hrs.                 | <b>4 hrs.</b>     |
| <b>TOTALS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                  | <b>44-56 hrs.</b> |

**\*Courses accepted for Social Sciences**

**Economics**

ECO 201 Principles of Macroeconomics  
ECO 202 Principles of Microeconomics

**Geography**

GEO 201 World Regional Geography  
GEO 202 Economic Geography

**Military Science**

MSC 201 Innovative Team Leadership

**Political Science**

POL 201 Introduction to Political Science  
POL 202 Introduction to Political Theory  
POL 203 American National Politics  
POL 204 State and Local Politics



POL 205 Government and Politics in Europe  
POL 304 International Politics  
POL 305 Introduction to Political Economy  
POL 308 Urban Politics  
POL 310 Politics of the Third World  
POL 311 African Political Theory  
POL 317 Feminist Political Theory  
POL 320 Women and Politics  
POL 341 Afro-American Politics  
POL 409 Race and Public Policy  
POL 499 Special Topics

### **Psychology**

PSY 203 Introduction to Psychology  
PSY 205 Social Psychology  
PSY 300 Abnormal Psychology  
PSY 301 Systems of Psychology  
PSY 302 Theories of Personality  
PSY 304 Motivation  
PSY 305 Learning and Memory  
PSY 306 Perception  
PSY 308 Physiological Psychology  
PSY 311 Human Growth and Development  
PSY 312 Psychological Development in Adulthood and Later Life  
PSY 402 Black Psychology

### **Sociology**

SOC 205 Introduction to Sociology  
SOC 210 Social Problems  
SOC 215 Introduction to Criminology  
SOC 305 The Criminal Justice System  
SOC 315 Sociology of Deviance  
SOC 320 Sociology of Black Family  
SOC 322 Sociology of Black Women  
SOC 324 Sociology of the World Systems  
SOC 326 Issues in the African Diaspora  
SOC 328 Sociology of Religion  
SOC 401 Sociology of Law  
SOC 402 Political Sociology  
SOC 405 Violence Against Women  
SOC 406 Social Psychology  
SOC 412 Current Issues in Global Inequality  
SOC 414 Contemporary Issues in Social Policy  
SOC 416 Sociology of the African American Experience  
SOC 422 Sociology of Sex and Gender  
SOC 499 Special Topics

## **Advanced Standing**

Advanced standing can be obtained for entering undergraduate students through transfer of credit earned at previous colleges, Advanced Placement Examinations, advanced placement through the Office of Testing Services, life experiences or military service, as appropriate.

Hampton University participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB) and the International Baccalaureate Program (IBP). This program begins in high school when college level studies are offered to able, interested students. International Baccalaureate Credits (IB) earned at the high school level should be sent directly to The Office of Testing Services. The information will be translated into the appropriate number of Hampton University credits. Advance Placement Credits (AP) earned at the high school level should be sent directly to the Registrar's Office. The Office of Testing Services is not involved in the placement of these credits on a student's transcript. The college does not limit the number of credits an entering student may have received through these examinations.

## **Advanced Placement Examinations**

Entering freshmen may earn advanced course placement in English and mathematics through the University's Testing Program. The Office of Testing Services evaluates each entering freshman's high school academic record (course grades, SAT/ACT scores, cumulative grade point average, and honor courses) to identify outstanding performance in English and mathematics courses throughout a student's high school career.

Students identified for Hampton University Advanced Placement in English will be placed in ENG 102 or ENG 102 Honors. The freshman **MUST** complete that course with a grade of "C" or better to be eligible for the advanced placement credit of three (3) credits for ENG 101. If the freshman does not satisfactorily complete ENG 102, no credit will be awarded by the Hampton University Testing Program.

Students identified for Hampton University Advanced Placement in English will be placed in the highest level of math indicated by major and performance on the College Board Mathematics Challenge Practice Test. The freshman **MUST** complete the course (MAT 110, 117, 118, 130, or 151) during the semester of placement with a grade of "C" or better to be eligible for the advanced placement credit of three (3) credit hours for the one preceding or prerequisite math course. If the freshman does not satisfactorily complete the identified advanced math placement course, no credit will be awarded by the Hampton University Testing Program.

Advanced Placement Credits awarded through the University's Testing Program are applied to the student's degree requirements.

## **Academic Advisement**

Advising is vital to the college experience and is at the center of the services Hampton University provides to students. Academic advising is an active, ongoing partnership between the advisor and the student grounded in teaching and learning. Academic Advising provides students

with accurate and appropriate information and direction to help make their educational experience relevant, coherent, and meaningful. It is a process that assists students in making thoughtful decisions related to their academic experiences, and maximizing their educational and career opportunities.

### **Early Advisement**

Ultimately, planning of the academic program is the responsibility of the individual student. In addition to your major department, Freshman Studies, the Student Counseling Center, and the Graduate College can assist with academic advisement. All students should be familiar with the General Academic Policies and Regulations of the university.

### **Freshman Studies**

Counselors in the office of Freshman Studies assist incoming freshmen during their initial online registration. Freshman Studies also academically advises freshman who are undecided majors. All other students should contact their major departments if they have any questions or concerns. If you haven't yet chosen a major, a counselor in Freshman Studies will remain your advisor throughout your freshman year.

Each spring, Freshman Studies publishes an Online Course Registration Guide. This gives complete information on the online registration process, and guides entering freshmen on course selection. The sections on Choosing An English Course, Choosing A Math Course, and The Honors Program are particularly valuable.

### **Student Counseling Center**

#### **Undecided Students**

Sophomores through seniors who have declared Undecided as their current major will meet with their Academic Counselor/Advisor at the Student Counseling Center for semester planning and advising.

#### **Transfer Students**

The Student Counseling Center facilitates the transition process for students who transitioning to Hampton University from other institutions of higher learning. The SCC will complete an unofficial transcript evaluation for general core courses but not for more technical programs and upper level courses. If Transfer students have taken 30 or more credits, they do not have to take University 101. There is an orientation for Transfer students during the Fall and Spring Intake periods.

#### **Graduate College**

Graduate students are advised within their academic program, and by the Graduate College. Each student should meet with their academic advisor and the Graduate College Counselor at least once a semester. Review your Academic Catalog and your degree progression prior to your appointment to prepare questions for your meetings.

### **Continuing Students**

After their initial semester, and after selection of a major, each regular degree-seeking student, whether part-time or full-time, has a faculty advisor within their major department assigned to him or her to assist in planning a program and sequence of courses. Each academic department prepares lists of required courses, typical course sequences, and policies and materials to assist students in program planning and keeping requirements of the major field of study up to date and coordinated with current professional certification, licensing, and other requirements. Each student should review his or her own personal plan before each early registration period and be prepared for the pre-registration conference with his or her academic advisor.

### **Early (Pre-) Registration**

At Hampton academic advisement centers around early registration, or pre-registration, which is conducted in mid-semester for the following semester. It is to each student's advantage to pre-register for classes and make early financial arrangements. The student meets with his or her advisor as scheduled, and completes all pre-registration forms for courses in the advisor's office or major department. After advisement the student receives a personal PIN, which allows them to register online, using HUNet, according to the University's pre-registration schedule. Billing shortly follows, and all early registration for the next semester can be completed before the end of the current semester. The student who registers early and pays early has priority in most classes, avoids a portion of the registration fee, and can return for the semester with minimal check-in processing.

### **Changes in Registration**

After an initial registration for a group of courses is fully validated, a student may make adjustments in courses or sections, if approved by the faculty advisor or major department chairperson, using HUNet (online registration.) The change, if allowable, and if done before the published deadline, will be recorded in the student's computer-based record. It is the student's responsibility to correct any "errors"/misinterpretations before leaving HUNet. A course change made personally by the student in this manner, or through his or her dean's problem terminal, is recorded in the system, and the student should print a copy of his/her schedule as a personal record of transactions completed. The University recognizes that any change made is binding upon the student. Should the student experience problems or need special help, each school has a help area for assistance.

The period in which courses may be added or dropped and the grading status changed, ends approximately one week after the start of classes for each semester. The Official Academic Calendar contains the current dates. No schedule changes may be made after this period ends. All approved changes must be entered by the student using the HUNet during the Add/Drop period. Any exception to the deadline will require a course request form signed by the advisor, chair, dean and provost, with the completed form then submitted to the Registrar for processing.

The period in which a student may withdraw from a course with a grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) ends shortly after the mid-semester evaluation period. The

Official Academic Calendar contains the current dates. No courses may be withdrawn after this period ends. The vehicle for this application to the Registrar is the completed course withdrawal form.

After the end of the course withdrawal period through the last day of classes (i.e., before the final examination period), a student can only withdraw completely from the University (i.e., from all courses). Each course will still receive a grade of WP (Withdrew Passing) or WF (Withdrew Failing). The vehicle for this application to the Registrar is the completed Petition for Separation Form.

Changing grade status (e.g., to and from S/U, Audit, regular grading) requires the student to complete a Course Request Form to eliminate the original registration and to “ADD” the new registration for the course(s). Changing S/U grade status is not permitted after the “ADD” period ends.

Auditing a course must be elected, approved, and fully processed before the end of the Audit period. The auditing student pays one-hour tuition for the course.

A graduating senior who lacks no more than six (6) semester hours of course work to complete the bachelor’s degree, may request approval from the Graduate College to register for up to six (6) semester hours graduate credit from the 500 level courses while still enrolled in the Undergraduate College. The courses must not be required courses in the student’s undergraduate program. The request must also be approved by the chairperson of the major department and the Dean of the Graduate College. Grades made in these graduate courses must be “B” or better to be applied to a graduate degree program. Under no circumstances will an undergraduate student be allowed to register for graduate-only (600 and 700) level courses.

## **Fees**

### **Non-Pre-Registration Fee:**

Charged to all continuing students who fail to pre-register during the designated dates. Payment is due at registration.

### **Late Registration Fee:**

Charged to all students who fail to complete registration on the designated date at the beginning of each semester. It is payable at the time of registration.

### **Credit by Special Examination Fee:**

The application fee for the administration of the examination. If the exam is taken, an additional fee will be due based upon the enrollment status of the student.

### **Auditor’s Fee:**

Charged to students desiring to audit courses are required.

**Grading Administration Fee:**

Students not enrolled in a Hampton University course during the current semester must register for the zero credit, one-hour tuition course, CSRT 000-01, and pay a fee.

**Dual Majors**

Students who plan to graduate with dual majors must satisfy all requirements in each major, including all related courses, with separate courses. The General Education sequence must be completed once. Students choosing dual major options are required to maintain at least a 2.5 GPA. In order to declare a dual major, students must be accepted as a major by both departments. They must be assigned an academic advisor in each department and complete all requirements in force at the time of acceptance for each major. Students who desire a dual major, must file a dual major form in the Office of the Registrar on or before the end of their sophomore year. Students who satisfy all graduation requirements for the dual major shall receive a single diploma listing both majors. To change from a dual major back to a single major requires the completion of the Change of Major/Minor form not later than the semester prior to graduation.

**Minors**

Students who wish to declare a minor must complete one half (1/2) of the credit hours for the major with a minimum of eighteen (18) credit hours. Meeting the requirements for the minor is to be independent of meeting the major requirements for graduation. Courses for the minor may not be taken on an S/U (Satisfactory/Unsatisfactory) basis. Students must earn a passing grade of at least a "C" in courses counted toward the minor. The offering department will determine the course requirements for the minor. Students should request assignment to an academic advisor from the department offering the minor. To change a minor requires the submission of the Change of Major/Minor Form to the Office of the Registrar no later than the semester prior to graduation.

Course requirements for the following minors are specified in the program descriptions for the associated major or interdisciplinary program, found in the Academic Catalog.

**School of Business**

Minors in Business Management, Entrepreneurship, Finance and Marketing

**School of Engineering and Technology**

Minors in Architecture and Aviation

**School of Journalism and Communications**

Minors in Advertising, Broadcast Journalism, Electronic Media Production, Print Journalism and Public Relations

**School of Liberal Arts**

Minors in Criminal Justice and Criminology, English, History, Music, Political Science, Psychology, Sociology, and Theatre

**School of Science**

Minors in Space, Earth, and Atmospheric Sciences; Biology; Chemistry; Computer Information Systems; Computer Science; Marine Science; Mathematics; Naval Military Leadership, and Physics

**William R. Harvey Leadership Institute**

Minor in Leadership Studies

**Division of Professional Education in the College of Education and Continuing Studies**

**Department of Health, Physical Education and Recreation**

Concentration in Aquatics

## Registration Procedures

### ***PRIOR TO PRE-REGISTRATION or REGISTRATION OF COURSES:***

- Schedule an appointment with your advisor.
- Bring a current copy of your transcript from **HUNET** to the appointment.
- Identify the courses you wish to take, according to your sequence sheet. Include the course call numbers, course names and numbers, section numbers, credit hours, and day/time/location of the classes. Tally the number of credit hours you scheduled.
- Complete the personal information at the top of the *HAMPTON UNIVERSITY UNDERGRADUATE PIN AUTHORIZATION FORM*, which you obtained from the department office of your discipline/major. Include your *e-mail address* on the form.
- Bring all forms you need for advisement (e.g., undergraduate pin authorization form, override form, overload form, sequence sheet, transfer credit form, permission to take the course at another university form, and consortium form) with your personal information filled out and the form ready for your advisor's signature.

### ***DURING YOUR APPOINTMENT WITH THE ADVISOR:***

- Inform your advisor of the course(s) you need to repeat because you failed, dropped, or withdrew.
- Update your sequence sheet with your advisor.
- Ask your advisor to put a copy of your current transcript and updated sequence sheet into your advisement folder.
- Get your advisor's signature on your *undergraduate pin authorization form*.
- After you have the signature from your advisor, your advisor will give you your PIN number.
- Give your advisor the **yellow copy** of your *undergraduate pin authorization form*, and take the **white copy** of the form directly to the department secretary to be filed in the office.

### ***AFTER YOUR APPOINTMENT:***

- Register your courses on-line through **HUNET**.

### ***CHANGES IN REGISTRATION:***

- You may make adjustments to your course registration, **if** your advisor or major department chairperson approves and **if** the change is made prior to the deadline. Hampton University regards any modification as binding to the student. Therefore, print a copy for your records.

*For further clarification of **registration procedures**, refer to the Hampton University Academic Catalog. Under the heading "General Academic Policies and Regulations," read "Registration for Classes" and "Changes in Registration."*

***SPECIAL NOTE: PRE-REGISTER FOR CLASSES AS SOON AS POSSIBLE TO ALLOW THE POSSIBILITY OF RECEIVING YOUR FIRST CHOICE OF COURSES.***



## **General Academic Policies and Regulations**

The graduation requirements of the University, which must be met for completion of a degree program, are those published in the Academic Catalog in force at the time of the student's admission to the University through one of the Colleges. Information concerning registration, grading, class attendance, grievances, academic probation and dismissal, and other matters of University-wide applicability can be found on the following pages. Program requirements specific to an undergraduate, graduate or professional program of study are provided in that program's description within the applicable school and college.

### **Registration for Classes**

All students at the University must be properly admitted in order to register for classes. Certain students of the Graduate College and the College of Education and Continuing Studies at Hampton University may take courses in the Undergraduate College if special permission is granted and the student pays all applicable tuition and fees. Registration has no official standing until fully validated.

Program planning is the responsibility of the individual student. Each regular degree-seeking student, whether part-time or full-time, has a faculty advisor assigned to assist him or her in planning a program and sequence of courses. This Catalog lists the courses required in each program and shows typical sequences of the courses for meeting the requirements for the various degrees and major programs of study. Each academic department prepares materials to assist students in program planning and keeping requirements of the major field of study up to date and coordinated with current professional certification, licensing, and other requirements. Each student should review his or her own personal plan before each early registration period and be prepared for the preregistration conference with his or her academic advisor.

Early registration is conducted in mid-semester for the following semester. It is to each student's advantage to preregister for classes and make early financial arrangements. The student meets with his or her advisor as scheduled and completes all preregistration forms for courses in the advisor's office or major department. Billing shortly follows and all early registration for the next semester can be completed before the end of the current semester. The student who registers early and pays early has priority in most classes, avoids a portion of the registration fee, and can return for the semester preregistered for with minimal check-in processing.

### **Grades and Grade Reports**

A grade report is sent at the end of each semester to each student. Mid-term evaluations are sent to the student at mid-semester. The mid-term evaluations are not recorded on the student's permanent record. The student's local address of record is used for all reporting and other communication during the semester, and the student's permanent address of record is used at semester's end and other times.

### **The Grading System Effective Fall 1994**

| <b>Letter Grade</b> | <b>Numerical Grade</b> | <b>Quality Points</b> |
|---------------------|------------------------|-----------------------|
| A +                 | 98 - 100               | 4.1                   |
| A                   | 94 - 97                | 4.0                   |
| A-                  | 90 - 93                | 3.7                   |
| B +                 | 88 - 89                | 3.3                   |

|     |          |     |
|-----|----------|-----|
| B   | 84 - 87  | 3.0 |
| B-  | 80 - 83  | 2.7 |
| C + | 78 - 79  | 2.3 |
| C   | 74 - 77  | 2.0 |
| C-  | 70 - 73  | 1.7 |
| D + | 68 - 69  | 1.3 |
| D   | 64 - 67  | 1.0 |
| D-  | 60 - 63  | 0.7 |
| F   | Below 60 | 0.0 |

- AU Audited work. Not computed in, and not applicable to, cumulative grade point average (GPA).
- I Incomplete work. Not computed in and not applicable to cumulative grade point average (GPA) but converts to “F” if work not completed within a year for undergraduate students and to a “Z” after one semester for graduate students. The student does not need to be enrolled to remove an “I” grade. A grade of “I” indicates that the student has maintained a passing average, but for reasons beyond his or her control, some specific item such as an examination, a report, a notebook, or an experiment has not been completed. The student holding a grade of “I” is responsible for taking the initiative in arranging with the instructor for changing the grade.
- IP Students separating from the University because of mobilization in the Armed Forces will receive grades of “IP”(“In Progress”) and will have up to three years from the date “IP” grades were issued to remove the “IP” grades. During that three-year period, the students will not be charged tuition for attending courses in which “IP” grades were awarded.
- S Satisfactory at the “C” or higher grade for undergraduate courses, or “B” or higher for graduate courses. Not computed in the cumulative GPA, grade point average.
- U Unsatisfactory below the “C” level (i.e., C-, D+, D, D-, F) for undergraduate courses or “B” level for graduate courses. Not computed in the cumulative GPA grade point average.
- WP Withdrew Passing - Not counted in cumulative average.
- WF Withdrew Failing - Not counted in cumulative average.
- Z Blank/No grade submitted.

### **Repetition of Courses**

All courses taken and grades for them will appear on the student’s record. A student may not elect the Satisfactory/Unsatisfactory basis for a repeated course. Repeated courses will be calculated in the cumulative grade point average. However, a course may be counted only once toward the degree, regardless of the number of times taken. All grades earned are used in the calculation of the Cumulative Grade Point Average for graduate and professional students. Effective Fall 2006, undergraduate students may repeat any course taken Fall 2006 and beyond in which a final grade of “C-” through “F” has been earned. All grades remain on the permanent record with an indication that the course has been repeated on both the original and the most recent grade. However, only the most recent grade will be calculated in the cumulative GPA. This policy is applicable only to courses taken at Hampton University.

For undergraduate students, English 101 and 102, Communication 103, and all required major courses must be passed with a grade of “C” (2.0) or better. A Grade of “C-” or below in these courses will require repeated enrollment until the required minimum grade has been attained for each such course. Each major degree program may impose a minimum grade requirement upon other courses as specified in the program description in this Catalog.

### **Auditing a Course**

A student may audit a course, with the approval of his or her academic advisor, if class size permits. The auditing fee is the same as the normal registration fee for one credit hour. Auditing students are required to attend class regularly as specified by the instructor, but may not take the examinations. A student may choose to audit a course or change from credit to audit up through 30 days after the first day of classes.

### **Satisfactory/Unsatisfactory (S/U) Option**

Any course, except those specified by the college or the student’s major department, may be taken under the Satisfactory/Unsatisfactory (S/U) grading system. Satisfactory means that the undergraduate student has achieved at the “C” or higher academic level and the graduate student has achieved at the “B” or higher academic level. Unsatisfactory means that the undergraduate student has achieved below the “C” level (i.e., C-, D+, D, D-, F) or below “B” level for a graduate student. A student cannot take more than two courses on the S/U basis per semester and cannot take more than 18 semester hours of S/U credit to be applied to degree requirements. School Deans or departments may set lower limits for their undergraduate students. The masters or doctoral comprehensive course and the dissertation defense course are the only S/U credit courses that count toward degree requirements for graduate students. The credit hours for graduate courses taken on an S/U basis are not counted toward degree requirements. Students should also be aware that most employers and graduate schools do not favorably consider applicants who excessively use the nontraditional grading options. Departments may offer entry level, developmental courses on an S/U basis. The S/U basis may not be used for a repeated course or any lecture course in the major discipline.

### **Withdrew Passing/Withdrew Failing (WP/WF)**

A student who withdraws from a course after the established deadline for dropping a course and before the deadline to withdraw from a course will receive a Withdrew Passing (WP), or Withdrew Failing (WF), grade that reflects the student’s academic performance as of the effective date of withdrawal. Students who officially separate from the University will receive “WP” or “WF” grades for all courses for that semester or term. The WP/WF grades carry no quality points and do not contribute to the student’s grade point average.

### **Calculation of Grade Point Average**

The Grade Point Average (GPA) is computed by dividing the total number of grade points earned (also called quality points, QPTS) by the total number of academic quality hours (QHRS). All courses recorded on the student’s undergraduate transcript with a final grade ranging from “A+” through “F” generate quality points that are included in the total number of quality points.

The grade point average for graduate students is determined by grades in graduate courses only. The number of quality points from each course is the product of the credit hours attempted times the quality point value for the grade as listed in the table “The Grading System.” The credit hours attempted for these courses are included in the total number of quality hours. Courses with no grades (e.g., transfer credit, credit by examination or advanced placement credit) and those with other grades (AU, I, IP, S, U, WF, WP and Z) are excluded from the grade point average. For example, the grades in the table below produce a grade point average of 2.208 obtained from 26.5 Total Quality Points divided by 12.0 Total Quality Hours.

### Sample Grade Point Average Calculation

| Course  | Credit Hours (CrHr) | Final Letter Grade | Earned Hours (EHrs) | Quality Hours (QHrs) | Quality Points (QPts) | Grade Point Average |
|---------|---------------------|--------------------|---------------------|----------------------|-----------------------|---------------------|
| BIO 101 | 3.0                 | F                  | 0.0                 | 3.0                  | 0.0                   | -                   |
| ENG 101 | 3.0                 | C+                 | 3.0                 | 3.0                  | 6.9                   | -                   |
| HEA 200 | 2.0                 | B+                 | 2.0                 | 2.0                  | 6.6                   | -                   |
| HIS 106 | 3.0                 | B                  | 3.0                 | 3.0                  | 9.0                   | -                   |
| MAT 151 | 4.0                 | S                  | 4.0                 | N/A                  | N/A                   | -                   |
| UNV 101 | 1.0                 | A                  | 1.0                 | 1.0                  | 4.0                   | -                   |
| Totals  | 16.0                | -                  | 13.0                | 12.0                 | 26.5                  | 2.208               |

### Examinations and Other Graded Work

Each course has periodic examinations and a final examination or evaluation. Final examination times are announced at least two weeks in advance of the first scheduled final examination. Students are required to take all of their final examinations at times scheduled. The University does not authorize re-examination, nor will changes in final examination times be permitted unless the student has an examination conflict or has four or more examinations scheduled in one calendar day.

Absence from examinations should be discussed with the instructor before the examination so that the instructor can determine if there is sufficient reason to excuse the student or re-schedule the examination for the student.

Absence from the final examination or otherwise not completing course assignments within the scheduled time of the course is generally not excusable. Only debilitating illnesses or other emergencies are considered reasonable causes for being excused from final examinations and not completing course assignments as scheduled. If the final examination or other assignments are postponed with the consent of the instructor, an “I” is recorded on the student’s record to show the course work is “Incomplete.” If the work/examination is not completed within one calendar year, the “I” automatically becomes an “F.”

Postponed examination and other assignments. A deferred examination is provided by the instructor for a student who has been excused by the instructor from taking an examination or completing other course work at the scheduled time. The student must arrange with his or her instructor to take the missed examination or complete the missing assignment as soon as possible. Except under very extraordinary conditions, the student is not permitted to postpone the taking of a deferred examination beyond the second occasion provided by the instructor.

### **Class Attendance Requirements**

Faculty members have the right to establish attendance requirements in each of their courses. Instructors are responsible for clearly informing the students in the course syllabus at the beginning of the semester of the attendance requirements and the consequences of poor attendance.

### **Additional Regulations:**

1. Absence from class does not relieve any student of the responsibility for completing all class assignments. Instructors are not obligated to provide make-up work for students who have missed classes unless the student is able to render a satisfactory explanation for his or her absence. The student shall be responsible for arranging make-up work with the instructor, who shall be the sole judge of the satisfactory completion of the work.
2. Students may not be allowed to make up or complete work, which is missed as a result of suspension or dismissal from the University. Suspension or dismissal before the end of the semester involves the loss of academic credit for the entire semester.

### **Class Absences:**

1. As a general rule, students will be responsible for resolving class absences directly with the instructor. It will be the instructor's responsibility to excuse or not excuse an absence as he or she so judges in accordance with the explanation rendered by the student.
2. If a student is ill and/or confined to the University Health Center or a hospital, a statement from the Health Center shall be cause to support the student's explanation of absence. Each student missing a class because of medical treatment will receive a form showing the period of absence from the Health Center. This form shall be presented to each instructor whose classes have been missed. Any student who is ill should notify his or her instructors that he or she will not be attending classes because of illness.
3. It is the responsibility of a student planning a prearranged absence for personal or school purposes to notify his or her instructors at least 24 hours prior to the absence. Absences for school purposes may be verified by the staff or faculty member directly involved with the activity.
4. A student having to be absent because of a death or serious illness in the family should inform his or her residence hall director or the appropriate office of either the Dean of Men or Women. That office will, in turn, notify the student's instructors that it received notice of the necessary absence.
5. Instructor absence:
  - a. An instructor who, for any cause, is unable to meet his or her class will make arrangements for a substitute to carry on the work or for the students themselves to carry on the class activities.
  - b. If no such arrangements have been made, the students may assume, after the first ten minutes of the class period, that the class will not be held. Supplementary rules on attendance not inconsistent with these general rules may be adopted by the academic departments of the University. The Provost has the authority to dismiss or expel any student who fails to meet scholarship requirements or to abide by academic regulations.

## **Grievance Procedure for Hampton University Students**

- Step One      **START AT THE SOURCE OF THE PROBLEM.**  
A) Schedule a conference with the instructor of the course.  
B) Be prepared to discuss issues of concern clearly. Do not speculate.  
C) Proceed to the next level of authority if the problem or concern is not resolved.
- Step Two      **SCHEDULE A CONFERENCE WITH ACADEMIC ADVISOR.**  
Repeat steps B and C as stated in Step One.
- Step Three     **SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT.**  
Repeat steps B and C as stated in Step One.
- Step Four     **SCHEDULE A CONFERENCE WITH DEAN OF THE SCHOOL.**  
Repeat steps B and C as stated in Step One.
- Step Five     **SCHEDULE A MEETING WITH GRIEVANCE COUNCIL OF THE SCHOOL.**  
Repeat steps B and C as stated in Step One.
- Step Six      **SCHEDULE A CONFERENCE WITH THE PROVOST OR DESIGNEE.**

**NOTE:**      If steps one through five have been omitted, the Provost will refer the case back to the step that was omitted.

Hampton University has policies which have been established to resolve student problems and issues in a fair and impartial manner. Our most important business is to help students learn while maintaining high academic and ethical standards. It is recommended that each learner “follows the counsel of those wise faculty members who have dedicated their lives to meeting the needs of students who are willing to take responsibility for their own education.”

### **Separation from the University**

Leaving the University for any reason is separation from the University and is categorized as:

#### **Official Withdrawal**

As defined by the University, “withdrawal” means that the student ceases to attend all classes and is no longer considered enrolled in the University. Leave of absence is included within official withdrawal. Official withdrawal follows from the student informing the appropriate Dean of Men/Women of intent to withdraw and completing the University Separation form. A student who withdraws before the end of the course drop period will have his or her entire semester registration record removed from the permanent record. Withdrawing after the end of the drop period, but before 4:00 p.m. on the last day of classes, causes “WP” or “WF” entries for each course of the student’s current enrollment. Withdrawing after the last day of classes results in grades as earned for the term being recorded in the permanent record.

#### **Academic Dismissal**

Dismissal for Academic Deficiencies results when a student does not meet the minimum academic standard. A minimum cumulative grade point average of 2.000 is the standard for all undergraduate students, but there is a sliding scale standard rising to 2.000 at 63 semester hours

attempted. The purpose of the rising sliding scale standard is to allow time for the insufficiently prepared student to make up deficiencies in academic preparation for college work. Students who maintain a cumulative grade point average at or just above 2.000 place themselves in jeopardy of being dismissed without any other warning any time their semester average drops below 2.000.

### **Social Dismissal**

Dismissal for not meeting generally accepted social standards and levels of decorum may occur at any time a student violates his or her trust in these matters. The University reserves the right to separate any student from the University for nonpayment of accrued charges, for ill health, or for disciplinary reasons.

### **Unofficial Withdrawal**

Unofficial withdrawal results when a student who is matriculated for a degree and is in good standing does not enroll in a consecutive semester (excludes summer school). If an undergraduate student leaves during a term without notifying the Dean of Men or Dean of Women and does not file a separation form, he or she is considered unofficially withdrawn. A student who withdraws unofficially has not established an official date of separation and consequently cannot be given a pro-rated refund for which he or she otherwise may be eligible. An unofficial withdrawal may also obligate the student to repay loans more quickly or in higher amounts than expected.

Readmission to the Undergraduate College after separation, for whatever reason (including all types outlined above) requires a current formal application for admission to Hampton Institute. Admissions procedures are enumerated in this catalog's section on admissions.

### **Taking Courses at Another Institution**

A student may elect to take a course at any accredited institution of higher education. To protect the student and to ensure that the student is able to have the course and its credit, not quality points, transferred back to his or her program at Hampton University, the student must secure permission from his or her academic advisor, department chairperson, and school dean before the end of the Hampton semester prior to taking the course(s) at the other school. Standard forms and instructions may be obtained in each department. Transfer credit can only be posted to the student's record if the student is currently registered when the transaction is received in the Registrar's Office. The student is responsible for having an official transcript mailed to the Registrar's Office when the work has been completed. Credit hours will be awarded for approved courses carrying a letter grade of "C", or better for undergraduate courses and a "B", or better for graduate courses. No credit will be awarded undergraduate students for courses with grades of "C-", or less. The appropriately approved, posted transaction will appear on the student's record when the current term is completed.

When a student receives permission to take a course at another institution, all credits earned at other institutions will be treated/classified as transfer credits. They may be used to reduce the number of hours required for graduation. However, they will not be used in calculating the cumulative grade point average. The cumulative grade point average of each student will be calculated on work (courses) taken at Hampton University only.

### **Consortium Credit**

The Tidewater Consortium of Higher Education affords students the opportunity to take enrichment courses, not taught at the home school, at another member institution. The Virginia Tidewater Consortium for Higher Education is a consortium of thirteen member institutions of higher education: Christopher Newport University, College of William and Mary, Eastern Shore Community College, Eastern Virginia Medical School, Hampton University, Joint Forces Staff College, Norfolk State University, Old Dominion University, Paul D. Camp Community College, Regent University, Thomas Nelson Community College, Tidewater Community College and Virginia Wesleyan College.

Certain restrictions and regulations of the Consortium, the host schools, and Hampton University apply. This opportunity is open to full-time undergraduate students with a cumulative grade point average of 2.000 or better and is designed to make available a wider variety of upper-division, elective courses. Graduate students require a minimum grade point average of 3.000, or better, and special permission from the Dean of the Graduate College. In order to participate in the Tidewater Consortium, the student must obtain signatures of the major advisor and the Registrar at Hampton University on a consortium registration form, and then take the form to the other institution to complete the registration process. The form must clearly indicate the host school course numbers and the appropriate Hampton University equivalent course numbers.

### **Transfer Credit**

A student may elect to take a course at any accredited institution of higher education. To protect the student and to ensure that the student is able to have the course and its credit, not quality points, transferred back to his or her program at Hampton University, the student must secure permission from his or her academic advisor, department chairperson, and school dean before the end of the Hampton semester prior to taking the course(s) at the other school. Standard forms and instructions may be obtained in each department. Transfer credit can only be posted to the student's record if the student is currently registered when the transaction is received in the Registrar's Office. The student is responsible for having an official transcript mailed to the Registrar's Office when the work has been completed. Credit hours will be awarded for approved courses carrying a letter grade of "C", or better for undergraduate courses and a "B", or better for graduate courses. No credit will be awarded undergraduate students for courses with grades of "C-", or less. The appropriately approved, posted transaction will appear on the student's record when the current term is completed.

The cumulative grade point average of each student will be calculated on work (courses) taken at Hampton University. All credits earned at other institutions, including those earned by students seeking re-entry to the University, as well as those with approved permission to take courses at another institution, will be treated/classified as transfer credits.

They may be used to reduce the number of hours required for graduation. However, they will not be used in calculating the cumulative grade point average.

### **Satisfactory Progress**

Any undergraduate student enrolled as a regular degree student who maintains the cumulative average required by regulations and is enrolled in at least twelve (12) semester hours of course work each semester shall be considered to be maintaining satisfactory progress toward a degree. As an exception, a student's cumulative grade-point average may fall below 2.00, but



not less than the minimum set forth below for the number of quality hours attempted during which time he or she shall be placed on academic probation. The probationary student is subject to dismissal if the student fails to achieve the required minimum cumulative grade-point average in the following semester.

Any graduate student enrolled as a regular degree student who maintains at least a 3.00 cumulative GPA and is enrolled in at least nine (9) semester hours of course work each semester shall be considered to be maintaining satisfactory progress toward a degree.

### **Regulations for Probation and Academic Dismissal of Undergraduate Students**

- A student who does not pass any courses at the end of any semester is subject to dismissal from the university.
- A student who has a cumulative grade point average below 1.0 after attempting 9 hours will be subject to dismissal from the university.
- A student who has a cumulative grade point average below 1.5 after attempting 18 hours is subject to dismissal from the university.
- A student who has a cumulative grade point average below 1.6 after attempting 27 hours is subject to dismissal from the university.
- A student who has a cumulative grade point average below 1.7 after attempting 36 hours is subject to dismissal from the university.
- A student who has a cumulative grade point average of less than 1.8 after attempting 45 or more semester hours is subject to dismissal.
- A student who has a cumulative grade point average of less than 1.9 after attempting 54 or more semester hours is subject to dismissal.
- A student who has a cumulative grade point average of less than 2.0 after attempting 63 or more semester hours is subject to dismissal.
- If the major department chairperson, the school dean of the major area, and the Provost approve, a student with a cumulative grade point average between 1.95 and 1.999 after attempting 63 or more semester hours may be given special permission to enroll for one additional semester in order to achieve the required 2.0 cumulative grade point average. A student with a GPA between 1.95 and 1.999 who has been dismissed for the second time may be given special permission to enroll during the summer term as a provisional student and must earn a GPA of 3.0 in non-repeat academic courses. Concurrence must be obtained from department chair and school dean.
- Academically deficient students will generally only be dismissed at the end of the spring semester.
- A student with less than a 2.0 cumulative grade point average is placed on academic probation.
- A student on academic probation must take a reduced class load not to exceed 13 semester hours.
- A student who has been dismissed for academic deficiencies may apply for readmission upon obtaining and presenting evidence of increased academic maturity. Academic courses taken at another institution to be presented as evidence of increased academic maturity should not be those previously attempted at Hampton University. Further, these courses should involve the use of computational and verbal skills.
- University regulations governing dismissal and academic probation are summarized in the table below.

## **Academic Probation and Dismissal**

| <b>Level of Enrollment</b> | <b>Cumulative GPA For Dismissal</b> | <b>Cumulative GPA for Academic Probation for Those Students Not Dismissed</b> |
|----------------------------|-------------------------------------|-------------------------------------------------------------------------------|
| 1 Semester                 | 0.000                               | Below 2.0                                                                     |
| 9 to 17                    | Below 1.0                           | Below 2.0                                                                     |
| 18 to 26                   | Below 1.5                           | Below 2.0                                                                     |
| 27 to 35                   | Below 1.6                           | Below 2.0                                                                     |
| 36 to 44                   | Below 1.7                           | Below 2.0                                                                     |
| 45 to 53                   | Below 1.8                           | Below 2.0                                                                     |
| 54 to 62                   | Below 1.9                           | Below 2.0                                                                     |
| 63 or more                 | Below 2.0                           | Below 2.0                                                                     |

In cases where a student has been dismissed, the student may appeal suspected errors in grade point average computation to the Registrar, and circumstances of illness with a physician's certification to the Provost. A student has 10 days from the date of the letter announcing his or her dismissal to appeal his or her dismissal. A student dismissed for academic reasons will normally not be readmitted within six months of the dismissal nor be readmitted until he or she can demonstrate a high level of academic achievement and maturity.

### **Regulations for Probation and Academic Dismissal of Graduate Students**

1. The minimum standard for graduate work leading to a master's degree is a 3.0 grade point average.
2. A student whose overall grade point average falls below 3.0 at the end of any term will be placed on academic probation and must raise this average to 3.0 by the time he or she completes nine (9) additional hours.  
A student who fails to comply with this requirement will be subject to dismissal from the degree program or from the Graduate College by the Graduate Council based on the recommendation of the department chair or the Dean of the Graduate College.
3. Grades below "C" carry no credit. However, such grades will be used in computing the overall grade point average. An earned grade below "C" in any course requires that the course be repeated.
4. An accumulation of no more than eight (8) hours of grades below "B" may be counted toward degree requirements.
5. The University reserves the right to terminate the registration of any student whose record falls below the standard acceptable to Hampton University. The department, with the concurrence of the Graduate Dean, can recommend to the Graduate Council that a student be withdrawn from the degree program for unsatisfactory performance.

### **Continuance in the Undergraduate College - Minimum Standards for Continuance**

Through an instructional program supplemented by faculty advising and counseling as necessary and as requested by the student, the University gives the student every encouragement to achieve academic excellence. The Undergraduate College expects the student to make reasonable academic progress. The minimum acceptable standard is to achieve and maintain a

cumulative grade point average of 2.000 (“C” level) or better across all courses taken for credit. However, to assist students who are insufficiently prepared academically to achieve at the level of 2.000 cumulative grade point average on first entering, the Undergraduate College allows continuance on probation at less than 2.000 cumulative grade point average according to the following scale. A student who does not pass any courses at the end of his or her first semester will normally be dismissed from the Undergraduate College, as will the student who does not meet the level of achievement listed below (and printed in the table above).

| <b>Semester Hours Attempted</b> | <b>Cumulative GPA</b> |
|---------------------------------|-----------------------|
| 9 to 17                         | 1.0                   |
| 18 to 26                        | 1.5                   |
| 27 to 35                        | 1.6                   |
| 36 to 44                        | 1.7                   |
| 45 to 53                        | 1.8                   |
| 54 to 62                        | 1.9                   |
| 63 or more                      | 2.0                   |

### **Academic Probation**

Any undergraduate student who falls below a cumulative grade point average of 2.000 and is not dismissed for academic deficiency is placed on academic probation by the Provost of the University. A student on academic probation is limited to a 13 semester-hour load each semester while on probation and may not participate in extramural activities unless the activity is class related. A student may be dismissed for academic deficiency without ever having been on probation or without any other warning than a cumulative grade point average near or below 2.000.

### **Academic Dismissal**

A regular student matriculating for a degree is dismissed for academic deficiency, with or without a period of probation or a period of warning, by the University Provost when the student’s cumulative grade point average falls below the level required for the number of quality hours attempted, as shown above under minimum standards for continuance. Hampton University normally dismisses academically deficient students at the end of the spring semester and dismisses at the same time those academically deficient students separating from the Undergraduate College at the end of the previous fall and summer sessions.

### **Appealing a Dismissal for Academic Deficiency**

There is no appeal of a dismissal for academic deficiency if the student’s cumulative grade point average is below the minimum standards for continuance unless the student suspects an error in calculation of his or her grade point average, or the student has had a recent medical or other emergency that has prevented satisfactory completion of a course or courses in the most recent semester of the Undergraduate College. An appeal based upon suspected miscalculation of one’s GPA is addressed to the University Registrar.

### **Academic Warning**

An academic warning notice is sent to an undergraduate student if his or her semester grade point average is below 2.000, but his or her cumulative grade point average is 2.000 or higher. **A student may be placed on probation or be dismissed without any other warning than a grade point average near or below 2.000.**

### **Credit by Examination**

A student may request credit by examination for the purpose of validating knowledge of the material presented in a course. Prior to processing the request, the “Application for Credit by Examination” form must be approved by the chairperson of the student’s department, the chairperson of the department offering the examination, and the appropriate deans. Approval by the Provost is required prior to fee payment. A copy of the completed examination must be filed with the appropriate dean. **Credit by examination shall not be attempted for a course previously taken or failed by the student.**

No student will be allowed over two examinations for credit per semester, up to a maximum of 30 credit hours per degree. No freshman student will be allowed to earn credit by examination for 300 or 400 level courses. Only the Provost may make an exception to these rules upon the recommendation of the school dean.

Letter grades **will not** be given for credit by examination. The number of credit hours earned will be indicated on the student’s transcript.

### **Release of Information from Student Academic Records**

1. Reports: The University periodically sends written reports of the student’s academic progress to the student.
2. Access to student records is governed by the Federal and State of Virginia Freedom of Information Acts/Policy and the Policy of Hampton University.
3. Access to student records by officers and staff of the University is based on need to know in one’s official capacity.
4. Access to his or her own permanent official academic record by the student is achieved by ordering a transcript of courses attempted and grades earned. Access to various temporary and other work files in operating offices in the University is by application to the individual office. All attempts will be made to quickly satisfy legal and reasonable record access requests of the student to his or her own record. However, an appointment up to four weeks from the date of the written request from the student may have to be used during periods of the University closing and unavailability of staff to provide data and to monitor their review.
5. All persons other than staff of the University and the individual student of legal age may access a student’s record only with the student’s written permission. The original signature of the student must be on the written request identifying the allowed access given to the University office of record for the student’s information. No access is allowed to a student’s information on file at the University except for standard directory information and access by those legal entities and agencies as allowed under the Privacy Acts of the Federal Government and the State of Virginia.

6. A student may request transcripts of his or her academic record as necessary. A fee is charged for each transcript.

### **Release of Information Policy**

This is to inform students that Hampton University intends to comply fully with the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the corrections of inaccurate or misleading information and complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. The policy can be read in the Office of the University Registrar. This office also maintains a directory of record, which lists all education records maintained on students by this institution.

Hampton University designates the following information as public or directory information. Such information may be disclosed by the institution at its discretion: name, address, telephone number, dates of attendance, previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended.

To withhold disclosure, written notification must be received in the Office of the Registrar, First Floor, Whipple Barn no later than 10 days after classes have started. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office.

Hampton University assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

## **PROCEDURES FOR GRADUATION CLEARANCE**

### **Submission of the Application for Graduation**

Upon the completion of ninety (90) earned academic hours, a "Request for Graduation Data/Application for Graduation" is generated for each student by the Office of the Registrar. The completed "Request for Graduation Data" must be submitted to the Department Chair through the Dean and then to the Office of the Registrar. The Office of the Registrar then generates a student audit. It is recommended that the student, in consultation with his/her advisor, should complete the application when he/she has accumulated 85 credit hours.

- Applications for graduation are due *one year prior* to the expected date of graduation.
- *Provisional Candidates* for graduation are students with *six (6) hours or less* from completion of degree requirements and who have a cumulative GPA of 2.00 or higher.

*Students with “Provisional” status may participate in the en mass graduation ceremony, but will not be eligible to participate in the individual School ceremonies.*

- If students do not meet the graduation date indicated on the application, *they must submit a “Graduation Update” and pay the CSRT fee* if they will not be a matriculating student during the semester of graduation.
- It is expected that students adhere to the established deadlines for submission of the “Application for Graduation” and “Graduation Update.”

### **Additional Instructions for Graduation Clearance**

In order for a student’s name to appear on the approved list for participation in commencement exercises, the student must be:

- Financially cleared by the Business Office
- Academically cleared by the Office of the Registrar; and
- Have completed an exit interview with the Office of Financial Aid and the Office of Collections (if the student has been the recipient of a loan).

Applicants who have met all degree requirements and whose names appear on the approved list of graduates will receive the degree indicated.

***NOTE: Students should also consult with their academic advisor and/or Department Chair for additional department or School/College level procedures for graduation clearance.***

# **General Policies and Procedures**

## STUDENT FINANCIAL AID

### Application Process

The Free Application for Federal Student Aid (FAFSA) is the application for financial aid at Hampton University. All students applying for aid must complete the FAFSA and submit it to the Federal Processor. It is recommended that students complete the application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) before MARCH 1 of each year.

### Satisfactory Academic Progress Policy

#### *Undergraduate Eligibility*

- A. Requests for financial assistance for the upcoming academic year will be reviewed for satisfactory academic progress at the end of the academic year. Students who attended both semesters of the academic year must meet the following minimum eligibility requirements:

| <b>Academic Years Attended</b> | <b>Number of Semesters</b> | <b>Cumulative Grade Point Averages</b> | <b>Minimum Number of Credit Hours</b> |
|--------------------------------|----------------------------|----------------------------------------|---------------------------------------|
| 1                              | 2                          | 1.5                                    | 20                                    |
| 2                              | 4                          | 1.7                                    | 40                                    |
| 3                              | 6                          | 2.0                                    | 60                                    |
| 4                              | 8                          | 2.0                                    | 80                                    |
| 5                              | 10                         | 2.0                                    | 100                                   |
| 6                              | 12                         | 2.0                                    | 120                                   |

- B. Those students who enroll at the mid-point (January) of an academic year or enroll for one semester of a given academic year will be evaluated on the number of semesters enrolled as listed below:

| <b>Number of Semesters Completed</b> | <b>Cumulative Grade Point Averages</b> | <b>Minimum Number of Credit Hours Earned</b> |
|--------------------------------------|----------------------------------------|----------------------------------------------|
| 1                                    | 1.0                                    | 10                                           |
| 2                                    | 1.5                                    | 20                                           |
| 3                                    | 1.6                                    | 30                                           |
| 4                                    | 1.7                                    | 40                                           |
| 5                                    | 2.0                                    | 50                                           |
| 6                                    | 2.0                                    | 60                                           |
| 7                                    | 2.0                                    | 70                                           |
| 8                                    | 2.0                                    | 80                                           |



|    |     |     |
|----|-----|-----|
| 9  | 2.0 | 90  |
| 10 | 2.0 | 100 |
| 11 | 2.0 | 110 |
| 12 | 2.0 | 120 |

**Note:** Hours earned by Advanced Placement of CLEP are considered toward meeting the semester hour requirement only for a student's first academic year.

Full-time (12 hours or more per semester) students will be allowed six academic years in which to complete a degree. Time for less than full-time students will be extended on a pro-rata basis, not to exceed the equivalent of 12 semesters of full-time enrollment.

Three-quarter time (9 hours per semester) students must earn a minimum of 18 credits per academic year to maintain eligibility to receive assistance.

Half-time (6 hours per semester) students must earn a minimum of 10 credits per academic year to maintain eligibility to receive assistance.

The number of credit hours in which the student is enrolled on the day following the published last day to add/drop a course will be used as the official enrollment status for the purpose of financial assistance awarding; full-time status is 12 or more credit hours. If a student **withdraws** from classes after the date cited above and reduces his or her enrollment below the awarded status (the number of hours recorded as of the add/drop date), the student will not be meeting the minimum number of credit hours to be earned in one academic year. The deficit hours must be made up in the spring, or summer semester immediately following the deficient term; otherwise, the student may be ineligible for further financial assistance.

An **Incomplete (I) grade** indicates that a student has not completed all coursework required for a grade; students are allowed up to one academic year to complete the work. An Incomplete will not count as hours passed until a final grade is determined. **Repeated courses** will not be counted to determine whether a student has met the satisfactory academic progress requirement for number of semester hours completed. A part-time undergraduate student enrolled in a degree program must maintain the following minimum cumulative grade point average at the **END** of the cumulative semester hours indicated.

| Semester Hours | Grade Point Average |
|----------------|---------------------|
| 10             | 1.0                 |
| 20             | 1.5                 |
| 30             | 1.6                 |
| 47             | 1.7                 |
| 48-up          | 2.0                 |

**Academically Suspended Students** who are allowed to return to the University must attend one semester and complete a minimum of 12 credit hours and earn a minimum semester grade point average of 2.0 before being reinstated to the financial aid programs.

The student must also complete a minimum of 12 credit hours and earn a minimum semester grade point average of 2.0 each semester thereafter, in order to remain on the programs.

Note: Part-time students who have been academically suspended and are allowed to return to the University must attend one semester and complete a minimum of six (6) credit hours and earn a minimum semester grade point average of 2.0 before being reinstated to the financial aid programs. The student must also complete a minimum of all hours attempted and earn a minimum semester grade point average of 2.0 each semester thereafter, in order to remain on the programs.

**Transfer Students** will be evaluated on the enrolled number of semesters, enrollment status and cumulative grade point average while in attendance at Hampton University.

**Returning Students** will be reviewed on previous academic records in order to determine eligibility for assistance.

## **Office of the Director of 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 University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students and employees with disabilities.

The Director of Compliance and Disability Services provides and coordinates accommodations, support services and auxiliary aids for qualified students with disabilities and qualified employees with disabilities. Any member of the campus community in need of disability services should contact the Director of Compliance and Disability Services, located in room 212 of the Wigwam Building or call 757.727.5493. Students may also refer to the Official Student Handbook and/or this website (<http://www.hamptonu.edu/compliance>) for more detailed information regarding disability services and forms used for requesting accommodations.

To register for services one must:

- Submit documentation no older than six months for psychiatric disabilities, and no older than three years for all other disabilities. Documentation must verify the disability;
- Complete the Reasonable Request for Accommodations Form;
- Have a consultation with the Director of Compliance and Disability Services who will determine eligibility.

Accommodations are made on a case by case basis, and are not retroactive. Students are required to apply for accommodations each semester.

Due to the personal nature of the documentation that is required, we request that you mail, or personally deliver the documentation to The Director of Compliance and Disability Services, 212 Wigwam Building, Hampton University, Hampton, VA 23668

## **Required Documentation**

### **Physical Disabilities**

Documentation is to be submitted on letterhead by a physician qualified to diagnose a disability. The documentation must contain the following information.

1. Diagnosis of disability
2. Date patient was last treated
3. If disability is temporary or permanent-estimated time frame of treatment
4. Functional limitations
5. Recommendations for accommodations in a competitive college environment

### **Learning Disabilities**

1. Diagnosis of disability
2. Diagnosis by a qualified professional
3. Diagnostic Interview
4. Intelligence test score (WAIS-R)
5. Measurement of Cognitive Processing (Woodcock-Johnson)
6. Aptitude Achievement test date
7. DSM IV diagnosis
8. Evaluation of ability to function in a competitive college setting
9. Recommendations for academic support based on diagnosis

### **ADHD or other Attention/Concentration/Processing Disorder**

1. Diagnosis by a qualified professional
2. Test date and assessment tools used to make diagnosis
3. Medication and treatment plan
4. Recommendations for academic accommodations in a competitive college environment

### **Deaf and Hard of Hearing**

1. Current audiology report
2. Status of current functioning
3. Recommendation for accommodations in a competitive college environment

### **Psychiatric Disabilities**

1. Current DSM IV diagnosis by qualified professional (psychiatrist/psychologist)
2. Current symptoms, fluctuating conditions and prognosis
3. Assessment procedures used to make diagnosis
4. Current medications, side effects that may affect academic performance
5. Recommendation for academic accommodations in a competitive college environment must be supported by diagnosis.

### **Insufficient Documentation**

Although helpful in providing information regarding the student's educational experience, IEPs (Individual Educational Plans) and 504 Plans are not sufficient documentation to determine eligibility for services.

**HAMPTON UNIVERSITY APPROPRIATE USE OF  
TECHNOLOGY MALL POLICY**  
<http://www.hamptonu.edu/universityservices/cit/>

Hampton University provides and maintains computing and telecommunications technologies to advance teaching, learning, research, and administrative activities in support of the University's mission. The University's computing and telecommunications technologies are collectively referred to as "HUNet". The University views access to HUNet resources as a privilege that is granted to members of the University community so long as it is used responsibly. Hampton University owns HUNet and reserves the right to monitor its use and to investigate violations or suspected violations of policy and security.

Students accessing HUNet shall be held to the standards of conduct set forth elsewhere in the Student Handbook. The faculty and staff shall be held to the standards of conduct set forth elsewhere in the Faculty and Staff Handbooks, respectively. All University rules, particularly those pertaining to the Code of Conduct and the consequences of acts of dishonesty, harassment, and plagiarism are applicable to the use of computers, cell phones, personal data assistants (PDAs), and other technologies.

Users can have a reasonable expectation of privacy, except those times when the system administration needs to investigate sites for purposes related to operations and compliance with University Policy and federal and state laws. The Dean of Students will process violation of University Policy by students. The Director of Human Resources and the Provost will process violation of University Policy by faculty and/or staff.

Users found in violation of this policy may direct appeals to the Dean of Students, the Director of Human Resources and/or the Provost within three business days. A written response will be provided within ten business days.

The complete policy can be found on the above website.

## RELEASE of INFORMATION POLICY

The Family Educational Rights and Privacy Act of 1974 was designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the corrections of inaccurate or misleading information and complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. The policy can be read in the Office of the university Registrar. This office also maintains a directory of record which lists all education records maintained on students by this institution.

**Currently enrolled students may withhold disclosure of any category of information** under the Family Educational Rights and Privacy Act of 1974, as amended. **To withhold disclosure, written notification must be received in the Office of the Registrar, First Floor, Whipple Barn, no later than 10 days after classes have started.** Forms, requesting with withholding of “Directory Information”, are available in the Registrar’s Office.

*This is to inform students that Hampton University intends to comply with the Family Educational Rights and Privacy Act of 1974, as amended, and has designated the following information as public or directory information. Such information may be disclosed by the institution at its discretion.*

Name, address, telephone number, dates of attendance, previous institutions(s) attended, major field of study, awards, honors (including Dean’s List), degree(s) conferred (including dates) past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

# **School/College Requirements**

## **Hampton University School of Business**



### ***“Think and Move”***

The steep steps to wealth creation as noted in the logo are clear. Ultimately and at least partially we want our students to be successful in accumulating wealth. Success in the accumulation of resources is tough, it is a challenge, and it is rare. The Buffalo Nickel is also rare. The upward movement of family and community wealth is also symbolized by the silhouette of the aircraft that is noted in the upper half of the logo. The jet is breaking free of the clouds of ignorance using advances in technology.

**Sid Howard Credle, Ph.D, CPA,  
Dean**



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## **FREQUENTLY ASKED QUESTIONS**

**Where is my advisor's office?**

Refer to Faculty-Staff Contact Information in this section.

**How do I declare a major or minor in the School of Business?**

Refer to General Academic Advisement Information in this section.

**Where do I go to get advised if I am a graduating senior?**

Refer to Advisement Overview in this section.

**I have different editions of the university's academic catalog, which one am I required to use?**

Refer to Detailed Advisement Procedures in this section.

**What is the minimum grade I must get in a course for it to count towards graduation?**

Refer to Policy on Grades in this section.

**Does the School of Business offer academic credit for life experience or military service?**

Refer to Policy on Grades in this section.

**I am a junior looking to graduate a year from now, how do I apply for graduation?**

Refer to Applying for Graduation in this section.

**How do I receive academic credit for an internship?**

Refer to Internship and cooperative Employment Activities in this section.

**What student professional organizations have active chapters on campus?**

Refer to School of Business Organizations and Activities in this section.

**What are the course requirements for my major/minor in the School of Business?**

Refer to Curriculum Sheets in this section.

## **I. SCHOOL OF BUSINESS FACULTY AND STAFF**

| <b><u>NAME</u></b>                         | <b><u>ROOM</u></b> | <b><u>EXTENSION</u></b> |
|--------------------------------------------|--------------------|-------------------------|
| <i>Dean</i> – Dr. Sid Howard Credle        | BU119              | 727-5472/5758           |
| <i>Secretary:</i> Ms. Ronnie Jarvis        | BU116              | 5472                    |
| <i>Assistant Dean</i> – Dr. Travell Travis | BU120A             | 5865                    |

### **ENROLLMENT MANAGEMENT**

|                        |       |      |
|------------------------|-------|------|
| Mrs. Carolyn Hutcheson | BU203 | 5882 |
| Mr. Lamar Prater       | BU124 | 5361 |

### **BUSINESS ADMINISTRATION**

|                                      | <b><u>DEPARTMENTS</u></b> |      |
|--------------------------------------|---------------------------|------|
| <i>Chair</i> – Dr. Ruby Beale        | BU120C                    | 5361 |
| <i>Secretary:</i> Ms. La Tonya Simms | BU120                     | 5361 |
| Dr. Francisco Coronel                | AS 203                    | 5858 |
| Dr. Ziette Hayes                     | BU120B                    | 5166 |
| Dr. Sharad Maheshwari                | BU121B                    | 5605 |
| Dr. Michael McLain                   | BU121D                    | 5505 |
| Mrs. Nicoleta Maghear                | BU211B                    | 6534 |

### **ACCOUNTING/BANKING & FINANCE**

|                                            |        |          |
|--------------------------------------------|--------|----------|
| <i>Chair</i> – Dr. Edward Pyatt            | ST301  | 5860     |
| <i>Secretary:</i> VACANT                   | ST301  | 5205     |
| Acct – Dr. Janet Adeyiga                   | ST301B | 5862     |
| Acct – Dr. Jacob Angima                    | BU211F | 5360     |
| Acct/Finance – Dr. Marc Lebow              | BU211C | 5360     |
| Finance - Mr. Patrick Simanjuntak (Juntak) | BU121G | 637-2140 |
| Finance - Dr. Sylvia Rose                  | BU121C | 637-2138 |

### **ENTREPRENEURIAL/ECONOMICS/MARKETING**

|                                      |        |          |
|--------------------------------------|--------|----------|
| <i>Director</i> – Mr. Larry Gillus   | BU214  | 5761     |
| <i>Secretary:</i> Ms. Katrina Watson | BU203  | 5886     |
| Econ – Dr. Tyrone Ferdnance          | BU107B | 5134     |
| Econ – Mrs. Janelle Davenport        | BU214  | 5036     |
| Econ – Dr. Ayuba Sarki               | ST307  | 5868     |
| Econ – Ms. Susanne Toney             | BU214  | 5760     |
| Dr. Priscilla Aaltonen               | ST301D | 637-2571 |
| Dr. Franklin Gaillard                | BU111  | 5035     |
| Mr. Vahwere Kavota                   | BU211C | 637-2149 |
| Dr. Sonja Mitchell                   | ST301  | 5867     |
| Mrs. Shontae Taylor                  | BU121F | 637-2144 |

### **MANAGEMENT**

|                                         |        |          |
|-----------------------------------------|--------|----------|
| <i>Chair</i> – Dr. Kanata Jackson       | BU110  | 5469     |
| <i>Secretary:</i> Ms. Phyllis Lightfoot | BU114  | 5447     |
| Dr. Kay Braguglia                       | BU107A | 5134     |
| Mr. Jack Chirch                         | BU211E | 5360     |
| Dr. Kelwyn D'Souza                      | AS203I | 5037     |
| Dr. Hank Karp                           | BU121G | 4177     |
| Dr. Theresa Kirchner                    | BU121A | 637-2148 |
| Dr. Lee Makamson                        | BU211A | 637-2153 |
| Dr. Mark Whitaker                       | ST301E | 5762     |

## II. SCHOOL OF BUSINESS GENERAL ACADEMIC ADVISEMENT INFORMATION

### 1. Departments & Majors

a. Departments: The School of Business has five Primary Departments that require between 125 to 126 academic credit hours earned for Undergraduate degree completion. The Departments and majors requirements are as follows:

Department of Accounting, Banking and Finance, 125 academic credit hours  
Programs in Entrepreneurship Studies and Economics, 125 academic credit hours  
Department of Management, 125 academic credit hours and (includes Information System)  
Department of Marketing, 125 academic credit hours  
Department of Business Administration, 126 academic credit hours (includes 2 & 5-yr MBA programs requiring and additional 36 academic credit hours.

b. Declaring a Major: Due to the fact that different majors have different core and freshmen level requirements, it is advisable and highly recommended that a degree be declared as soon as possible. It is in the student's best interest to decide on a major that is compatible with the student's goals, interest, and future plans. The student must declare a major by the time he or she submits an Application for Graduation. If you did not declare a major freshman year, the following is a guide to declaring a major.

You must speak with the Department Chair of the major in which you are interested. You must have a minimum GPA of 2.0 for all School of Business majors, except the 5-year MBA where a SAT score of 1,050 and a minimum GPA is 2.7 in years 1-2 and 3.0 in year 3 is required. You must complete a Declaration of Major form, which must be approved by Counseling Center Advisor, the new Department Chair, turned in to the Registrar's Office.

***NOTE: If you are not within 30 hours of completing your degree, you are assigned a faculty advisor from your department. If you are within 30 hours of completing your degree, you are assigned to Enrollment Management for advising.***

***NOTE: A student who declares a minor must be sure they want to minor before submitting an Application for Graduation. The Registrar's Office will hold you accountable to all courses required for a minor once the Application for Graduation submitted.***

### 2. Minors and Dual Majors

a. Minors: Minors can be secured in all Departments and majors with the exception of Business Administration. For information regarding minors see the chair of the department in which the minor is sought. All minor courses require 18 independent academic credit hours. All curriculum worksheets for majors and minors are included in Exhibit B.

Independent courses mean that you cannot get credit for the same course for both a major and a minor. The School of Business has minors in the following departments,

- Management – 18 hours
- Marketing – 18 hours
- Finance – 18 hours
- Entrepreneurship – 18 hours
- Economics – 18 hours

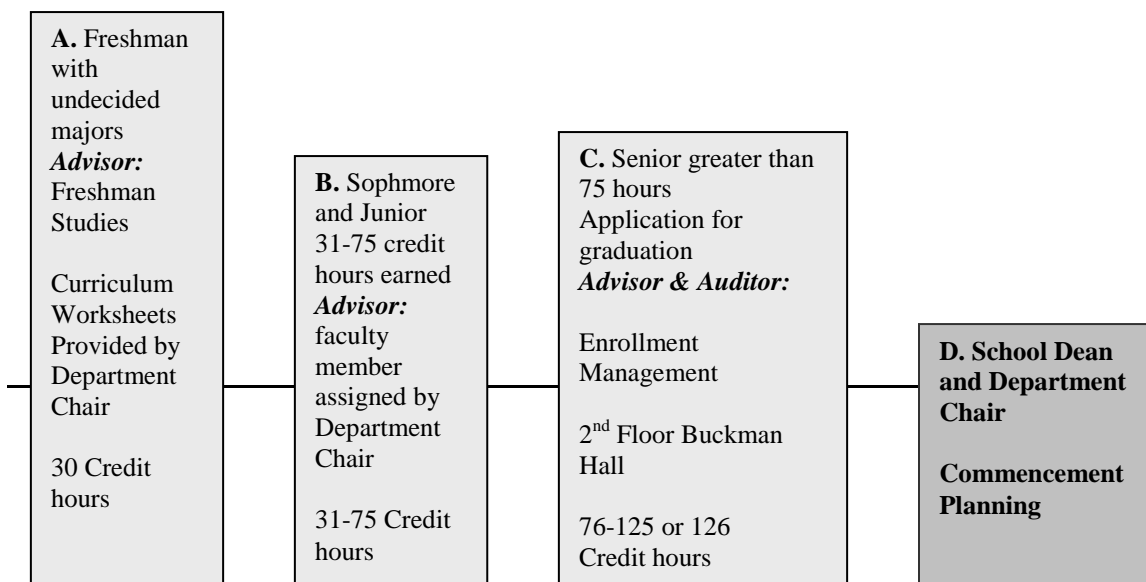
b. Dual Majors: The policy on dual majors is that beyond the general education sequence and the business core courses, the student must complete the requirements for both majors including related courses. In addition, The details/requirements are explicitly agreed upon per student between the two departments. The student must be accepted by both majors and maintain at least a 2.5 GPA. Students must declare a dual major by the end of their sophomore year, i.e., the completion of 59 hours.

***NOTE: Students who successfully complete requirements for both majors will receive a single diploma listing both majors.***

### III. ADVISEMENT OVERVIEW

An overview of the general advisement structure of the School of Business is noted in Figure 1 below:

Figure 1. Overview of Advisement System School of Business



- A.** Freshman with undecided majors will be assisted by the Office of Freshman Studies in the first and second semesters of the freshman year using curriculum sheets provided by the department chair.
- B.** Sophomores and juniors students will be advised by a faculty member in the major. This advisor will be assigned by the Department Chair. Student should prepare an updated curriculum worksheet to insure movement through the major curriculum.
- C.** In the senior year students must make application for graduation (see graduation form) and the designated Advisor and Auditor is the staff of Enrollment Management. The Audit is necessary to insure that current courses enrolled, future courses and special adjustment such substitutions and uncompleted courses will be completed by anticipated graduation dates.
- D.** The Dean will assist students with commencement related activities including graduation rehearsal.

## IV. DETAILED ADVISEMENT PROCEDURES

### 1. University Catalog

All students will receive a University Catalog at the date of entrance. In addition each department will issue a suggested curriculum sequence form. These forms will allow a semester by semester record of all courses taken when taken and grade received. The University catalog system is on a two-year cycle. The catalog contains information on undergraduate and graduate admissions, fees and expenses, financial aid, academic policies and regulations, student affairs and services, academic departments and curriculum, course descriptions, and faculty.

- Policy states that students will follow the catalog in effect at the time they enter HU or change their major. if they go back to a previous major.
- New catalog changes affect new students only. Continuing students may use a newer catalog if it better suits their needs.
- A student **may not** use a catalog that was in use before their arrival at HU or their change of major.
- Re-entering students must use the catalog in effect upon their re-entry, unless permission is given by the department or school to use a previous catalog.
- The policy of the School of Business,
- If the student re-enters HU and 10 years or more have passed since their previous catalog date was in effect, the student must use the curriculum in effect upon their re-entry.

### 2. Transfer-in and Re- Admission Students

a. Transfer Students: Must submit official transcripts of high school and college work and the Transfer Clearance Letter with less than 60 transferable semester hours (90 quarter hours); SAT or scores, and a G.P.A. of at least 2.3 in all degree credit work is required. A Grade point average of 2.30 GPA or better at previous college is required. Transfer into the Department of Business Administration is restricted to those possessing less than 30 hours and meeting advanced entrance standards with respect to SAT = 1050 (or ACT=23), high school and college GPA and references. Students who have satisfactorily completed at least 15 semester hours at an accredited institution may be admitted to regular standing with advanced standing in the undergraduate programs as their previous records may warrant. Requirements for advanced standing are as follows:

- Satisfactory credit from previous college, as shown on official transcripts. If the student has fewer than 60 semester hours credit from the previous college, he or she must submit satisfactory scores on the Scholastic Aptitude Test and his or her high school transcript, as required entering freshmen.
- Honorable dismissal from previous college. If a student is suspended from another college, but eligible to return, he or she may be considered for enrollment at Hampton University after the lapse of at least one semester or the term of suspension, whichever is longer. The University has the right, based upon the student's record, to revise the academic classification given such student at entrance.

b. Re-Entering Students: To qualify for re-admission, a candidate must submit the following information by the designated application date:

- A completed Application for Re-admission with the non-refundable \$25 application fee; this must be filed in the term of re-entry.
- Provide necessary medical clearances.
- Provide a copy of the letter of disciplinary dismissal, if applicable.
- Provide copies of academic work at other institutions; and
- Provide copies of DD Form 214 or 295 *if appropriate*.
- Provide a copy of the letter of academic dismissal, if applicable.
- An overall G.P.A. of 2.0 is required to re-enter the School of Business. Courses may be taken to raise G.P.A., if re-admitted to the university.

### 3. Registration

Hampton University's registration process allows students to select courses towards completion of a degree program. It is the student's responsibility to make sure he/she takes the approved courses towards completing their degree program. Students must see their advisor to discuss courses suggested for the semester with reference to their updated curriculum worksheet. The advisement process must take place prior to receiving current pin number. The pin number is required to register.

***a. Early or Pre-Registration: Early or pre-registration occurs just after mid-term examinations (roughly 8 weeks into the semester) each semester. Students must confer with their advisor before registering for courses. Advisors will advise based on curriculum students are following and prerequisite courses in order to receive their pin #. The following is a guideline to remember when being advised for courses.***

#### Freshmen

- should complete general education courses during freshman year
- RDG 100, MAT 100, ENG 100, and EDU 295 do not count towards degree

#### Sophomores and Juniors

- take HUM 201/202
- should begin taking business core courses
- pre-requisite courses **MUST BE ATTEMPTED AND PASSED**
- should complete any general education courses not finished freshman year

#### Seniors

- should be referred to Enrollment Management for advising
- should complete major courses and take electives
- complete Application for Graduation with Enrollment Management Advisor

#### Transfer students

- are classified based on credits applied, but must take courses based on courses earned (some courses may not yet be evaluated) remember minimum grade requirements (you can take the next course, but you must repeat course where grade below C was earned)
- Have copies of transcripts from other schools courses not applied to HU transcript are considered courses remaining, and must be earned or applied to transcripts before a degree can be awarded

b. Other registration issues: Students may not register without the approval of the chair and the dean for independent study courses and internship/co-op courses. Students are expected to pay their fees and expenses by the deadline so packets can be mailed in a timely manner. Courses will be dropped at the beginning of the semester if fees have not been paid. The deadline for spring semester is usually in December. The fall semester deadline is usually in July and the summer session deadline is usually in May.

c. Open Registration: Open registration occurs the first few days prior to the beginning of classes each semester. New and transfer students are usually given the first day(s) and continuing students the last Day(s) Students who did not pre-register or did not settle their account will need to return early to register for classes Students must confer with their advisor before registering for courses. Students are assessed a \$100.00 fee for not pre-registering (even if you pre-registered and your Students must pay all tuition and fees before registering for courses. courses were dropped for non-payment of fees.)

d. Late Registration: Late registration occurs the days following the last day for open registration. This time is given for those who need a couple extra days to pay tuition fees The day you are able to register, take your approval letter from the Provost along with a completed drop/add form to Registrar's Office. Drop/add form must be signed by their advisor, Chair, and Dean.

***Students will be manually registered from drop/add form***

- Students are assessed a \$100.00 fee for not pre-registering (even if you pre-registered and your courses were dropped for non-payment of fees) AND a \$400.00 late registration fee.
  - Students must get permission from the Provost, BEFORE, they will be allowed to late register.
  - Be mindful that this period has a cutoff, generally set by the Provost.  
It is the student's responsibility to find out the cutoff day.  
Student must determine whether they will be able to pay tuition fees by the cutoff.
- e. ***HUNet: See the Online Course Registration Guide in Exhibit C.***
- f. ***Schedules/Printouts:***
- Students who pre-register and pay tuition fees by the deadline will receive schedules in the mail.
  - Students may also review schedules via HUNet.
  - Only official printout will be accepted by instructor as proof of enrollment in course.
- g. ***Drop/Add: Drop/add is the time allotted students to change their course schedule or course selections. Students must be mindful that if they change their course selections, they must notify their advisor, especially those who have completed an Application for Graduation. Students must be mindful that if they register for a course that they have not taken the pre-requisite for, it is the instructor's discretion whether or not to have the student drop the course. Pre-requisite courses are designed to prepare students for another course; generally the course is more challenging. Instructors are not required to spend time covering material from a pre-requisite course. If a student takes a course and has not successfully met the pre-requisite, it is at the students own risk. If the course is completed successfully and the pre-requisite is required, the pre-requisite has to be completed. If the course is not completed successfully, it is advised that the pre-requisite be taken before a second attempt at the failed course.***
- h. ***Registration holds: It is the student's responsibility to make sure all holds are cleared from their account before registering. Holds can be viewed by students via HuNet. Students must see their academic advisor to secure their alternate pin before registering.***
- Pin numbers change each semester, but use the same one for pre-, open, and late registration, and drop/add for the same semester. Once you receive your pin, put it somewhere safe

## **V. CLASSROOM ATTENDANCE**

### **1. Class Attendance**

a. Classroom: Only those students officially registered for a specific class can attend class meetings. Students may be registered for course for academic credit, as auditor, or as S/U. It is the instructor's duty to ask those not officially registered to leave the classroom. If required by the faculty instructor, students are responsible for attending class regularly unless; The absence is excused due to illness or death in the family (as outlined in the student handbook and/or course syllabi.

- Students are responsible for all class assignments, lectures, etc., even if absence is excused
- Students must have documentation validating absence
- Students will arrange with instructor to do make-up work if allowed, unless absence is due to suspension or dismissal from the university

b. Absences: The student should notify instructors 24 hours in advance due to personal reasons or a University sponsored event. It is rare that students will be given a excused absence for School of Business activities. Career center employment or internship plant visits and/or interviews are not excusable academic events.



Advance airline tickets should not be purchased if they conflict with School academic activities such as examinations.

c. Instructor responsibilities: The instructor will hold class regularly and on time unless; notification has been given in advance of alternate day and/or time (due for professional responsibilities). Students may leave class if the first 15 minutes of class has gone by and the instructor has not shown up. This is a reportable event, for which the instructor is required to arrange for a substitute instructor or alternative assignment or case on the appropriate course content. **UNLESS INCLUDED ON THE COURSE SYLLABI (to cover course content) INSTRUCTORS ARE NOT TO SUBSTITUTE OR ALLOW EXTERNAL CORPORATE OR FIRM EXECUTIVES INTO THE CLASSROOM FOR EMPLOYMENT RELATED OR RECRUITMENT BASED DIALOGUES.**

## VI. POLICY ON GRADES

- Students earn credit for a course at HU by enrolling in the course and receiving a grade for academic performance in that course.
- Earned grades are based **solely** on academic performance.
- Passing grades consist of A+ to D- and S; failing grades consist of F and U.
- In the School of Business, a grade of C is required where specified in the courses with a minimum grade requirement, passing consists of C or higher.
- Please refer to either the Student Handbook or the University Catalog for further classification of grades.

### 1. Grade Changes

- The School of Business seeks to minimize grade changes; therefore, they require approval from the Dean before submission.
- Adhere to the following guidelines.
- For non-business course,
  1. Petition the instructor, (preferably in writing) for consultation regarding your performance.
  2. If deemed that changing the grade is defensible, request one; if not, retake the course.
  3. Follow up on grade changes.
  4. Once a grade change had been posted to your transcripts, notify Enrollment Management to update any audits.
- For business course,
  1. Request change of grade (preferably in writing) to the faculty member and the chair.
  2. If approved, follow steps 1 – 4 above.
  3. If not approved, retake course.
  4. Please see the University Undergraduate Catalog section on Grievance Procedures in the event of irresolvable issues.

### 2. Incompletes/Withdrawals/Blank Grades

- a. ***Incomplete Grades: With the exception of internship and research related independent study coursework, normally incompletes grades are not recorded unless there is a extraordinary event which results in an excusable absence. The Schools policy is that a “semesters grade is award for a semesters work.” The University Policy is stated as follows:***

The policy on incompletes, as defined by the University, allows incompletes when these two conditions have been met (1) an emergency prohibits a student from finishing course work, and (2) the completed work is of passing quality.

Incompletes **MUST** be changed to a grade within one year or the grade will turn into an F.

Student should complete assignments for course **BEFORE** the end of one year.

Professor must submit grade change **WITHIN** one year.

- The School of Business policy is to minimize the number of incompletes.
- Official withdrawal means ‘a student no longer attends class and is no longer considered enrolled’.
- A student may withdraw at any time, but the reported grade depends on when the **official** withdrawal occurred.
- Withdrawal from less than entire semester,
- before the end of the withdrawal period results in a ‘WP’ or ‘WF’,
- after the withdrawal period results in grades as earned.
- Withdrawal from entire semester,
- After the withdrawal period but before 4:00 pm on last day of classes results in ‘WP’ or ‘WF’,
- after the last day of classes results in grades as earned.
- An entry of ‘Z’ means grade not received.

### ***3. Minimum Grade Requirements***

- A grade of C or higher is required in English, Speech, Mathematics, and **all** business courses. (See the **section on Degree Requirements for specific courses.**)
- All courses, other than those referred to above, require a passing grade of at least a D-
- School of Business policy requires a student to repeat courses in which they did not earn the minimum grade required:
- Repeated courses use both the original and new grade to calculate the student’s new quality-point average.
- Credit is awarded only once per course.
- The lower grade earned **cannot** be used to count as credit in another requirement area. For example, if a student earned a C- in MAT 117, that C- **cannot** be used to meet an elective requirement. You receive the credit for the course once, but the minimum grade **MUST** be earned before it can be applied to your degree requirements.

### ***4. Optional Grading***

#### **a. Satisfactory and Unsatisfactory Grading:**

- Outlined in the student handbook and University Catalog are guidelines for Satisfactory (S) or Unsatisfactory (U) grades.
- Satisfactory (S) constitutes a C or higher, Unsatisfactory (U) constitutes below a C
- Only two courses per semester and up to 18 hours applied toward degree can be S/U
- As stated in the Hampton University Student Handbook, ‘Be mindful that employers and graduate schools do not look favorably upon applicants who used the nontraditional grading option excessively’.
- Business major, business core, or business related elective courses **may not be S/U grading.**
- General Education courses that require a C or higher **may not be S/U grading.**
- To take a course S/U,
- obtain permission from your Chair and Dean to take a course S/U,
- register for the course S/U,
- inform your instructor and Enrollment Management that you will be taking the course S/U.

#### **b. Auditing a Course:**

- A student is allowed to audit only if class size permits and the student has proper approval.
- Student has up to 30 days after first day of classes to change from credit to audit.
- Student is accountable to all class guidelines except taking of examinations.
- Follow these guidelines when auditing a course;
  1. check with the instructor to see if class size permits,
  2. get approval from your advisor,
  3. register for course as audit and pay auditing fee

*NOTE: For information regarding University Academic Honesty Policies refer to University Student Handbook and/or the course syllabi.*

## **5. Credit for Military Service or Life Experience**

**Generally, the School of Business does not award academic credit for military service or life experience. However, petitions may be made to the Dean and approved on a case-by-case basis.**

## **VII. APPLICATION FOR GRADUATION**

Students with at least 75 hours toward graduation **MUST** complete an Application for Graduation. Applications are due **one year before** anticipated graduation date. Once a student is ready to apply for graduation, he or she is assigned an advisor from the Enrollment Management staff.

a. Application Procedure: See your Enrollment Management Advisor for the graduation application  
Complete the application, (**see sample application**) Acquire signatures from your Department Chair, School Dean, and the Provost, respectively. Return the completed application to your Enrollment Management advisor.

b. Applications Required process: Applications will not be accepted for the current semester or for a retroactive graduation.

### **1. Graduation updates/changes**

Students wanting to make changes to their application will need to obtain a graduation update from the Registrar's Office and get approval from their Chair, Dean, and the Provost.

Changes to application include:

Change catalog date, change completion date, or change major.

a. Change catalog date: The following steps must be followed to:

1. Meet with your Enrollment Management Advisor
2. Discuss the changes you need to make
3. Secure the proper forms from Registrar's Office.
4. Acquire approval signatures from your Chair, Dean, and the Provost, respectively.
5. Keep a copy for your records
6. Forward approved form to Registrar's Office

b. Change completion date, student must:

1. Complete an Update form from Registrar's Office
2. Complete and make a copy for your records
3. Return form to Enrollment Management and Registrar's Office

c. Change of Major: Any student desiring to change a major after submitting an Application for Graduation must resubmit the Application for Graduation.

- Students may not change major in their last semester of enrollment at HU.  
Be sure to print names legibly when completing the initial application to ensure proper spelling on diploma.

## **VIII. ACADEMIC GRADE ADJUSTMENT POLICIES**

### **1. Course Substitutions**

- The purpose of Program Adjustments is to allow students to substitute an approved course.
- The School of Business policy on substitutions is to forward requests approved by both the Chair and the Dean to the Provost for signature.

- Substitutions should be limited to those courses that are similar in concept and/or equivalent in content to the required course. A student may use an independent study course as a substitute; however, independent study must have an agreed course requirement signed by the faculty member and the Chair of the department offering such course.
- The following is a guideline for substituting required courses,
  1. get approval from your Chair and Dean to substitute a course, then
  2. successfully complete the substituted course.
  3. **STUDENTS ARE NOT TO COMPLETE THE FORMS.** Your Enrollment Management Advisor or your Department Secretary will complete a Substitution/Waiver Form.
    - a. If within two weeks the substitution has not been applied to your transcripts, follow-up with either the Department Secretary or your Enrollment Management Advisor.
- The Dean of the School of Business generally ***does not*** waive courses.

## **2. AP Credit/DANTES/CLEP**

- Please see the Hampton University Academic Catalog regarding the University's policy on accepting credit by any of the advanced placement programs.
- School of Business policy on CLEP is restricted to those courses approved by the Chair and the Dean. Generally, upper divisional business courses will not be approved for CLEP.
- The following procedure should be followed for CLEP exams.
  1. Secure approval from your Chair and Dean.
  2. Contact HU's Testing Services to secure a testing service provider or schedule a test date.
  3. Contact the Provost Office to obtain forms, complete and submit to Registrar's Office, pay fees.
  4. Successfully complete test.
  5. Registrar's Office will receive exam results and apply them to your transcripts.
  6. Follow-up with Enrollment Management to update your internal audit when the CLEP credit applies to your transcripts.
- If you encounter problems with approved credit being applied to your transcripts, for AP credit, contact Testing Services.
- DANTES, contact your military education officer,
- CLEP, contact the testing service provider.
- For those with officially awarded credit not applied to your transcripts in a timely manner, Enrollment Management will assist if you have proper documentation or verification.

## **3. Credit by Examination**

- The policy on credit by examination is to allow a student to test out of a maximum of eight (6) credit hours towards degree requirements. **Before** a student can receive credit by examination for a major, core, or business related course, **proper approval must be given. Credit by exam will not be approved if the course has been previously attempted. See the attached form for detail instructions.**
- To obtain credit by examination for a business course you must do the following.
  1. Contact the Chair of the department for the required course and inquire regarding credit by exam.
  2. Contact the Chair of your major to obtain approval to get credit by exam for course.
  3. Dean from step 1 and step 2 must approve.
  4. Secure test date and location.
  5. Obtain forms from the Provost Office, complete and submit to Registrar's Office, pay fees.
  6. Successfully complete exam.
  7. The Registrar's Office will receive your exam results and post the credit to your transcripts.
- Once you have followed the proper procedure, successfully passed the exam, and the credit applied to your transcripts, follow-up with Enrollment Management to update your internal audit.

***Transfer Credit Evaluation: The policy on transfer credit establishes that the school be a regionally or nationally accredited two-year college or four-year institution. Credit will be given only to those***

***courses in which a grade of C or higher has been earned. On-line coursework is not transferable to Hampton University School of Business courses.***

- Credit considered on a semester-hour or quarter-hour basis
- For course-to-course evaluation, credit hour earned must be greater than or equal to credit hours received at HU.
- For semester hour evaluation, one (1) hour credit for one (1) semester hour earned.
- For quarter hour evaluation, two (2) hour credits for three (3) quarter hours earned. For example: a one five (5) quarter hour English course will be equivalent to one, three (3) semester hour HU English course.

**a. Continuing Students:**

- School of Business policy allows students to take non-business courses at another, accredited, institution.
- There are two primary means to take courses at other universities, they are: consortium registration or application to take course at another institution.
- Transcript Evaluation is not the advisable method because it means a student has taken a course at another institution without permission. It is risky because the student may take a course that is either not acceptable by the Department Chair, or equivalent to something for which the student has already received credit.
- Consortium Registration is limited to only that course a student needs that is not offered by HU when the student needs to take it, or there is a schedule conflict with another required course.
  1. Student must meet the 2.0 G.P.A requirement and be enrolled at HU, full-time, during same semester. (During the summer the student must be enrolled in at least 3 hours at HU)
  2. Student must complete Consortium Registration Form.
  3. Student must register at hosting institute.
  4. Student must have transcripts forwarded to Registrar's Office.
  5. Credit received applied to quality points as well as academic credit and G.P.A. hours.
- Application to Take Course at Another Institution is the most secure method, because a student MUST secure permission and have the course matched with one that HU offers BEFORE taking the course. This method is reserved for continuing students who wish to take a course at home during the summer months. (In addition, candidates for graduation who have obtained permission to take final courses away, must use this method.) On-line course are not accepted for transfer in at this time.
  1. Student must obtain an application form from Summer Session or HU website. (Click Online Resources/Student Forms)
  2. Student must obtain course description and the accreditation information from the institution they wish to attend.
  3. Student must take completed form to the departments representing each course listed to obtain signatures.
  4. The final signatures will be that of the Chair for the student's major and the Dean of the School of Business.
  5. Student must take the original copy of the application form to the Registrar's Office. It is the student's responsibility to make sure the document is delivered.
  6. This final step is imperative; YOU MUST HAVE OFFICIAL TRANSCRIPTS FORWARDED TO THE REGISTRAR'S OFFICE AFTER YOU HAVE SUCCESSFULLY COMPLETED THE COURSE IN THE TERM FOR WHICH YOU MADE APPLICATION.
  7. If any of the following happens, student must repeat the process from the beginning.
    - a. Student decides to take another course.
    - b. Student decides to attend another institution.
    - c. Student decides to take the course in a different term.
    - d. Student does not successfully complete course.

## **b. Re-entering Students:**

- Students who re-enter HU after unofficial or official withdrawal may need courses evaluated.
- Transcript evaluation for students who re-enter will be subject to the same risk as continuing students who take a course at another institution without permission. (See **Transfer Credit Evaluation, Continuing Students**)

***NOTE: It is the student's responsibility to have transcripts forwarded to HU from all institutions of higher education. REMEMBER TO FORWARD OFFICIAL TRANSCRIPTS TO HU'S OFFICE OF THE REGISTRAR.***

## **IX. GRADUATION AUDITS**

Students should conduct a graduation audit via HUNet using the Degree Evaluation link. Correct your Final Degree Audit by the following procedure: Notify and discuss discrepancies with your Enrollment Management Advisor. Adjustments will be referred to the Registrar's Office Academic Credit. Credit received toward graduation **MUST BE** applied to a student's transcript **BEFORE** it is considered awarded or earned. **ANY CREDIT NOT APPLIED IS 'CREDIT REMAINING' WHEN DOING AUDITS**

## **X. HONORS**

### ***Departmental***

- Departmental honors are awarded to the student who's G.P.A. in their major is at least a 3.5.
- The courses considered for departmental honors will only be those courses in the student's major department, except those that are required for the business core, business elective, and social science (for Economics majors).

### ***Other***

- Students may be participants in other university sponsored honors programs, such as Honors College or Presidential Scholars.
- These programs may require more coursework than is required for completing a degree in business.
- All courses required in the Honors College program, or any other university sponsored program, can be used as non-business electives in any School of Business major.

***NOTE: Those graduation candidates who take a substitution in their final semester MUST contact Enrollment Management before enrolling in the course, as the form will need to be processed before the course is completed.***

## **XI. COMMENCEMENT**

### **Hampton University Commencement**

Final clearance for degree awards are in May, August, or December of each year, however, Hampton University holds Commencement Exercises once a year in May on Mother's Day.

Students who, have completed degree requirements and have no holds from other departments within the University, and have a zero balance on their student account may participate in Commencement.

Students who have completed degree requirements and have a G.P.A. below 2.0 or have an incomplete still on their transcripts, **will not clear** for graduation.

Students who are within 6 hours of completing degree requirements may participate as provisional students. These students must meet their financial obligations and have no holds from other departments within the University. These students must complete all requirements before a degree is officially awarded. Some more common places students need to clear through, include: Library – fines, vandalism, theft, etc. University Police – parking, noise, or speeding violations Dean of Men/Women – fighting, curfew, other Financial Aid – exit interview

The above list is not exhaustive. If a staff member on campus disciplines you for any reason, whether guilty or not,

be sure the matter is resolved before Commencement.

The Registrar's Office publishes information regarding graduation activities each year in the Commencement Communiqué, usually around April.

Some important deadlines to look for include the following, please be mindful that the exact dates will not be known until the Communiqué is published.

Order academic regalia – early March

Loan exit interviews – April

Submission of academic paperwork to Registrar's Office – mid April.

***NOTE: IN ORDER TO PARTICIPATE IN COMMENCEMENT, STUDENT MUST HAVE FINANCIAL CLEARANCE CARD (PROVISIONAL OR SUCCESSFUL) AND STUDENT ID.***

### **School of Business/Awarding of Degree Ceremony**

The School of Business Awarding of Degree Ceremony is for those who have successfully completed all requirements, have been awarded a degree, have no holds from other departments, and are financially cleared.

The ceremony is held in Holland Hall, after the main Commencement exercises.

Instructions for the ceremony and a brief walk through are done directly after Commencement rehearsal the Friday before graduation.

Students must have their financial clearance cards and their student ID in order to participate in the ceremony.

Once the Ceremony has begun, students must remain until all students have received their diplomas and the Dean has presented the graduates.

You must take your final courses at HU or request permission to take them at another university.

The University and School of Business policy states, students are to take the final 30 hours of course work at HU.

The following forms and procedures are necessary:

Complete the Application to Take Course at Another Institution form.

Complete CSRT process, which keeps you active for the term.

1. Obtain, through the Registrar's Office, and complete the CSRT form.
  2. Pay, at Student Accounts, the CSRT fee, usually equivalent to tuition for one semester hour.
- **PLEASE NOTE:** You must update each term that you do not successfully complete.
  - This applies when requesting permission to take final courses away and the CSRT process involved.
  - Example, if it takes you three semesters to complete MAT 117 AND you take the course away each semester;
  - **you must complete an update form at the beginning of each semester,**
  - **you must complete a new Application to Take Course at Another Institute,**
  - **you must complete another CSRT process.**
  - This process must be repeated until you complete the course successfully.
    - Students who applied for a spring completion date but will not complete that spring,
  - if you are within 6 hours of completing your degree requirements during that spring semester, you can sign up for provisional status for Commencement which allows students to participate in the Official "or main" University Commencement, but not the Awarding of Degrees Ceremony.
    - Automatic placement on provisional status occurs when **all** of the following conditions are met;
  - student applies for a completion date,
  - student enrolls in **ALL** remaining courses during that spring semester,
  - student does not successfully complete six or fewer hours, student has an account balance of zero.

## **XII. INTERNSHIP AND COOPERATIVE EMPLOYMENT ACTIVITIES**

- Student must complete an internship/coop application in the Career Center, located in room 114 of the Wigwam Building.
- Student must register for the internship/coop prior to in the semester the internship/coop is done to receive academic credit. To receive academic credit, the internship must be a paid experience. Payment can be in the form of a scholarship stipend expense reimbursement salary and wages.
- Student must work a minimum of 20+ hours per week to receive academic credit for the internship/coop.
- Student must submit a comprehensive report to the career center and internship/coop faculty member in charge of the internship course. This includes an employer evaluation form, a student evaluation form, and

a final written work report. The employer evaluation form must be taken to the employer by the student, and it must be returned to the Career Center and faculty member in charge.

- Ideally students will receive a grade upon completion of the internship/coop and the submission of required report. If all materials are not received at the end of the semester of the internship, student will receive an I. Students enrolled in the four year undergraduate program will register for no more than 3 credit hours and will receive a S or U grade. Students enrolled in Business Administration register for 1 credit hour and will receive a letter grade.

The Career Center, located in room 114 of the Wigwam Building, offers a variety of student services which include on-campus interviewing, career consultation, resume and application review, interview orientation and evaluation, a company reference library, company information sessions and a recruiting bulletin and newsletter. Students are encouraged to utilize these resources and the Computer Laboratory that is available at the Career Center

Cooperative Education and Internship Programs offer a unique form of education for students that integrates classroom study with planned supervision and in most instances, paid work experience in the public, private sector and government agencies. Students must have a G.P.A. of at least 2.5 and be in good financial standing.





*HU Emancipation Oak*

**HAMPTON UNIVERSITY**  
**COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM**

**EMPLOYER EVALUATION (B) (Green)**  
**(PLEASE FAX OR MAIL TO THE CAREER CENTER)**

Student Name \_\_\_\_\_  
Field of Study \_\_\_\_\_  
Company Name \_\_\_\_\_  
Telephone# \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Fall, Spring, Summer \_\_\_\_\_  
General Assignment \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:** The immediate supervisor will evaluate the student him or her with other personnel assigned the same or similarly classified jobs.

**1. Planning, Organizing and Implementation**

Establishes work priorities, uses time efficiently, keeps files and resources up to date, well prepared, ability to get things done.

☐ Excellent      ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor

**2. Technical Skills and Analysis**

Applies a full range of technical skills and computer proficiency to perform assignments in a quality manner.

☐ Excellent      ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor

**3. Written Communication**

Written expression is concise, well organized and easily understood.

☐ Excellent      ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor

**4. Oral Communication**

Verbal expression and the presentation of material is well thought out and articulated.

☐ Excellent      ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor

**5. Critical Analysis/Judgment**

Ability to make decisions based on thorough analysis.

☐ Excellent      ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor

**6. Leadership Skills**

Ability to direct the performance or activities of others, possesses integrity and character, sets an example, and has influence over others.

☐Excellent      ☐Very Good      ☐Good      ☐      ☐Poor

**7. Problem Solving and Resourcefulness**

Capable of acting effectively or imaginatively in difficult situations to complete assigned task.

☐Excellent      ☐Very Good      ☐Good      ☐      ☐Poor

**8. Initiative**

Earnestness in seeking increased responsibilities. Self-starting, unafraid to proceed alone.

☐Excellent      ☐Very Good      ☐Good      ☐      ☐Poor

**9. Team Work**

Ability and willingness to work with associates, supervisors and subordinates towards common goals.

☐Excellent      ☐Very Good      ☐Good      ☐      ☐Poor

**10. Creativity and Sense of Humor**

Offers new ideas, imaginative and is a joy to work with.

☐Excellent      ☐Very Good      ☐Good      ☐      ☐Poor

**11. Punctuality/Reliability**

Regularly being on time to work and other scheduled work meetings, dependable and consistent in the performance of duties.

What attributes may help or hinder the student's advancement?

\_\_\_\_\_  
\_\_\_\_\_

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_

Would you hire this student on a full-time basis upon graduation? \_\_\_\_Yes \_\_\_\_No

If your answer is no, please explain. \_\_\_\_\_

\_\_\_\_\_

Was this report discussed with the student? \_\_\_\_Yes \_\_\_\_No

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Immediate Supervisor)

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Student)

### XIII. SCHOOL OF BUSINESS ORGANIZATIONS AND ACTIVITIES

- **Society for the Advancement of Management (SAM);** collegiate chapter; an organization that provides an opportunity for its members to increase management skills and expertise through participation in programs and services designed to improve their professional quality. Members increase their knowledge, performance, and leadership ability through interaction with other students, faculty, and practicing managers, who assist in communicating the practice of professional management. It was founded in 1912 by the followers of Frederick W. Taylor of Scientific Management with a group of colleagues. The campus chapter began in 1932.
- **Accounting Honor Society;** an organization open to all junior and senior accounting majors who have achieved scholastically and who possess leadership skills. Requirements to join the organization are a 3.0 cumulative GPA, a 3.0 in accounting, and at least 6 hours of accounting. We express our leadership skills by organizing workshops and functions that will benefit the School of Business at Hampton University. As an organization we work with one another to help increase the skills needed to achieve academically. In addition to excelling academically, the Accounting Honor Society members strive to maintain a strong code of ethics, service, leadership, and honor.
- **American Marketing Association (AMA)** the premiere international professional organization for marketers in which Hampton University has an active student chapter. It allows students the opportunity to participate in a major professional organization. As active members of the AMA, students have opportunity to interact with business professionals and obtain knowledge and information that can assist in achieving career goals.
- **Black Executive Exchange Program (BEEP);** a National Urban Leagues program that serves as a vehicle for African American college students to reach their full potential through interaction with business leaders from the area's leading corporations. BEEP is active at all four-year HBCUs and on the campus of the University of Nebraska at Omaha.
- **Business Seminars/LAP (Leadership Application Program);** engages students in structured activities with corporate executives to develop a broader and deeper understanding of contemporary business decisions, strategies and outcomes, organizing ability, an action orientation, and accountability.
- **Center for Entrepreneurial Studies** designed to develop and support students who will become business leaders and act as a catalyst for economic development in their communities. The Center helps facilitate the educational needs and new business opportunities for future entrepreneurs by exposure to successful commercial enterprises and business leaders in the African American Community.
- **The Hampton University Investment Club;** Topics discussed includes an investment portfolio, but is not limited to learning about stocks and bonds. It is dedicated to teaching Hampton University Students and community on the importance of investing in stocks, real estate, and other financial assets in order to accumulate wealth.
- **Financial Management Association;** FMA chapter provides students with the opportunity to develop effective organization, communication, and people skills through effort, commitment, and planning.
- **Students in Free Enterprise (SIFE);** provides students with the opportunity to engage in seminars and competitive activities which are designed to acquaint them with the operation of the free enterprise system. Hampton University students have won several state and regional SIFE championships.
- **Society of Business Professionals (SBP);** an organization open to all majors and classifications. SBP is an organization full of strong, intelligent, future professionals. We offer students an opportunity to learn skills such as networking and leadership that can be used in personal, academic, and professional situations.

- **Pirate Knight Chess Club;** weekly chess meetings open to all students interested in the game of chess, whether an expert, novice, or interested in learning the game; All are welcome.
- **National Association of Black Accountants (NABA);** The mission of the National Association of Black Accountants, Inc. is to address the professional needs of its members and to build leaders that shape the future of the accounting and finance profession with an unfaltering commitment to inspire the same in their successors.
- **Mu Kappa Tau;** the national honor society for marketing majors in the school of business. Mu Kappa Tau draws together dynamic students, educators, and professionals who share high aspirations in the marketing field. Mu Kappa Tau inducts students who, because of scholastic achievements, are acknowledged leaders among marketing students. Founded in 1966 by members of Pi Sigma Epsilon, the National Professional Fraternity in Marketing, Sales Management, and Selling.
- **Sigma Beta Delta:** founded in 1994, the fraternity to honor business administration and management. The Hampton chapter revitalized 1998 and 2004.

## Curriculum Outline - Accounting (Total Credits - 125)

| Freshman Year              |           |                            |           |
|----------------------------|-----------|----------------------------|-----------|
| First Semester             | Credits   | Second Semester            | Credits   |
| Biology 101                | 3         | English 102                | 3         |
| English 101                | 3         | Foreign Language Electives | 3         |
| Foreign Language Electives | 3         | Health Education 200       | 2         |
| History 105/107            | 3         | History 106                | 3         |
| Mathematics 117 or higher  | 3         | Mathematics 130 or higher  | 3         |
| University 101             | 1         | Science 102                | 3         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>17</b> |

| Sophomore Year     |           |                        |           |
|--------------------|-----------|------------------------|-----------|
| First Semester     | Credits   | Second Semester        | Credits   |
| Accounting 203     | 3         | Accounting 204         | 3         |
| Economics 201      | 3         | Economics 202          | 3         |
| Humanities 201     | 3         | Humanities 202         | 3         |
| Management 215     | 3         | Management 216         | 3         |
| Physical Education | 1         | Physical Education     | 1         |
| Speech 103         | 3         | Communication Elective | 3         |
| <b>Total</b>       | <b>16</b> | <b>Total</b>           | <b>16</b> |

| Junior Year    |           |                           |           |
|----------------|-----------|---------------------------|-----------|
| First Semester | Credits   | Second Semester           | Credits   |
| Accounting 309 | 3         | Accounting 310            | 3         |
| Finance 304    | 3         | Accounting 415            | 3         |
| Management 301 | 3         | Accounting 419            | 3         |
| Management 305 | 3         | Business Related Elective | 3         |
| Marketing 305  | 3         | Management 323            | 3         |
| <b>Total</b>   | <b>15</b> | <b>Total</b>              | <b>15</b> |

| Senior Year               |           |                            |           |
|---------------------------|-----------|----------------------------|-----------|
| First Semester            | Credits   | Second Semester            | Credits   |
| Accounting 416            | 3         | Accounting 426             | 3         |
| Accounting 417            | 3         | Business Related Electives | 6         |
| Business Related Elective | 3         | Non-Business Electives     | 6         |
| Non-Business Electives    | 3         |                            |           |
| Management 400            | 3         |                            |           |
| <b>Total</b>              | <b>15</b> | <b>Total</b>               | <b>15</b> |

## Curriculum Outline - Banking (Total Credits - 126)

| Freshman Year              |           |                            |           |
|----------------------------|-----------|----------------------------|-----------|
| First Semester             | Credits   | Second Semester            | Credits   |
| Biology 101                | 3         | English 102                | 3         |
| English 101                | 3         | Foreign Language Electives | 3         |
| Foreign Language Electives | 3         | Health Education           | 2         |
| History 105/107            | 3         | History 106                | 3         |
| Mathematics 117 or higher  | 3         | Mathematics 130 or higher  | 3         |
| University 101             | 1         | Computer Science 120       | 3         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>17</b> |
| Sophomore Year             |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Accounting 203             | 3         | Accounting 204             | 3         |
| Economics 201              | 3         | Management 340             | 3         |
| Humanities 201             | 3         | Economics 202              | 3         |
| Management 215             | 3         | Humanities 202             | 3         |
| Physical Education         | 1         | Management 216             | 3         |
| Speech 103                 | 3         | Physical Education         | 1         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>16</b> |
| Junior Year                |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Accounting 309             | 3         | Economics 315              | 3         |
| Economics 302              | 3         | Finance 309                | 3         |
| Finance 304                | 3         | Management 305             | 3         |
| Management 301             | 3         | Management 323             | 3         |
| Marketing 305              | 3         | Science 102                | 3         |
| <b>Total</b>               | <b>15</b> | <b>Total</b>               | <b>15</b> |
| Senior Year                |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Finance 335                | 3         | Finance 420                | 3         |
| Finance 310                | 3         | Finance 421                | 3         |
| Finance 403                | 3         | Finance 430                | 1         |
| Management 321             | 3         | Non-Business Elective      | 3         |
| Management 400             | 3         |                            |           |
| <b>Total</b>               | <b>15</b> | <b>Total</b>               | <b>16</b> |

## Curriculum Outline - Finance (Total Credits - 125)

| Freshman Year              |           |                            |           |
|----------------------------|-----------|----------------------------|-----------|
| First Semester             | Credits   | Second Semester            | Credits   |
| English 101                | 3         | English 102                | 3         |
| Foreign Language Electives | 3         | Speech Communication 103   | 3         |
| History 105/107            | 3         | Foreign Language Electives | 3         |
| Mathematics 117 or higher  | 3         | Health Education 200       | 2         |
| Computer Science 120       | 3         | History 106                | 3         |
| University 101             | 1         | Mathematics 130 or higher  | 3         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>17</b> |

| Sophomore Year     |           |                    |           |
|--------------------|-----------|--------------------|-----------|
| First Semester     | Credits   | Second Semester    | Credits   |
| Accounting 203     | 3         | Accounting 204     | 3         |
| Economics 201      | 3         | Economics 202      | 3         |
| Biological Science | 3         | Humanities 202     | 3         |
| Humanities 201     | 3         | Management 216     | 3         |
| Management 215     | 3         | Free Elective      | 3         |
| Physical Education | 1         | Physical Education | 1         |
| <b>Total</b>       | <b>16</b> | <b>Total</b>       | <b>16</b> |

| Junior Year    |           |                 |           |
|----------------|-----------|-----------------|-----------|
| First Semester | Credits   | Second Semester | Credits   |
| Economics 315  | 3         | Economics 302   | 3         |
| Finance 304    | 3         | Finance 309     | 3         |
| Management 301 | 3         | Management 323  | 3         |
| Marketing 305  | 3         | Management 305  | 3         |
| Accounting 309 | 3         |                 |           |
| <b>Total</b>   | <b>15</b> | <b>Total</b>    | <b>15</b> |

| Senior Year       |           |                        |           |
|-------------------|-----------|------------------------|-----------|
| First Semester    | Credits   | Second Semester        | Credits   |
| Finance 310       | 3         | Finance 422            | 3         |
| Finance 403       | 3         | Finance Electives      | 3         |
| Finance Electives | 3         | Management 400         | 3         |
| Management 340    | 3         | Non-Business Electives | 6         |
| Management 321    | 3         |                        |           |
| <b>Total</b>      | <b>15</b> | <b>Total</b>           | <b>15</b> |

## Curriculum Outline - Economics (Total Credits - 125)

| Freshman Year              |           |                            |           |
|----------------------------|-----------|----------------------------|-----------|
| First Semester             | Credits   | Second Semester            | Credits   |
| Biology 101                | 3         | English 102                | 3         |
| English 101                | 3         | Foreign Language Electives | 3         |
| Foreign Language Electives | 3         | Health Education 200       | 2         |
| History 105/107            | 3         | History 106                | 3         |
| Mathematics 117 or higher  | 3         | Mathematics 130 or higher  | 3         |
| University 101             | 1         | Science 102                | 3         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>17</b> |
| Sophomore Year             |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Accounting 203             | 3         | Accounting 204             | 3         |
| Economics 201              | 3         | Entrepreneurship 210       | 3         |
| Humanities 201             | 3         | Economics 202              | 3         |
| Management 215             | 3         | Humanities 202             | 3         |
| Speech 103                 | 3         | Management 216             | 3         |
| Physical Education         | 1         | Physical Education         | 1         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>16</b> |
| Junior Year                |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Communication Elective     | 3         | Economics 302              | 3         |
| Economics 301              | 3         | Economics 318              | 3         |
| Economics 315              | 3         | Management 301             | 3         |
| Management 305             | 3         | Management 323             | 3         |
| Marketing 305              | 3         |                            |           |
| Finance 304                | 3         |                            |           |
| <b>Total</b>               | <b>15</b> | <b>Total</b>               | <b>15</b> |
| Senior Year                |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Business Related Electives | 6         | Business Related Electives | 3         |
| Economics 440              | 3         | Economics 440              | 3         |
| Management 400             | 3         | Economics 435              | 3         |
| Non-Business Electives     | 3         | Economics 438              | 3         |
|                            |           | Computer Science 120       | 3         |
| <b>Total</b>               | <b>15</b> | <b>Total</b>               | <b>15</b> |



## Curriculum Outline - Entrepreneurship (Total Credits - 125)

| Freshman Year              |           |                            |           |
|----------------------------|-----------|----------------------------|-----------|
| First Semester             | Credits   | Second Semester            | Credits   |
| Biology 101                | 3         | English 102                | 3         |
| English 101                | 3         | Foreign Language Electives | 3         |
| Foreign Language Electives | 3         | Health Education           | 2         |
| History 105/107            | 3         | History 106                | 3         |
| Mathematics 117 or higher  | 3         | Mathematics 130 or higher  | 3         |
| University 101             | 1         | Science 102                | 3         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>17</b> |
| Sophomore Year             |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Accounting 203             | 3         | Accounting 204             | 3         |
| Economics 201              | 3         | Communication Elective     | 3         |
| Humanities 201             | 3         | Economics 202              | 3         |
| Management 215             | 3         | Humanities 202             | 3         |
| Physical Education         | 1         | Management 216             | 3         |
| Speech 103                 | 3         | Physical Education         | 1         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>16</b> |
| Junior Year                |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Non-Business Elective      | 3         | Entrepreneurship 315       | 3         |
| Finance 304                | 3         | Entrepreneurship 350       | 3         |
| Management 301             | 3         | Management 323             | 3         |
| Management 305             | 3         | Management 323             | 3         |
| Marketing 305              | 3         | Management 402             | 3         |
| <b>Total</b>               | <b>15</b> | <b>Total</b>               | <b>15</b> |
| Senior Year                |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Business Related Electives | 3         | Business Related Electives | 6         |
| Entrepreneurship 401       | 3         | Entrepreneurship Elective  | 3         |
| Entrepreneurship 410       | 3         | Management 400             | 3         |
| Entrepreneurship 499       | 3         | Computer Science 120       | 3         |
| Non-Business Elective      | 3         |                            |           |
| <b>Total</b>               | <b>1</b>  | <b>Total</b>               | <b>15</b> |

## Curriculum Outline - Business Management (Total Credits - 125)

| Freshman Year              |           |                            |           |
|----------------------------|-----------|----------------------------|-----------|
| First Semester             | Credits   | Second Semester            | Credits   |
| Biology 101                | 3         | English 102                | 3         |
| English 101                | 3         | Foreign Language Electives | 3         |
| Foreign Language Electives | 3         | Science 102                | 3         |
| History 105/107            | 3         | History 106                | 3         |
| Mathematics 117 or higher  | 3         | Mathematics 130 or higher  | 3         |
| University 101             | 1         | Computer Science 120       | 3         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>18</b> |
| Sophomore Year             |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Accounting 203             | 3         | Accounting 204             | 3         |
| Economics 201              | 3         | Economics 202              | 3         |
| Humanities 201             | 3         | Humanities 202             | 3         |
| Management 215             | 3         | Management 216             | 3         |
| Physical Education         | 1         | Physical Education         | 1         |
| Speech 103                 | 3         | Management 240             | 3         |
|                            |           | Health Education 200       | 2         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>18</b> |
| Junior Year                |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Management 300             | 3         | Management 301             | 3         |
| Management 305             | 3         | Management 312             | 3         |
| Management 321             | 3         | Management 323             | 3         |
| Marketing 305              | 3         | Finance 304                | 3         |
| Elective                   | 3         | Management 400             | 3         |
| <b>Total</b>               | <b>15</b> | <b>Total</b>               | <b>15</b> |
| Senior Year                |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Management 402             | 3         | Management 499             | 3         |
| Electives                  | 12        | Electives                  | 9         |
| <b>Total</b>               | <b>15</b> | <b>Total</b>               | <b>12</b> |

## Curriculum Outline - Marketing (Total Credits - 125)

| Freshman Year              |           |                            |           |
|----------------------------|-----------|----------------------------|-----------|
| First Semester             | Credits   | Second Semester            | Credits   |
| English 101                | 3         | English 102                | 3         |
| Foreign Language Electives | 3         | Foreign Language Electives | 3         |
| History 105/107            | 3         | Health Education           | 2         |
| Mathematics 117 or higher  | 3         | History 106                | 3         |
| Computer Science 120       | 3         | Mathematics 130 or higher  | 3         |
| University 101             | 1         | Physical Science 102       | 3         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>17</b> |
| Sophomore Year             |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Accounting 203             | 3         | Accounting 204             | 3         |
| Economics 201              | 3         | Economics 202              | 3         |
| Humanities 201             | 3         | Humanities 202             | 3         |
| Management 215             | 3         | Management 216             | 3         |
| Physical Education         | 1         | Physical Education         | 1         |
| Speech 103                 | 3         | Biological Science         | 3         |
| <b>Total</b>               | <b>16</b> | <b>Total</b>               | <b>16</b> |
| Junior Year                |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Management 340             | 3         | Finance 304                | 3         |
| Management 301             | 3         | Management 400             | 3         |
| Management 305             | 3         | Marketing 311              | 3         |
| Management 323             | 3         | Marketing 328              | 3         |
| Marketing 305              | 3         | Science 102                | 3         |
| <b>Total</b>               | <b>15</b> | <b>Total</b>               | <b>15</b> |
| Senior Year                |           |                            |           |
| First Semester             | Credits   | Second Semester            | Credits   |
| Electives                  | 3         | Electives                  | 3         |
| Electives                  | 3         | Electives                  | 3         |
| Electives                  | 3         | Electives                  | 3         |
| Electives                  | 3         | Electives                  | 3         |
| Marketing 427              | 3         | Marketing 428              | 3         |
| <b>Total</b>               | <b>15</b> | <b>Total</b>               | <b>15</b> |

## Curriculum Outline - Business Administration – 5-year MBA (Total Credits - 162)

| <b>Freshman Year</b>          |                |                               |                |
|-------------------------------|----------------|-------------------------------|----------------|
| <b>First Semester</b>         | <b>Credits</b> | <b>Second Semester</b>        | <b>Credits</b> |
| English 101                   | 3              | English 102                   | 3              |
| Computer Science 120          | 3              | Health Education 200          | 3              |
| History 105/107               | 3              | History 106                   | 2              |
| Mathematics 117 or higher     | 3              | Mathematics 130 or higher     | 3              |
| Masters in Business Admin 300 | 2              | Masters in Business Admin 201 | 3              |
| Engineering 101               | 2              | Leadership Application        | 1              |
| University 101                | 1              | Speech 103                    | 3              |
| <b>Total</b>                  | <b>17</b>      | <b>Total</b>                  | <b>18</b>      |

| <b>Third (Summer) Semester</b> | <b>Credits</b> |
|--------------------------------|----------------|
| Free Elective                  | 3              |
| <b>Total</b>                   | <b>3</b>       |

| <b>Sophomore Year</b>         |                |                               |                |
|-------------------------------|----------------|-------------------------------|----------------|
| <b>First Semester</b>         | <b>Credits</b> | <b>Second Semester</b>        | <b>Credits</b> |
| Biology 101                   | 3              | Physics 200 OR Science 102    | 3              |
| Economics 201                 | 3              | Economics 202                 | 3              |
| Humanities 201                | 3              | Humanities 202                | 3              |
| Management 215                | 3              | Management 301                | 3              |
| Leadership Application 214    | 2              | Leadership Application 224    | 2              |
| Masters in Business Admin 202 | 3              | Masters in Business Admin 203 | 3              |
| Physical Education (Tennis)   | 1              |                               |                |
| <b>Total</b>                  | <b>18</b>      | <b>Total</b>                  | <b>17</b>      |

| <b>Third (Summer) Semester</b> | <b>Credits</b> |
|--------------------------------|----------------|
| Lower Div Internship MBA 211   | 1              |
| <b>Total</b>                   | <b>1</b>       |

| <b>Junior Year</b>         |                |                             |                |
|----------------------------|----------------|-----------------------------|----------------|
| <b>First Semester</b>      | <b>Credits</b> | <b>Second Semester</b>      | <b>Credits</b> |
| Entrepreneurship 401       | 3              | MBA 323 Financial Report II | 3              |
| Finance 304                | 3              | MBA 315 Mgt. Eng/Bus Assur  | 3              |
| MBA 313 Financial Report I | 3              | Foreign Language            | 3              |
| MBA 315 Mgt. Eng/Bus Assur | 3              | Leadership Application 324  | 2              |

|                               |           |               |           |
|-------------------------------|-----------|---------------|-----------|
| Foreign Language              | 3         | Marketing 427 | 3         |
| Leadership Application 314    | 2         | Free Elective | 3         |
| Physical Education 121 (Golf) | 1         |               |           |
| <b>Total</b>                  | <b>18</b> | <b>Total</b>  | <b>17</b> |

### Senior Year (Fourth Year)

| First Semester                                  | Credits   |
|-------------------------------------------------|-----------|
| Business Elective                               | 3         |
| Free Elective                                   | 3         |
| Leadership Application 515                      | 2         |
| MBA 500 World Business Cultures                 | 3         |
| MBA 502 Critical Analysis/Business Negotiations | 3         |
| MBA 513 Systems Analysis and Design             | 3         |
| <b>Total</b>                                    | <b>17</b> |

**Total Undergraduate Degree Hours: 126**

### Fifth Year (Graduate Student)

| First Semester (Spring)        | Credits   | Summer Semester                | Credits   |
|--------------------------------|-----------|--------------------------------|-----------|
| Leadership Application 525     | 1         | Graduate Internship MBA 511    | 1         |
| MBA 506                        | 3         |                                |           |
| MBA 503 or 504                 | 3         |                                |           |
| Business Elective (Grad Level) | 3         |                                |           |
| <b>Total</b>                   | <b>10</b> | <b>Total</b>                   | <b>1</b>  |
| Second Semester                | Credits   | Third Semester                 | Credits   |
| Leadership Application 615     | 1         | Business Elective (Grad Level) | 3         |
| MBA 681                        | 3         | MBA 620                        | 3         |
| Management 690 or 692          | 3         | MBA 608 or MBA 601             | 3         |
| Management 630 or MBA 642      | 3         | MBA 600                        | 3         |
| Business Elective (Grad Level) | 3         |                                |           |
| <b>Total</b>                   | <b>13</b> | <b>Total</b>                   | <b>12</b> |

**Total Graduate Degree Hours: 36**

**Total Hours: 162**

Hampton University

Hampton, Virginia

School of  
Engineering and  
Technology



**Eric J. Sheppard, Sc.D.**  
**Dean**

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## **SCHOOL OF ENGINEERING AND TECHNOLOGY: DEPARTMENTAL LISTINGS**

### **OFFICE OF THE DEAN**

Eric J. Sheppard, Sc.D., Dean  
Ms. Penny House, Secretary  
Olin Engineering, Room 117  
757-728-6970  
757-728-6974 Fax

### **ASSISTANT TO THE DEAN**

Vacant  
Ms. Joan Manning, Secretary  
Bemis Room 108  
757-728-6970

### **DEPARTMENT OF ARCHITECTURE**

Mr. Robert L. Easter, NOMA, AIA – Chair  
Mrs. Deborah Bowers/Mrs. Darlene Sessoms  
Bemis Hall 200  
Phone: 757-727-5440  
Fax: 757-728-6680

#### **Architecture Faculty**

|                           |                     |                  |          |
|---------------------------|---------------------|------------------|----------|
| Mason Andrews             | Assistant Professor | Bemis Room 101   | 728-6939 |
| Shannon Chance            | Associate Professor | Bemis Room 108   | 727-5640 |
| Wesley Henderson          | Associate Professor |                  |          |
| Ronald Kloster            | Assistant Professor | Bemis Room 108   | 728-4855 |
| David Peronnet            | Assistant Professor | Bemis Room 220-A | 727-5442 |
| Carmina Sanchez-del-Valle | Associate Professor | Bemis Room 101   | 728-6939 |
| Marci Turner              | Assistant Professor |                  |          |
| Daisy Williams            | Assistant Professor | Bemis Room 220-A | 727-5187 |

### **DEPARTMENT OF AVIATION**

Mr. Carey L. Freeman, Chair  
Mrs. Beverly Byrdsong  
Science and Technology 269  
757-727-5418/5519

#### **Aviation Faculty**

|                    |           |                      |          |
|--------------------|-----------|----------------------|----------|
| Margaret Browning  | Professor | Science and Tech 269 | 727-5520 |
| Donna Forsyth Wilt | Professor | Science and Tech 269 | 727-5417 |

### **DEPARTMENT OF CHEMICAL ENGINEERING**

Dr. Eric Sheppard, Sc.D. – Interim Chair  
Ms. Steffini Parker  
Olin Engineering 318  
Phone: 757-727-5288

#### **Chemical Engineering Faculty**

|                     |           |                        |          |
|---------------------|-----------|------------------------|----------|
| Adeyinka A. Adeyiga | Professor | Olin Engineering 318-J | 727-5289 |
| Ates Akyurtlu       | Professor | Olin Engineering 318   | 727-5599 |
| Jale Akyurtlu       | Professor | Olin Engineering 318-C | 727-5589 |
| Morris Morgan       | Professor | Olin Engineering 302-D | 757-5069 |



**DEPARTMENT OF ELECTRICAL ENGINEERING**

Nesim Halyo, Ph.D. – Chair

Ms. Steffini Parker

Olin Engineering 318

Phone: 757-727-5288

**Electrical Engineering Faculty**

|               |                     |                        |          |
|---------------|---------------------|------------------------|----------|
| Quiang Le     | Assistant Professor | Olin Engineering 318-M | 727-5557 |
| Otsebele Nare | Assistant Professor | Olin Engineering 302-B | 727-5818 |
| Weiyang Zhu   | Assistant Professor | Olin Engineering 318-K | 637-2338 |

**Research Faculty and Technicians**

|                 |  |                        |          |
|-----------------|--|------------------------|----------|
| Gregory Goy     |  | Olin Engineering 410   | 727-5938 |
| Vitali Khaikine |  | Olin Engineering 503   | 727-5741 |
| Donald Lyons    |  | Olin Engineering 302-C | 727-5593 |
| Devendra Parmar |  | Olin Engineering 315   | 728-6874 |

# **School of Engineering and Technology**

## **School Mission Statement**

The School of Engineering and Technology offers programs leading to baccalaureate degrees in *Aviation*, *Chemical Engineering*, *Electrical Engineering*, and the Bachelor of Architecture degree in *Architecture*. These programs are designed to prepare graduates not only for advanced study in the major or related fields but also for the interdisciplinary and global workplace.

Additionally, graduates will possess a general educational background that facilitates an awareness of the professional's social responsibilities to the community as well as an appreciation for the importance of continuing professional development and lifelong learning.

The *School of Engineering and Technology* is committed to insuring that higher educational opportunities in the Engineering and Technology professions are available to African Americans as well as informing the community of significant contributions made to the profession by African Americans.

## **The Advisement Process**

Proper advising is a two-way information flow between you and your advisor and should not be confused with the mechanics of registration or mere form-signing. See your faculty advisor often and whenever you need guidance on the educational path you have chosen.

## **Academic Advisement**

In order to clear up difficulties that may arise during your stay here, you must bear the responsibility for actively seeking a solution to your problem(s). Do not be inhibited from asking pertinent questions. Your main sources of help are your advisor and the department chair. If you fulfill your responsibilities in this educational experience, the help you need will be available. Your department will provide you with program-specific information to assist you in advisement and in maintaining your academic schedule.

Although general questions may be answered by the department chair, academic advising is obtained through your assigned faculty advisor. Note that your advisor is always ready to assist you. But the full responsibility for following the course sequence and keeping track of the curriculum requirements falls upon you.

If you are dissatisfied with your advisor despite your best efforts at needed communication, you have the right (and an obligation to yourself) to request a change. This request should be made to your department chair.

## **Personal Advisement**

Personal advising is available through the Center for Academic Support. Professional counselors are available to give help when needed.

Students also tend to confide in a faculty member with whom they have established some rapport.

## **Career Guidance**

Career guidance begins in the individual departments at the freshman year level and is supported by the faculty in their courses and through personal contact throughout your academic tenure. You should also consult the Career Services and Counseling office for further career guidance.

## **Purpose of Prerequisites**

Prerequisites are assigned to certain courses to help you succeed. They provide you with the knowledge and skills you will need to understand the material in subsequent courses. Students who ignore or by-pass the prerequisites have historically had great difficulty in, and often fail, subsequent courses. You should also pay particular attention to adjusting your following semester's courses when you have not achieved the minimum passing grade for a prerequisite course.

## **Statement of Student Responsibility**

This handbook will provide you with many answers to your questions about the curriculum, degree requirements, and electives. Additionally, your faculty advisor is available to expand upon these topics and provide you with information regarding scholarship and career opportunities.

You are responsible for:

- Seeking advisement for registration, add/drop, or withdrawal from courses;
- Meeting the prerequisite and co-requisite courses in your chosen field of study as listed in the university catalog;
- Attending classes regularly and on time;
- Complying with the requirements as set forth in the syllabus of each course you attend;
- Communicating with your professors in the event that you will be absent from class;
- Seeking tutorial assistance from your professors if you encounter academic difficulties;
- Complying with the rules and regulations set forth by the University, and
- Seeking assistance from your faculty and support staff, when needed, in a timely fashion.

## **Attendance**

Faculty members have the right to establish their own policies regarding attendance and tardiness. This information will be found in the syllabus for each course you take. The instructor has responsibility to excuse or not excuse an absence in accordance with the explanation rendered by the student.

Some professors stress class attendance and incorporate it in their grading procedure; others do not. Carefully read the course syllabus distributed at the beginning of each semester regarding attendance. If you are in doubt about the role of attendance in any particular course, ask the instructor.

Absence from class does not relieve you of the responsibility for completing all class assignments. Your instructors are not obligated to provide make-up work if you have missed classes, unless you are able to render a satisfactory explanation for your absence. You are responsible for arranging make-up work with your instructor who will be the sole judge of the satisfactory completion of the course.

Refer to the *Hampton University Academic Catalog* for more information regarding absence from class due to illness, personal or school purposes, death or serious illness in the family, and instructor absences.

### **Grievance Procedures**

Refer to the *Academic Catalog* for the *Grievance Procedure – Undergraduate Students*. This procedure has been established to resolve student problems and issues in a fair and effective manner.

Begin at the source of the disagreement; schedule a conference with your instructor. Be prepared to discuss the issues in a clear and unemotional manner. Often, any misunderstanding can be cleared up at this point.

If you wish to pursue the matter, schedule a conference with your faculty advisor who will guide you through the grievance process. Within the School, follow the levels of authority in the sequence outlined in the *Academic Catalog*: Course instructor, Academic Advisor, Department Chair, and Dean of the School.

### **Laboratory Spaces, Studios and Classrooms**

Learning environment rules are created for your safety and for the protection of the equipment. Each department has its own policies for the use of learning spaces and establishes appropriate classroom procedures and policies regarding room arrangement, accessibility to students, and rules for conduct. Moreover, each department has its own set of unique guidelines. Refer to your course syllabus, your instructor, and the University's *Academic Catalog* regarding classroom policies. Discuss specifics with your instructor; however, note that, in general, smoking is prohibited in all University Buildings; you must heed all posted safety signs and safety instructions from your instructor; and radios and other audio devices (including telephones) may be restricted in most classes, laboratories, and studios.

### **Scholarship and Internship Information**

See your department office or the Office of the Dean of the School of Engineering and Technology to inquire about scholarship and internship opportunities. You should also check regularly with the Office of Career Services and Counseling.

## **DEPARTMENT OF ARCHITECTURE**

**Bemis Hall**

**Room 200, 757-727-5440**

### **Mission Statement**

The Department of Architecture is formally structured into a **five and one-half-year** curriculum leading to the accredited Masters of Architecture first professional degree, which is a terminal degree for licensure as a registered architect. The first year is pre-professional based on incorporating general education core courses necessary for the professional component of the final four years. Growing from one of the earliest programs in the University, the “Trade Schools”, the Architecture Program is accredited by the National Architecture Accreditation Board (NAAB) and has full accreditation.

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Master’s degree programs may consist of a preprofessional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

The Architecture Program is primarily geared towards those who desire preparation to engage in a critical practice of architecture. The department also facilitates environmental and urban design elective courses for the general student body and architecture research opportunities for the faculty community, while connecting to the technological context of the built environment through work with the School’s engineering programs. Architecture education offers unique possibilities which allow students to face the broad challenges confronting the environments of societies and lead in the understanding of these challenges from the level of individual, neighborhoods and nations. The department is dedicated to promoting a global environmental sensitivity, historic preservation facility, and developing an ability in students to bring about important social and environmental change, especially in transitional urban areas and communities of color. The program encourages the exploration of the African diaspora and African American identity in the development and preparation of future professionals while focusing on sustainable urban and water’s edge design. The department sets the framework for the investigation of architecture as a way of thinking about this world while striving to provide an integration of:

- individual imagination with communal responsibilities;
- Theoretical insights with pragmatic speculation;
- Conceptual gestures with tectonic articulation; and
- Contemporary interpretation with histories of architecture.

### **Incoming Freshmen**

The first two years of the five-year program are considered the foundation/pre-professional years. Enrollment in the foundation program is open to any student admitted to the University. Because much

of the architecture curriculum is sequentially structured, students are screened at the end of the first, and each subsequent year, to assure that the prerequisites have been completed with acceptable grades before they are allowed to advance to the next level of courses.

### **Transfer Students**

The transcripts from previous institutions will be evaluated by the Registrar's office and the Department of Architecture.

Transfer students seeking advanced placement in the Design Studio must submit for review a portfolio of work completed at the previous college or university. No transfer credit will be given for the fifth-year Design Studios.

### **Advisor Assignment**

First-year students are assigned to an advisor who will be with them throughout their tenure in the department. Transfer students and graduate level students (in their fifth year) are advised by the department chair.

**Faculty office locations and hours are posted outside each faculty office.** Try to see your advisor outside the studio, during the time posted or telephone in advance for an appointment. Common sense and courtesy on your part should eliminate problems with finding faculty members and gaining adequate access to them.

**Evaluation of Progress.** Each year your advisor reviews your records for academic progress. Grades are evaluated, and your progress will be discussed with you. The chair also reviews mid-semester and final grades, discussing your progress with you and your advisor as necessary.

### **Dismissal Policy**

While all students are reviewed, evaluated and advised throughout their stay in the Department, any student who repeats a major course twice (a total of three attempts to pass) will receive closer examination. Students not earning a passing grade in a major course after the three attempts will be dismissed from the program and not recommended for readmission. The student may request a review by the chair and a faculty committee; otherwise, University policies apply as outlined in the *Hampton University Academic Catalog*.

### **General Academic Information for Architecture**

#### **Attendance**

Prompt and regular attendance is expected in all courses offered by the department. You are expected to work in the studio to receive critiques from faculty and to participate in the studio community life. **Attendance in the studio is mandatory**, unless otherwise cleared with an instructor. Attendance is based upon your being present during **the full meeting time of the class**.

You will be considered absent if you arrive for the class more than ten minutes after the listed starting time.

## **Ownership of Work**

The projects produced in architecture courses as part of class assignments are property of the Department of Architecture and may be retained by the instructor for temporary or permanent display. In most cases, however, the work will be returned promptly to you. Arrangements for documenting work which is to be kept should be made with the instructor. The department assumes no responsibility for student work held for exhibit. Computer programs developed as class or research projects shall remain as property of the department.

## **Plagiarism**

Education in architecture requires original and creative work. It is acknowledged that it is necessary to be familiar with the accomplishments of others in studying architecture, but it must be clearly understood that the conscious presentation of the works of others as one's own ideas is not allowed. In design courses, the imitation of other's design ideas is unacceptable. Likewise, the quotation of other's research without clear documentation of the quoted material and reference to the source is improper. Quotations and other forms of reference to the source are only to support your own ideas. Serious consequences in the form of grade penalties, probation, or suspension from the University may result if plagiarism occurs.

## **Yearly Performance Summaries and Requirements**

The curriculum of the Department of Architecture consists of an orderly sequence which normally requires five and one-half years to complete. The courses outlined in the department handbook have been identified by the faculty as being necessary for architectural education. **It is your responsibility to plan your studies so that you can schedule the required and elective courses you need in the proper sequence.** Your progress may be impeded by not completing courses in sequence. Although your advisor can assist you in selecting courses that are appropriate, you must bear the final responsibility for meeting curricular requirements.

## **Grades in Related Courses**

A passing grade of "C" or better is required in all major related courses (MAT 117-118, PHY 201 and courses prerequisite to this sequence).

## **Requirements for Personal Computer**

Students entering the second-year design studio are required to have a laptop computer with appropriate software for class use. Platform specifications and software requirements will be furnished by the department.

## **Terminal Design/Thesis**

The Design Thesis sequence includes ARC 601 and ARC 602. These two courses must be taken in the Department of Architecture at Hampton University.

No transfer credit from other institutions for these courses will be considered.

The thesis course instructor and the student's faculty advisor, acting as a committee, are responsible for determining passing or failing of each thesis project. The thesis course instructor/coordinator along with

the students are responsible for the approval of the thesis topic, outline, and for guiding the student through to the completion of the project. There shall be scheduled, required reviews throughout the semester, with a required final review by the department faculty at the end of the semester. After the final review, the instructor and advisor will determine the pass/fail status of each thesis student. The thesis studio instructor/coordinator will assign the final letter grade based upon the pass/fail determination of the student's committee. The department faculty shall also determine the best thesis. (See the Department Guidelines for Fifth-Year Thesis Projects).

### **Summer Semester/Travel Requirement**

The Master of Architecture program requires a summer semester after the successful completion of the third-year design studios, consisting of ARC 305 International Urban Travel Studio and ARC 306 International Urban Design Studio. As part of this semester, students are required to take an International Urban Design Study Tour. Duration of travel will vary. The student will bear his or her expenses for such trip.

### **Summer Semester/Community Design Internship**

Students are required to complete a supervised non-credit internship experience involving environmental design work. The internship shall be a minimum of 120 hours/4 weeks. The internship may be undertaken after successful completion of ARC 304 (third-year design studios). (See the Department Guidelines for Community Design Internships).



**DEPARTMENT OF AVIATION**  
**Science and Technology Building**  
**Room 269, 757-727-5418**

**Mission Statement**

The Department of Aviation serves those students at the University who have chosen the field of aviation as their future career option. Historically, African-Americans and women are under-represented in the world of aviation, and the Department seeks to help rectify that oversight by preparing graduates for success in the dynamic and rapidly changing aviation arena. The Department offers five Bachelor of Science degrees: Aviation Management-Administration, Aviation Management-Air Traffic Control, Flight Education, Aviation Computer Science, and Aviation Electronics. The Department's Goals are:

1. To provide an educational setting and methodology that prepares graduates to compete for meaningful careers within the field of aviation.
2. To provide an atmosphere conducive to the encouragement of analytical thought appropriate for professionals and administrators in aviation.
3. To encourage and develop student growth as responsible, perceptive citizens imbued with the distinctive ethical code and culture of Hampton University.
4. To encourage participation in national organizations that will provide graduates with a network of support for their chosen career path.
5. To provide Federal Aviation Administration knowledge testing to the aviation community.
6. To facilitate intern/cooperative opportunities for students with the aviation industry.

**Advisor Assignment**

You will be assigned an advisor when you declare Aviation as your major or minor. Advisor assignment will generally be determined by major: students interested in flying are assigned to faculty member managing the Flight Education Program; students interested in air traffic control are assigned to the faculty member who heads the Air Traffic Control Management program. Management, electronics, and computer science students are assigned to all faculty members. You will normally retain the same advisor throughout your degree program.

**Dismissal Policy**

Hampton University policies apply; consult the *Hampton University Academic Catalog*.

## **DEPARTMENT OF CHEMICAL ENGINEERING**

**Olin Engineering Building**

**Room 318, 757-727-5288**

### **Mission Statement:**

The purpose of the Chemical Engineering Department is to provide a comprehensive and competitive chemical engineering education following the guidelines provided by the Accreditation Board for Engineering and Technology (ABET). The department is committed to serving as a conduit to a profession that has traditionally not been highly accessible to minorities.

The Department of Chemical Engineering is formally structured into a four-year curriculum leading to the Bachelor of Science degree. The first year is spent in a common core program required of all engineering majors. The final three years are spent fulfilling chemical engineering accreditation requirements outlined by the Engineering Accreditation Commission of ABET. This program serves students interested in developing the technical skill sets needed to conceptualize, design, and operate chemical and/or biochemical processes and in applying these skills to a broad range of areas, such as the environment, manufacturing, biotechnology, and nanotechnology.

### **Program Objectives and Outcomes**

The following definitions will be used for program educational outcomes and objectives. The definitions are from the Engineering Accreditation Commission of ABET (see [www.abet.com](http://www.abet.com)).

- Program Educational Objectives – Program educational objectives are broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve.
- Program Outcomes – Program outcomes are narrower statements that describe what students are expected to know and be able to do by the time of graduation. These relate to the skills, knowledge, and behaviors that students acquire in their matriculation through the program.

### **Program Objectives:**

The program develops graduates who are effective problem solvers who:

- Demonstrate competencies basic to success in graduate study or who function as professional chemical engineers;
- Demonstrate effective teamwork, leadership, and communication skills;
- Demonstrate the ability to maintain professional competency through life-long learning;
- Demonstrate knowledge of basic research methodology; and
- Develop a responsibility towards their community and demonstrate this responsibility through service to the profession and the public.

### **Program Outcomes:**

During the course of your time in the Chemical Engineering Program, you must:

- Demonstrate the skills and knowledge to design, control, and operate basic physical, chemical, or biochemical processes for the creation of new material wealth or for the solution of problems in an economical, efficient, safe, environmentally and socially acceptable manner;
- Analyze the operation of basic physical and chemical processes;
- Solve problems related to the operation of basic chemical and physical processes, including the interpretation of results;

- Use basic concepts related to the control of simple chemical and physical processes in designing and operating them;
- Demonstrate competencies related to the design of simple chemical or biochemical processes, development of process alternatives, and selection of the best alternative which is economical, efficient, and environmentally and socially acceptable;
- Demonstrate comprehension of the importance of professional ethics, social consciousness, environmental preservation, product quality, and safety;
- Demonstrate a level of oral communication skills required for technical presentations;
- Demonstrate a level of written communication skills required in writing technical reports and articles;
- Demonstrate skills in finding appropriate information and data to solve problems;
- Work effectively in groups to accomplish assigned tasks and objectives.

### **Assessment**

In addition to your learning being assessed through the grading process, your professors may utilize surveys and other instruments in all engineering classes.

### **Advisor Assignment**

You will be assigned an advisor to assist you as you progress through the program and will remain with the same advisor until you graduate.

### **Dismissal Policy**

Hampton University policies apply; consult the *Hampton University Academic Catalog*.

**DEPARTMENT OF ELECTRICAL ENGINEERING**  
**(Including Computer Engineering)**  
**Olin Engineering Building**  
**Room 318, 757-727-5597**

**Mission Statement**

The mission of the Electrical and Computer Engineering programs is to provide a state-of-the-art, academically enriched environment for students such that they will acquire the knowledge necessary for entry-level positions as professional engineers and/or graduate school. Along with a technical education, graduates are prepared to cultivate a capacity for creative and dynamic problem-solving and to foster a desire to contribute to the culture and society in which they live. The Electrical Engineering and Computer Engineering programs educate problem-solvers with a high level of technological competency and social responsibility. Furthermore, all students will have developed the skills and acquired the basic knowledge necessary to be successful in graduate study or for the entry-level positions as electrical or computer engineers.

**Program Objectives and Outcomes**

The following definitions will be used for program educational outcomes and objectives. The definitions are from the Engineering Accreditation Commission of (ABET, see [www.abet.com](http://www.abet.com)).

- **Program Educational Objectives** – Program educational objectives are broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve.
- **Program Outcomes** – Program outcomes are narrower statements that describe what students are expected to know and be able to do by the time of graduation. These relate to the skills, knowledge, and behaviors that students acquire in their matriculation through the program.

**Program Objectives:**

The program develops graduates who are prepared for careers as electrical or computer engineers where they will:

- Demonstrate the skills and knowledge to design, develop, evaluate, and operate basic electrical or computer systems for the solution of problems in an economical, efficient, safe, and environmentally acceptable manner;
- Demonstrate effective teamwork, leadership, and communication skills;
- Demonstrate a social and environmental awareness and understanding that will enable them to fulfill their responsibilities as productive citizens in the general society abiding by professional ethics.
- Demonstrate preparation for and a commitment to intellectual, creative, and professional growth.

**Program Outcomes:**

At the completion of the Electrical Engineering Program, you will:

- Demonstrate competencies in the application of the science, mathematics and computational methods basic to success as a professional electrical engineer or as a graduate student.
- Demonstrate the ability to solve open-ended problems related to the operation of basic electrical or computer systems and to interpret the results.
- Demonstrate the capability to design electrical or computer systems optimized by customer, cost, safety, or environmental constraints.

- Demonstrate comprehension of the importance of environmental issues.
- Demonstrate a level of oral communication skills required for presenting written technical reports and articles for review.
- Demonstrate skills in finding appropriate technical information and data to solve electrical or computer engineering problems.
- Work effectively in groups to accomplish assigned tasks and objectives related to electrical or computer engineering.
- Demonstrate the ability to identify and solve societal problems in an effective and professional manner.
- Demonstrate an appreciation for the community effects of engineering decisions.
- Demonstrate awareness of the importance to remain professionally competent through self-study and the pursuit of advanced graduate-level education.

### **Assessment:**

In addition to your learning being assessed through the grading process, your professors may also utilize surveys and other instruments in all engineering classes.

### **Advisor Assignment**

The chair manages the advising process and generally assigns advisors according to students' last names of the students. You will remain with the same advisor until you graduate thereby having one faculty member who, through tracking your progress, is closely involved in your education.

### **Dismissal Policy**

University policies apply; consult the *Hampton University Academic Catalog*.

## CURRICULA OUTLINES

### **Department of Architecture Curriculum Outline For the Master of Architecture Degree**

| <b>Freshman Year</b>            | <b>Semester</b> |                 | <b>Sophomore Year</b>   | <b>Semester</b> |     |
|---------------------------------|-----------------|-----------------|-------------------------|-----------------|-----|
|                                 | 1st             | 2 <sup>nd</sup> |                         | 1st             | 2nd |
| Architecture 101-102            | 5               | 5               | Architecture 200        | 3               |     |
| Art Elective                    |                 | 3               | Architecture 201-202    | 5               | 5   |
| Computer Science 120            | 3               |                 | Architecture 203        | 3               |     |
| English 101-102                 | 3               | 3               | Architecture 213        |                 | 3   |
| Health Education 200            |                 | 2               | Architecture 207, 208   | 3               | 3   |
| Mathematics 117-118             | 3               | 3               | Communication 103       |                 | 3   |
| Physical Education Activities 1 | 1               | 1               | Physics 201             | 4               |     |
| University 101                  | 1               |                 | Social Science Elective |                 | 3   |
| Total                           | 16              | 17              | Total                   | 18              | 17  |

| <b>Junior Year</b>   | <b>Semester</b> |                 | <b>Lower Senior Year</b>       | <b>Semester</b> |     |
|----------------------|-----------------|-----------------|--------------------------------|-----------------|-----|
|                      | 1st             | 2 <sup>nd</sup> |                                | 1st             | 2nd |
| Architecture 303-304 | 5               | 5               | Architecture 405-406           | 5               | 5   |
| Architecture 309-310 | 3               | 3               | Architecture 411               |                 | 3   |
| Architecture 314-315 | 3               | 3               | Architecture 414               | 3               |     |
| Architecture 317     |                 | 3               | Architecture 417-418           | 3               | 3   |
| Elective             | 3               |                 | Electives                      | 3               | 3   |
| Humanities 201-202   | 3               | 3               | Electives(Art, Social Science) | 3               | 3   |
| Total                | 17              | 17              | Total                          | 17              | 17  |

#### **Summer After Junior Year**

|                         |   |
|-------------------------|---|
| Architecture 305        | 3 |
| Elective (Architecture) | 3 |
| Total                   | 6 |

#### **Summer After Lower Senior Year**

|            |            |
|------------|------------|
| Internship | non-credit |
|------------|------------|

| <b>Upper Senior Year</b> | <b>Semester</b> |            |
|--------------------------|-----------------|------------|
|                          | 1st             | 2nd        |
| Architecture 601-602     | 5               | 6          |
| Architecture 617-618     | 3               | 3          |
| Electives                | 6               |            |
| Electives (Architecture) | 3               | 3          |
| Total                    | 17              | 12         |
| <b>Total Credits</b>     |                 | <b>171</b> |

**Department of Aviation**  
**Curriculum Outline – Aviation Computer Science**  
**For the Bachelor of Science Degree**

| <b>Freshman Year</b>          | <b>Semester</b> |                 | <b>Sophomore Year</b>         | <b>Semester</b> |     |
|-------------------------------|-----------------|-----------------|-------------------------------|-----------------|-----|
|                               | 1st             | 2 <sup>nd</sup> |                               | 1st             | 2nd |
| Computer Science 151*, 152* 4 |                 | 3               | Computer Science 204*, 251* 3 |                 | 3   |
| Aviation 201, 202             | 3               | 3               | Aviation 325, 302             | 3               | 3   |
| English 101-102               | 3               | 3               | Mathematics 151, 152          | 4               | 4   |
| Mathematics 117, 118          | 3               | 3               | Physics 203-204               | 3               | 3   |
| University 101                | 1               |                 | Physics 215-216               | 1               | 1   |
| Health 200                    |                 | 2               | Psychology 203                | 3               |     |
| Physical Education Elective   | 1               | 1               | Oral Communications 103       |                 | 3   |
| Computer Science 120          |                 | 3               |                               |                 |     |
| Total                         | 15              | 18              | Total                         | 17              | 17  |

| <b>Junior Year</b>    | <b>Semester</b> |                 | <b>Senior Year</b>                       | <b>Semester</b> |            |
|-----------------------|-----------------|-----------------|------------------------------------------|-----------------|------------|
|                       | 1st             | 2 <sup>nd</sup> |                                          | 1st             | 2nd        |
| Computer Science 215* | 3               |                 | Computer Science Elective* (Upper Level) | 3               |            |
| Aviation 301, 310     | 3               | 3               | Aviation/Comp. Sci                       | 3               | 3          |
| Aviation 304, 305     | 3               | 3               | Mathematics 305                          |                 | 3          |
| Humanities 201-202    | 3               | 3               | Life Science                             |                 | 3          |
| History 105, 106      | 3               | 3               | Aviation 402                             |                 | 3          |
| Aviation Elec.        |                 | 3               | Capstone**                               | 6               |            |
|                       |                 |                 | Social Studies Elec                      |                 | 3          |
| Total                 | 15              | 15              | Total                                    | 16              | 13         |
|                       |                 |                 | <b>Total Credit Hours</b>                |                 | <b>120</b> |

**Department of Aviation**  
**Curriculum Outline – Aviation Electronics**  
**For the Bachelor of Science Degree**

| <b>Freshman Year</b>     |                 |                 | <b>Sophomore Year</b>     |                 |                 |
|--------------------------|-----------------|-----------------|---------------------------|-----------------|-----------------|
|                          | <b>Semester</b> |                 |                           | <b>Semester</b> |                 |
|                          | 1 <sup>st</sup> | 2 <sup>nd</sup> |                           | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Mathematics 151, 152     | 4               | 4               | Mathematics 260           | 3               |                 |
| English 101, 102         | 3               | 3               | Physics 204               | 3               |                 |
| Engineering 101, 102     | 2               | 3               | Physics 216               | 1               |                 |
| Aviation 201, 202        | 3               | 3               | Aviation 304              | 3               |                 |
| University 101           | 1               |                 | Engineering 213, 208      | 3               | 4               |
| History 105/107          | 3               |                 | Engineering 215, 218      | 2               | 3               |
| Physics 203              |                 | 3               | Engineering 220           |                 | 1               |
| Physics 215              |                 | 1               | Health 200                |                 | 2               |
| Physical Education       | 1               | 1               | Speech 103                |                 | 3               |
|                          |                 |                 | Biology 101               |                 | 3               |
| Total                    | 17              | 17              | Total                     | 15              | 16              |
|                          |                 |                 |                           |                 |                 |
| <b>Junior Year</b>       |                 |                 | <b>Senior Year</b>        |                 |                 |
|                          | <b>Semester</b> |                 |                           | <b>Semester</b> |                 |
|                          | 1 <sup>st</sup> | 2 <sup>nd</sup> |                           | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Aviation 301, 302        | 3               | 3               | Aviation 408, 407         | 3               | 3               |
| Electrical Egr. 302, 307 | 3               | 3               | Aviation Elective         |                 | 3               |
| Electrical Egr. 310, 312 | 1               | 1               | Electrical Egr. 306, 304  | 3               | 3               |
| Electrical Egr. 303, 403 | 3               | 3               | Electrical Egr. 313       | 1               |                 |
| Electrical Egr. 311, 431 | 1               | 1               | Electrical Egr. 409       | 2               |                 |
| Humanities 201, 202      | 3               | 3               | Electrical Egr. 412       | 4               |                 |
| Psychology 203           |                 | 3               | Electrical Egr. 434       | 1               |                 |
|                          |                 |                 | Social Science Elective   |                 | 3               |
|                          |                 |                 | History 106               |                 | 3               |
| Total                    | 14              | 17              | Total                     | 14              | 15              |
|                          |                 |                 |                           |                 |                 |
|                          |                 |                 | <b>TOTAL CREDIT HOURS</b> |                 |                 |
|                          |                 |                 | <b>125</b>                |                 |                 |



**Department of Aviation**  
**Curriculum Outline – Aviation Management**  
**For the Bachelor of Science Degree**  
**Air Traffic Control Management Concentration**

| <b>Freshman Year</b> | <b>Semester</b> |                 | <b>Sophomore Year</b> | <b>Semester</b> |                 |
|----------------------|-----------------|-----------------|-----------------------|-----------------|-----------------|
|                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |                       | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Mathematics 117, 130 | 3               | 3               | Humanities 201, 202   | 3               | 3               |
| English 101, 102     | 3               | 3               | Psychology 203        |                 | 3               |
| History 105/107, 106 | 3               | 3               | Management 215        | 3               |                 |
| Aviation 201, 202    | 3               | 3               | Chemistry 150         |                 | 3               |
| Computer Science 120 |                 | 3               | Aviation 325, 302     | 3               | 3               |
| Health 200           | 2               |                 | Management 205        |                 | 3               |
| Physical Education   | 1               | 1               | Communications 103    | 3               |                 |
| University 101       | 1               |                 | Biology 101           | 3               |                 |
| Total                | 16              | 16              | Total                 | 15              | 15              |

| <b>Junior Year</b>        | <b>Semester</b> |                 | <b>Senior Year</b>   | <b>Semester</b> |                 |
|---------------------------|-----------------|-----------------|----------------------|-----------------|-----------------|
|                           | 1 <sup>st</sup> | 2 <sup>nd</sup> |                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Aviation 326              | 3               | 3               | Aviation 425, 440    | 3               | 3               |
| Aviation 340              |                 | 3               | Aviation 426, 441    | 3               | 3               |
| Aviation 341              | 3               |                 | Aviation 408, 402    | 3               | 3               |
| Aviation 301, 310         | 3               | 3               | Aviation 304         | 3               |                 |
| Aviation 305              | 3               |                 | Aviation Elective or |                 | 3               |
| Economics 201, 202        | 3               | 3               | Management 370       |                 |                 |
| Aviation Elective         |                 | 3               | Management 301, 305  | 3               | 3               |
| Total                     | 15              | 15              | Total                | 15              | 15              |
| <b>Total Credit Hours</b> |                 |                 |                      | <b>122</b>      |                 |

**Department of Aviation**  
**Curriculum Outline – Flight Education**  
**For the Bachelor of Science Degree**

| <b>Freshman Year</b> | <b>Semester</b> |                 | <b>Sophomore Year</b> | <b>Semester</b> |                 |
|----------------------|-----------------|-----------------|-----------------------|-----------------|-----------------|
|                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |                       | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| English 101, 102     | 3               | 3               | Aviation 203          | 3               |                 |
| History 105/107, 106 | 3               | 3               | Aviation 216          | 1               |                 |
| Aviation 201, 202    | 3               | 3               | Aviation 311          |                 | 3               |
| Aviation 215         |                 | 1               | Aviation 315          |                 | 1               |
| Chemistry 150        | 3               |                 | Humanities 201, 202   | 3               | 3               |
| Computer Science 120 |                 | 3               | Mathematics 117,130   | 3               | 3               |
| Health 200           | 2               |                 | Physical Education    | 1               | 1               |
| Biology 101          |                 | 3               | Psychology 203        |                 | 3               |
| University 101       | 1               |                 | Communications 103    | 3               |                 |
| Total                | 15              | 16              | Total                 | 14              | 14              |

| <b>Junior Year</b> | <b>Semester</b> |                 | <b>Senior Year</b> | <b>Semester</b> |                 |
|--------------------|-----------------|-----------------|--------------------|-----------------|-----------------|
|                    | 1st             | 2 <sup>nd</sup> |                    | 1st             | 2 <sup>nd</sup> |
| Aviation 301,302   | 3               | 3               | Aviation 304       | 3               |                 |
| Aviation 312,      | 3               |                 | Aviation 321       | 3               |                 |
| Aviation 325       | 3               |                 | Aviation 406, 407  | 3               | 3               |
| Aviation 310       |                 | 3               | Aviation 415, 416  | 1               | 1               |
| Aviation 335, 336  | 1               | 1               | Sociology Elective | 3               |                 |
| Aviation 316       | 1               |                 | Aviation Elective  |                 | 3               |
| Aviation Elective  |                 | 3               | Management 400     |                 | 3               |
| Physics 201        | 4               |                 | Management 301     | 3               |                 |
| Physics 215        | 1               |                 | Physics 303        |                 | 3               |
| Management 205     |                 | 3               | Total              | 16              | 13              |
| Mathematics 105    |                 | 3               |                    |                 |                 |
| Total              | 16              | 16              |                    |                 |                 |

**Total Credit Hours                      120**

**Department of Chemical Engineering**  
**Curriculum Outline**  
**For the Bachelor of Science Degree**

| <b>Freshman Year</b> | <b>Semester</b> |                 |  | <b>Sophomore Year</b> | <b>Semester</b> |                 |
|----------------------|-----------------|-----------------|--|-----------------------|-----------------|-----------------|
|                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |  |                       | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| MAT 151,152          | 4               | 4               |  | MAT 260               | 3               |                 |
| CHE 201, 202         | 4               | 4               |  | PHY 219               | 3               |                 |
| PHY 203, 204         | 3               | 3               |  | CME 201, 202          | 2               | 3               |
| PHY 215, 216         | 1               | 1               |  | CHE 301, 302          | 4               | 4               |
| EGR 101, 102         | 2               | 3               |  | BIO 105               | 4               |                 |
| ENG 101, 102         | 3               | 3               |  | HEA 200               | 2               |                 |
| UNV 101              | 1               |                 |  | EGR 208               |                 | 3               |
| Total                | 18              | 18              |  | CME 303               |                 | 3               |
|                      |                 |                 |  | COM 103               |                 | 3               |
|                      |                 |                 |  | CSC 120               |                 | 3               |
|                      |                 |                 |  | Total                 | 18              | 19              |

| <b>Junior Year</b>        | <b>Semester</b> |                 |  | <b>Senior Year</b>      | <b>Semester</b> |                 |
|---------------------------|-----------------|-----------------|--|-------------------------|-----------------|-----------------|
|                           | 1 <sup>st</sup> | 2 <sup>nd</sup> |  |                         | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| HUM 201, 202              | 3               | 3               |  | CME 405                 | 3               |                 |
| EGR 307                   | 3               |                 |  | CME 407, 408            | 3               | 3               |
| CME 307, 308              | 4               | 3               |  | CME 409                 | 1               |                 |
| CME 304                   | 4               |                 |  | CME 411, 412            | 2               | 2               |
| HIS 105/107               | 3               |                 |  | EGR 226                 | 3               |                 |
| CME 306                   |                 | 4               |  | CME 420                 |                 | 1               |
| Chemistry Elective (Adv.) |                 | 4               |  | EGR 303                 |                 | 3               |
| HIS 106                   |                 | 3               |  | Technical Elective      | 3               | 3               |
| Total                     | 17              | 17              |  | Social Science Elective | 3               | 3               |
|                           |                 |                 |  | Total                   | 18              | 15              |

**Total Credits                      140**

**Department of Electrical Engineering**  
**Curriculum Outline - Electrical Engineering**  
**For the Bachelor of Science Degree**

| <b>Freshman Year</b> | <b>Semester</b> |                 |  | <b>Sophomore Year</b>      | <b>Semester</b> |                 |
|----------------------|-----------------|-----------------|--|----------------------------|-----------------|-----------------|
|                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |  |                            | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Chemistry 201-202    | 4               | 4               |  | Communication 103          | 3               |                 |
| English 101-102      | 3               | 3               |  | Computer Science 120       | 3               |                 |
| Engineering 101-102  | 2               | 3               |  | Electrical Engineering 228 |                 | 3               |
| History 105/107      | 3               |                 |  | Engineering 208            |                 | 3               |
| Mathematics 151-152  | 4               | 4               |  | Engineering 213, 218       | 3               | 3               |
| Physics 203, 204     | 3               | 3               |  | Engineering 219            | 3               |                 |
| Physics 215, 216     | 1               | 1               |  | Engineering 220            |                 | 1               |
| University 101       | 1               |                 |  | Health Education 200       |                 | 2               |
| Total                | 18              | 18              |  | History 105/107, 106       | 3               | 3               |
|                      |                 |                 |  | Mathematics 260            | 3               |                 |
|                      |                 |                 |  | Total                      | 18              | 15              |

| <b>Junior Year</b>              | <b>Semester</b> |                 |  | <b>Senior Year</b>              | <b>Semester</b> |                 |
|---------------------------------|-----------------|-----------------|--|---------------------------------|-----------------|-----------------|
|                                 | 1 <sup>st</sup> | 2 <sup>nd</sup> |  |                                 | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Economics 201/202               | 3               |                 |  | Electrical Engineering 306      | 3               |                 |
| Electrical Engineering 302      | 3               |                 |  | Electrical Engineering 313      | 1               |                 |
| Electrical Engineering 303-3043 | 3               | 3               |  | Electrical Engineering 408, 412 | 3               | 4               |
| Electrical Engineering 307      |                 | 3               |  | Electrical Engineering 409, 413 | 2               | 2               |
| Electrical Engineering 310      | 1               |                 |  | Electrical Engineering 420      | 1               |                 |
| Electrical Engineering 311-312  | 1               | 1               |  | Electrical Engineering 433      | 1               |                 |
| Electrical Engineering 403      |                 | 3               |  | Electrical Engineering 434-436  | 1               | 1               |
| Electrical Engineering 411      |                 | 3               |  | Social Science Elective         |                 | 3               |
| Electrical Engineering 431      |                 | 1               |  | Technical Electives             | 3               | 6               |
| Electrical Engineering 435      |                 | 1               |  | Total                           | 15              | 16              |
| Humanities 201-202              | 3               | 3               |  |                                 |                 |                 |
| Mathematics 305                 | 3               |                 |  |                                 |                 |                 |
| Total                           | 17              | 18              |  |                                 |                 |                 |

|                      |  |  |  |  |            |
|----------------------|--|--|--|--|------------|
| <b>Total Credits</b> |  |  |  |  | <b>135</b> |
|----------------------|--|--|--|--|------------|

**Department of Electrical Engineering**  
**Curriculum Outline - Computer Engineering**  
**For the Bachelor of Science Degree**

| <b>Freshman Year</b> | <b>Semester</b> |                 | <b>Sophomore Year</b>      | <b>Semester</b> |                 |
|----------------------|-----------------|-----------------|----------------------------|-----------------|-----------------|
|                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |                            | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Chemistry 201-202    | 4               | 4               | Communication 103          | 3               |                 |
| Engineering 101-102  | 2               | 3               | Computer Science 120       | 3               |                 |
| English 101-102      | 3               | 3               | Computer Science 151-152   | 4               | 3               |
| Mathematics 151-152  | 4               | 4               | Electrical Engineering 228 |                 | 3               |
| Physics 203, 204     | 3               | 3               | Engineering 208            |                 | 3               |
| Physics 215, 216     | 1               | 1               | Engineering 213, 218       | 3               | 3               |
| University 101       | 1               |                 | Engineering 219, 220       | 3               | 1               |
| Total                | 18              | 18              | Health Education 200       |                 | 2               |
|                      |                 |                 | History 105/107            |                 | 3               |
|                      |                 |                 | Mathematics 260            | 3               |                 |
|                      |                 |                 | Total                      | 19              | 18              |

| <b>Junior Year</b>                 | <b>Semester</b> |                 | <b>Senior Year</b>              | <b>Semester</b> |                 |
|------------------------------------|-----------------|-----------------|---------------------------------|-----------------|-----------------|
|                                    | 1 <sup>st</sup> | 2 <sup>nd</sup> |                                 | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Economics 201/202                  |                 | 3               | Electrical Engineering 415      | 3               |                 |
| Electrical Engineering 302         | 3               |                 | Electrical Engineering 417, 420 | 3               | 1               |
| Electrical Engineering 303 - 304   | 3               | 3               | Electrical Engineering 482, 483 | 2               | 2               |
| Electrical Engineering 310         | 1               |                 | Electrical Engineering 488, 489 | 1               | 1               |
| Electrical Engineering 311 – 31211 | 1               | 1               | Electrical Engineering 515      | 3               |                 |
| Electrical Engineering 307         |                 | 3               | Social Science Elective         |                 | 3               |
| Electrical Engineering 403         |                 | 3               | Technical Electives             | 3               | 7               |
| Electrical Engineering 431         |                 | 1               | Total                           | 15              | 14              |
| History 106                        | 3               |                 |                                 |                 |                 |
| Humanities 201, 202                | 3               | 3               |                                 |                 |                 |
| Mathematics 305                    | 3               |                 |                                 |                 |                 |
| Total                              | 17              | 17              |                                 |                 |                 |

**Total Credits                      136**

## SET Academic Advisement Conference Form

PreRegistration for Term/Year

Registration for Term/Year

|              |                |             |       |
|--------------|----------------|-------------|-------|
| Student Name | Classification | GPA         | Major |
| ID#          | Cell Phone     | Local Phone |       |

### Courses Recommended by Advisor

Printed Advisor's Name \_\_\_\_\_ Department \_\_\_\_\_

| Course Number | CRN No. | Days | Time | Bldg/Rm | CR HRs | Prereq Satisfied<br>Y, N, N/A | Co-Req Satisfied<br>Y, N, N/A | Substitution for: | Remarks – Recommended Courses<br><br>√ - Registered<br>X - Not Registered( <u>Explain</u> )<br>(example: Closed, Full, etc.) |
|---------------|---------|------|------|---------|--------|-------------------------------|-------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------|
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |
|               |         |      |      |         |        |                               |                               |                   |                                                                                                                              |

**Advisor's Notes/Comments:**

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On this date, I advised this student after looking through the student's file: (Date & Signature)

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**Student's Notes/Comments:**

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On this date, I met with my advisor for a conference: (Date & Signature)

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*Scripps Howard*  
*School*  
*Of*  
*Journalism & Communications*

**STUDENT ADVISEMENT  
GUIDEBOOK**

**Mrs. Rosalynne Whitaker-Heck, Interim Dean**

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**Journalism and Communications Course Catalog**

**This student guidebook is a reference guide to be used throughout your academic progress as a major in the Scripps Howard School of Journalism and Communications. The guidebook outlines procedures specific to important matters such as advising, graduation requirements, portfolio components, academic integrity, the curriculum and keeping informed about scholarships, media competitions, job openings and internships. For information not addressed in the guidebook, feel free to ask your instructors or the assistant deans.**



Hampton University  
Scripps Howard School of Journalism and Communications  
[www.hamptonu.edu/shsjc](http://www.hamptonu.edu/shsjc)

**Undergraduate Curriculum (Beginning Fall 2004)**  
**FREQUENTLY ASKED QUESTIONS**

**WHAT MAJORS ARE OFFERED IN THE SCHOOL?**

The Scripps Howard School of Journalism and Communications offers three majors

- Broadcast Journalism
- Print Journalism
- Public Relations

**WHAT IS REQUIRED FOR ADMISSION INTO THE SCHOOL?**

Freshmen and Transfer Students are considered pre-majors. To *enter* the Scripps Howard School of Journalism and Communications, pre-majors are required to:

- Pass the entrance exam
- Pass JAC 101 Media in a Multicultural Society and JAC 110 Introduction to Media Writing with a “C” grade or better
- Have and maintain a 2.5 GPA.
- Complete 30 credit hours (Sophomore Classification) of academic credit.
- Successfully complete an interview with designated SHSJC faculty.

*Once the requirements are met, then students become majors in the school.*

**WHAT IS REQUIRED FOR GRADUATION FROM THE SCHOOL?**

To *graduate* from the Scripps Howard School of Journalism and Communications, majors must:

- Have a 2.5 grade point average in journalism and communications courses
- Complete 128 credit hours, of which 80 are outside of the school, 65 are in the liberal arts and sciences and no more than 48 are in journalism and communications; additionally, majors cannot complete more than six total credit hours in JAC 465 (Internship) and JAC 467 (Practicum)
- Complete at least 18 credit hours of a university-approved minor or an 18-credit hour school-approved *area of emphasis (AOE) with a grade of “C” or higher*. The minor and the AOE must be outside of the Scripps Howard School.
- Complete a school-approved 150-hour internship at a media organization appropriate to the student’s major
- Complete a portfolio of student work that demonstrates that 1) the student has mastered the basic skills of his or her major and 2) that the student’s work reflects a critical and ethical understanding of the profession

**WHAT COURSES ARE REQUIRED?**

All majors will be required to complete the following 18-credit hour journalism and communications core of courses *with a grade of “C” or higher*:

- JAC 101: Media in a Multicultural Society

- JAC 110: Introduction to Media Writing
- JAC 200: Introduction to Visual Media
- JAC 404: Ethics in Journalism and Communications
- Two of these 400-level courses: JAC 400 - Persuasion and Propaganda, JAC 405 - Media Law, JAC 406 - Media Management, JAC 407 - Media Criticism, or JAC 408 - American Media History

To complete the curriculum, students satisfy courses in one of the following *three majors with a grade of "C" or higher*:

**Broadcast Journalism** – 15 hours

JAC 210: Reporting and News Writing  
 JAC 265: Introduction to Radio and Television Production  
 JAC 340: Broadcast News Writing  
 JAC 440: Broadcast News Production  
 JAC 495: Senior Capstone

Plus: 9 hours of electives in journalism and communications

**Print Journalism** – 12 hours

JAC 210: Reporting and News Writing  
 JAC 310: Advanced Reporting and News Writing for the Print Media  
 JAC 410: News Editing  
 JAC 495: Senior Capstone

Plus: 12 hours of electives in journalism and communications

**Public Relations** – 15 hours

JAC 210: Reporting and News Writing  
 JAC 220: Principles of Public Relations  
 JAC 320: Public Relations Writing and Production  
 JAC 420: Research for Public Relations  
 JAC 495: Senior Capstone

Plus: 9 hours of electives in journalism and communications

## **Scripps Howard School of Journalism and Communications**

### **Mission Statement:**

The Scripps Howard School of Journalism and Communications is committed to providing its students with quality education while emphasizing the development of integrity and high ethical standards. Couched in a strong liberal arts framework and grounded in the University's mission to develop graduates for professional leadership positions and scholarly service, the School's curriculum includes both theory and practice.

The School provides students with the fundamental skills inherent to journalism and communications that (1) stress thorough reporting, writing and critical inquiry and analysis of information for dissemination to publics in a diverse society, (2) advance the practice of journalism and communications with a sense of responsibility, and (3) contribute to the scholarly body of knowledge of journalism and communications. Faculty members embody industry experience and scholarly achievement. The educational program reaches beyond the classroom through partnerships with businesses and professional organizations.

The School values the creation of new knowledge, the enhancement of existing knowledge, and a faculty that exemplifies both professional and academic scholarship. Along with the expectation of teaching excellence, faculty members provide professional and scholarly contributions to the journalism and communications' body of knowledge through research, and creative and/or professional activity.

The "Hampton Ethos" is steeped in high standards of social responsibility, ethical accountability, and personal integrity. This serves as a foundation for students developing and applying essential skills to build and shape a value system good for a lifetime of service. Consistent with the University's philosophy, the School embraces both freedom of expression and respect for self and others while rejecting deceptiveness and dishonesty.

**SCRIPPS HOWARD  
SCHOOL OF JOURNALISM & COMMUNICATIONS**

**FACULTY/STAFF DIRECTORY  
2010**

| <b>Faculty/Staff Names</b>  | <b>Room</b> | <b>Ext.</b> | <b>Email Addresses</b>               |
|-----------------------------|-------------|-------------|--------------------------------------|
| Prof. Battinto Batts        | 216         | 5677        | Battinto.batts@hamptonu.edu          |
| Prof. Drew Berry            | 117         | 5412        | Berrydrew@aol.com                    |
| Professor Allie-Ryan Butler | 214         | 6004        | Allie-Ryan.Butler@hamptonu.edu       |
| Prof. Earl Caldwell         | 217         | 2020        | Earl.caldwell@hamptonu.edu           |
| Prof. Wayne Dawkins         | 114         | 5437        | Wayne.dawkins@hamptonu.edu           |
| Prof. Sheila Douglas        | 209         | 6789        | Shelia.douglas@hamptonu.edu          |
| Prof. Chris Leonard         | 115         | 6754        | William.leonard@hamptonu.edu         |
| Prof. Francis McDonald      | 234         | 5713        | Francisc.mcdonald@hamptonu.edu       |
| Prof. Joy McDonald          | 211         | 5993        | Joy.mcdonald@hamptonu.edu            |
| Prof. Reggie Mitchell       | 130         | 5726        | Reginald.mitchell2@hamptonu.edu      |
| Pro. Susan Sharp            | 218         | 6753        | Susan.sharp@hamptonu.edu             |
| Prof. Roz Whitaker-Heck     | 209         | 5622        | Rosalynne.whitaker-heck@hamptonu.edu |
| Prof. Van Dora Williams     | 116         | 6926        | Vandora.williams@hamptonu.edu        |
| WHOV-88.1 FM                | 119         | 5670        | WHOV-88.1 FM                         |

*Prefixes 727-5\_\_\_\_, 728-6\_\_\_\_, 637-2\_\_\_\_,*

## About Your School

The School of Journalism and Communications prepares students for careers in three fields: print journalism, broadcast journalism and public relations.

To strengthen and expand the School's programs, Dr. William R. Harvey, the University President, has designated journalism and communications as a "program of distinction" with a goal of becoming one of the nation's top ten journalism and communications programs. To support that goal, the Scripps Howard Foundation has committed \$10 million over 10 years, beginning in 2000. This investment will endow a professorship, bring visiting professionals to campus, fund scholarships and provide state-of-the-art equipment for students' use in course work.

The school's curriculum strive to meet the demands of changing technology, an increasingly diverse society and Hampton University's mission to educate students to become leaders in their professions. The school's programs focus on professional skills and the underlying theories of communication. The curricula distinguishes the press from other forms of mass media and highlights the press' role and obligations in a democracy and under the First Amendment.

Throughout the curricula, students learn to report, write, edit and use technology, such as the Internet and video and audio equipment, appropriate to their major. The curricula emphasize strong writing skills that are a foundation for success in any of the majors.

Many of the courses are intensive, hands-on laboratory courses in which students practice the skills they will need in their professions. For example, students in public relations learn to prepare brochures, write press releases, plan events and conduct campaigns. Print and broadcast journalism students, for example, learn to report on a multicultural society to assure that many "voices" are heard in the public dialogue. Further, students are trained to cover news accurately, fairly and quickly on deadline. The aim is to prepare students to compete strongly in the job market and to succeed in their fields.

## Keeping Informed

There are several ways to keep informed about school-related events, scholarships, internships, jobs, competitions and student organization activities:

**E-mail:** All majors should check their HU pipeline accounts. Be sure to check your e-mail address provided to you by the university. Hotmail and other types of accounts are not always used to disseminate official university and school information. Be sure to delete all read messages so your pipeline mailbox can accept new messages.

**Information Boards:** Check the first and second floor bulletin boards for announcements. Do not post information on the boards without permission from the main office. Do not remove

information from the bulletin boards. Additional information about opportunities posted on the second floor information board can be found in the blue lockers.

**Intranet:** Information of importance to our majors and various forms can be found on Blackboard at Scripps Howard School IQ.

**Atrium screen:** From time to time, we will display messages on the atrium screen.

**Classroom announcements:** For some events and activities, your instructors will make announcements during class time.

**School's website:** This site is useful to prospective students, faculty and others interested in our school. The website address is: <http://www.hamptonu.edu/shsjc>.

### **HOW TO SIGN UP FOR COURSE PRE-REGISTRATION APPOINTMENTS WITH YOUR ADVISOR**

Once students become second semester freshmen, it's time to follow the class registration process at the Scripps Howard School.

Follow this checklist:

1. Right before midterm exams, look on the Scripps Howard school bulletin boards in the hallways for a list of advisors. Find your name, then note the professor who is assigned to be your advisor.
2. Look on the faculty marquee by the elevator and locate your advisor's office number, i.e. SH 213.
3. Go to the advisor's office door. Sign up for an advisement appointment. Some professors have a sign-up book, others use [www.mysignup.com](http://www.mysignup.com). Be sure to record your name, phone number, e-mail and be sure to remember what day and time you signed up to be advised. Arrive on time.
4. When you arrive for your advisement appointment, be sure to bring a hard copy of your most recent, unofficial transcript. This can be found at HUNet. Also, be sure to bring a list of courses you would like to take during the upcoming semester. These courses can be located on HUNet. You do not have to have your pin number just to see available courses. Record the 5-digit course number, the course section and the day and time the class meets.
5. Plan to spend at least 30 minutes at your advisement appointment. Your advisor will record the grades from your previous semester, double-check that you are on track for graduation, make sure that you are fulfilling all the requirements for remaining in the school, including a 2.5 GPA, selecting a minor or area of emphasis, completing an internship and building a portfolio.
6. On occasion, your advisor could change. Be sure to check the bulletin board each semester for your advisor's name.
7. Seniors will be assigned a designated Senior Advisor who will conduct a Graduation Audit as part of the graduation process.

8. Once you and your advisor agree on the courses you need to take for the following semester, the advisor will give you a PIN number. Use this PIN number to actually register for classes on HUNet.
9. The advisor will keep a signed copy of your course registration form in your school advisement folder. If for any reason, you change the classes that you have selected, be sure to notify your advisor.

## **Student Policies**

### **Academic Dishonesty:**

The Scripps Howard School of Journalism and Communications has a zero tolerance policy toward academic dishonesty. Violations include cheating, fabrication, plagiarism, interference and facilitating academic dishonesty.

Of particular concern to our school is the issue of plagiarism. Plagiarism is the act of intentionally or unintentionally taking credit for someone else's work in text or graphic form. Each faculty member will discuss how to avoid plagiarism in your classes. Faculty members have the discretion to fail students who plagiarize assignments. Students can appeal instructor recommendations to the appropriate chair. However, most cases of plagiarism will result in a grade of "F" on the assignment, test or project AND dismissal from the course with a course grade of "F." Repeated cases will result in a recommendation for dismissal from the university.

### **Required Attendance at School Events:**

For some activities, students are required to attend lectures given in the Robert P. Scripps Auditorium. Some of the events are in the evening. In most instances, students will receive extra course credit for attending these events. Check with your instructor(s) for his/her procedure for earning extra credit. Attire for required events is business casual.

### **Computer Labs:**

Only students who are journalism and communications majors or non-majors enrolled in our courses will have access to the computer labs. Students must have their university ID cards to enter the labs and to print documents. Students using the labs must not allow students without ID cards to enter the labs. Computers are not for personal use. The Network Administrator has the authority to monitor how students are using the computers and support center printers.

### **Mandatory Advising:**

Prior to pre-registration you must meet with your assigned advisor. Pre-registration will not be considered valid without the signature of the specific faculty member on the registration request. If you choose to alter your schedule, you must report it immediately to your adviser for clearance. If you fail to follow the procedures of pre-registration and registration, you cannot be assured of graduating on time from Hampton University.

**Course Load:**

The normal course load per semester is 15 to 18 semester hours. If you wish to take additional semester hours, you must obtain permission from the school deans or designee.

**Prerequisites:**

Each course offered by the School of Journalism and Communications has its prerequisites listed in the University Academic catalog. You are required to meet graduation requirements in sequence and in a timely manner according to these prerequisites. You will not be permitted, under any circumstances, to take a course and its listed prerequisite simultaneously without approval from the instructor.

**Course Enrollment Limit (caps) Overrides:**

Enrollment caps (limits) are placed on most courses. Only under exceptional circumstances will the course instructor lift these caps. If you are a senior and require a closed course for graduation, you must request an override from the instructor assigned to teach the course(s). You should register for courses as early as possible.

**Dual Majors:**

If you wish to graduate with dual majors, you must satisfy all requirements in each major. The General Education sequence must be completed once. Pursuing a dual major requires that you maintain at least a 2.5 GPA. In order to declare a dual major, you must be accepted as a major by both schools/departments. You must have an academic advisor in each school/department. As a student in the journalism and communications program, you cannot have dual majors or minors within the program. If you desire a dual major, you must file a dual major form in the Office of the Registrar on or before the end of your sophomore year. When you satisfy all graduation requirements for the dual major, you will receive a single diploma listing both majors.

**Minor or Area of Emphasis**

The Scripps Howard School's faculty believes that all of its students will benefit by pursuing additional expertise in one area of study; therefore, all students in the school are required to complete *outside of the school* either 1) an official minor as outlined by the university or 2) an 18-hour *area of emphasis* that is designed in consultation with an academic advisor in the School of Journalism and Communications.

**Minors in the Scripps Howard School of Journalism and Communications**

(For students who are not pursuing majors in the School of Journalism and Communications. All minors are 18 credit hours.)

**Broadcast Journalism**

- JAC 101: Media in a Multicultural Society
- JAC 110: Introduction to Media Writing
- JAC 200: Introduction to Visual Media
- JAC 210: Reporting and News Writing
- JAC 265: Intro to Radio/TV Production



- JAC 340: Broadcast News Writing

#### Print Journalism

- JAC 101: Media in a Multicultural Society
- JAC 110: Introduction to Media Writing
- JAC 200: Introduction to Visual Media
- JAC 210: Reporting and News Writing
- JAC 310: Advanced Reporting and News Writing for the Print Media
- JAC 410: News Editing

#### Public Relations

- JAC 101: Media in a Multicultural Society
- JAC 110: Introduction to Media Writing
- JAC 200: Introduction to Visual Media
- JAC 210: Reporting and News Writing
- JAC 220: Principles of Public Relations
- Plus one of these courses:
  - JAC 320: Public Relations Writing and Production
  - JAC 400: Persuasion and Propaganda
  - JAC 420 Research for Public Relations

## Student Organizations

Student organizations expand students' horizons and connect them to the professional world. Our students are members of several organizations, including:

### **National Association of Black Journalists:**



National Association of Black Journalists

This is the leading organization of African-American journalists and communications professionals. Our students participate in special NABJ programs through a partnership funded by the Scripps Howard Foundation.

### **Kappa Tau Alpha:**



Founded in 1910 at the University of Missouri, this is the National Honor Society of journalism and mass communication. The Hampton University Chapter was chartered in 1981. Its purpose is to recognize and encourage outstanding and good character among the students. Membership is restricted to juniors and seniors who rank in the upper 10 percent of their class.

### **Radio Club:**



Open to all Hampton University students interested in learning more about the radio industry. Members are introduced to leaders in the recording and radio industries through monthly meetings and they have the opportunity for many on-air, programming and production positions available at WHOV-FM, the campus radio station.

### **Public Relations Student Society of America:**



In 2001, a chapter of the Public Relations Student Society of America at Hampton University was approved by the national organization of public relations professionals. The PRSSA Charter Chapter provides our public relations students with exciting opportunities for internships, conferences, competitions and networking.

### **WEB SITES**

Kappa Tau Alpha - <http://www.missouri.edu/~ktahq>

NABJ – <http://www.nabj.org>

PRSA Student Society of America - <http://www.prssa.org>

*Look for notices announcing meeting dates, times and locations.*

## **Course Requirements**

The school sets a core of required courses for each student in his or her sequence. The core requirements include courses from the University's General Education sequence and courses from other departments to meet graduation and accreditation standards. All students must have 128 credit hours to graduate. Of those, the student may take no more than 36 credit hours in the major, in courses offered by the school and other departments designated by the school. Students also must take at least 92 credit hours in courses unrelated to the profession. Of those, at least 65 credit hours must be in the traditional Liberal Arts and Sciences. The University's required courses UNV 101 and PED, physical education activity, do not count toward the 65 credit hours in Liberal Arts and Sciences. But they are counted toward the TOTAL 128 credit hours required for graduation.

For transfer students, the school will accept no more than six (6) hours credit in the major taken at another university. Students must take the following core skills courses at Hampton University: JAC 210 Reporting and News Writing 1; JAC 340: Broadcast News Writing; JAC: 440 Broadcast News Production 1; JAC 445: Advanced Broadcast News; JAC 320: Public Relations Writing and Productions; JAC 420 Research for Public Relations; and JAC 495: Senior Capstone.

Students also take outside electives, courses chosen from any department outside the school. To qualify as an outside elective, the course must be unrelated to the journalism or communications professions. Beginning in Spring 2004, two of the 3-credit outside electives for all journalism and communications majors can be satisfied with courses within the School of Journalism and Communications. Students can choose either a 3-credit JAC course to satisfy a 3-hour outside elective, or students can take a total of three 1-credit JAC courses to satisfy a 3-hour outside elective.

Because much of the school's course work demands computer skills, students are strongly encouraged to take the University's required introductory Computer science course as early as possible. Students will be more likely to succeed in the courses if they have basic computer skills in typing, word processing, e-mail and Internet searching.

### **Additional Requirements:**

Students entering the school must fulfill two additional requirements for graduation:

1. An approved internship appropriate to the student's sequence.  
The internship must include at least 150 hours in a professional setting and must be supervised. The internship can be paid or unpaid. Students may take the internship for academic credit or without academic credit. The School and the University will help students find internships, but students are also expected to find internships on their own and to get approval before applying for the internship to meet the graduation requirement.

Students with a GPA of 2.7 or higher may take the approved internship for academic credit only after successfully completing their junior year.

2. A portfolio of work.

The portfolio will demonstrate that the student has mastered the basic skills of his or her sequence. It likely will be part of the student's application to an employer for a job after graduation. For example, a portfolio for a print journalism student would include published clips of his or her stories that could be sent to an editor as part of a job application. A broadcast journalism student's portfolio may include a "resume reel" of video tape and scripts of stories he or she has covered or produced. A public relations portfolio might include brochures, press releases or the elements of a campaign created for a client.

To fulfill the portfolio requirement, the students must begin early in their sequences to accumulate material. For example, students might write for the *Hampton Script*, the student newspaper; report news for WHOV, the campus radio station; or work on projects sponsored by student chapters of professional organizations such as the Public Relations Student Society of America. Work, such as clips and videotape, from internships also may contribute to the student's portfolio.

### Broadcast Journalism

Our broadcast journalism program aims to turn out the next generation of Gwen Ifills, Ed Bradleys, Bernard Shaws, and Carole Simpsons. Our students practice digital editing of video and audio. They write and design for the Web. They learn strong news judgment and ethics. They report and write their own stories. They produce a newscast. They become solid journalists. To gain these skills and concepts, students follow this series of courses:

#### *Freshman Year*

##### Fall Courses

##### Spring Courses

|                                       |           |                                |           |
|---------------------------------------|-----------|--------------------------------|-----------|
| BIO 101 Nature of Life                | 3         | MAT 109 or higher              | 3         |
| ENG 101 Written Comm I                | 3         | ENG 102 Written Comm II        | 3         |
| HEA 200 Health Education              | 2         | COM 103 Oral Comm              | 3         |
| HIS 105 Civ I <u>or</u> HIS 107 AfrAm | 3         | HIS 106 World Civ II           | 3         |
| JAC 101 Media/Multi Society           | 3         | JAC 110 Intro to Media Writing | 3         |
| PED ____ (1 hour)                     | 1         | PED ____ (1 hour)              | 1         |
| UNV 101 Individual & Life             | 1         |                                |           |
| <b>TOTAL</b>                          | <b>16</b> | <b>TOTAL</b>                   | <b>16</b> |

## Sophomore Year

### Fall Courses

### Spring Courses

|                                                                    |           |                                                                 |           |
|--------------------------------------------------------------------|-----------|-----------------------------------------------------------------|-----------|
| JAC 200 Visual Media                                               | 3         | JAC 210 Reporting & News Writing                                | 3         |
| MAT 110 or higher                                                  | 3         | PSY 203 Intro to Psychology                                     | 3         |
| HUM 201 Humanities I                                               | 3         | HUM 202 Humanities II                                           | 3         |
| SCI 102 Intro to Phy Sci <u>or</u><br>ESC 204 Intro to Env Science | 3         | ECO 200 Intro to Econ or ECO 201<br>(Macro) or ECON 202 (Micro) | 3         |
| CSC 120 Computer Science                                           | 3         | 3 hour free elective                                            | 3         |
| SOC 205 Intro to Sociology                                         | 3         | JAC 265 Intro to Radio/TV Prod                                  | 3         |
| <b>TOTAL</b>                                                       | <b>18</b> | <b>TOTAL</b>                                                    | <b>18</b> |

## Junior Year

### Fall Courses

### Spring Courses

|                                |           |                                        |           |
|--------------------------------|-----------|----------------------------------------|-----------|
| JAC 340 Broadcast News Writing | 3         | *JAC _____                             | 3         |
| PHI 210 Philosophy             | 3         | 3 hr English Elective (200 level or >) | 3         |
| POL 201 Intro to Political Sci | 3         | JAC 404 Media Ethics                   | 3         |
| 3 hour minor course            | 3         | JAC 440 Broadcast News Production      | 3         |
| 3 hour minor course            | 3         | 3 hour minor course                    | 3         |
| <b>TOTAL</b>                   | <b>15</b> | <b>TOTAL</b>                           | <b>15</b> |

## Senior Year

### Fall Courses

### Spring Courses

|                         |           |                      |           |
|-------------------------|-----------|----------------------|-----------|
| *JAC _____              | 3         | 3 hour JAC elective  | 3         |
| JAC 495 Senior Capstone | 3         | 3 hour JAC elective  | 3         |
| 3 hour minor course     | 3         | 3 hour minor course  | 3         |
| 3 hour free elective    | 3         | 3 hour free elective | 3         |
| 3 hour JAC elective     | 3         | 3 hour minor course  | 3         |
| <b>TOTAL</b>            | <b>15</b> | <b>TOTAL</b>         | <b>15</b> |

TOTAL Credits 128

\*ANY TWO OF THE FOLLOWING: JAC 400 Persuasion/Propaganda or JAC 405 Media Law or JAC 406 Media Management or JAC 407 Media Criticism or JAC 408 American Media History

\*\*Students must satisfy 18 credit hours with either a university-approved minor or a school-approved Area of Emphasis.

## Print Journalism

These days, print journalism cuts across technology and delivery systems - from traditional newspapers to the Web. Our print journalism students learn the professional skills and concepts to pursue their careers across those technologies. They get a solid grounding in reporting, editing, ethics, news judgment, layout and design. Many work for student publications and professional news organizations. To gain these skills and concepts, students follow this series of courses:

### Freshman Year

#### Fall Courses

#### Spring Courses

|                                |    |                                |    |
|--------------------------------|----|--------------------------------|----|
| BIO 101 Nature of Life         | 3  | MAT 109 or higher              | 3  |
| ENG 101 Written Comm I         | 3  | ENG 102 Written Comm II        | 3  |
| HEA 200 Health Education       | 2  | COM 103 Oral Comm              | 3  |
| HIS 105 Civ I or HIS 107 AfrAm | 3  | HIS 106 World Civ II           | 3  |
| JAC 101 Media/Multi Society    | 3  | JAC 110 Intro to Media Writing | 3  |
| PED ____ (1 hour)              | 1  | PED ____ (1 hour)              | 1  |
| UNV 101 Individual & Life      | 1  |                                |    |
| TOTAL                          | 16 | TOTAL                          | 16 |

### Sophomore Year

#### Fall Courses

#### Spring Courses

|                                                             |    |                                                                 |    |
|-------------------------------------------------------------|----|-----------------------------------------------------------------|----|
| JAC 200 Visual Media                                        | 3  | JAC 210 Reporting & News Writing                                | 3  |
| MAT 110 or higher                                           | 3  | PSY 203 Intro to Psychology                                     | 3  |
| HUM 201 Humanities I                                        | 3  | HUM 202 Humanities II                                           | 3  |
| SCI 102 Intro to Phy Sci or<br>ESC 204 Intro to Env Science | 3  | ECO 200 Intro to Econ or ECO 201<br>(Macro) or ECON 202 (Micro) | 3  |
| CSC 120 Computer Science                                    | 3  | 3 hour minor course                                             | 3  |
| SOC 205 Intro to Sociology                                  | 3  | 3 hour ENG elective (200 level or >)                            | 3  |
| TOTAL                                                       | 18 | TOTAL                                                           | 18 |

### Junior Year

#### Fall Courses

#### Spring Courses

|                                    |   |                     |   |
|------------------------------------|---|---------------------|---|
| JAC 310 Advanced News Writing      | 3 | *JAC _____          | 3 |
| PHI 210 Philosophy                 | 3 | 3 hr JAC elective   | 3 |
| POL 201 Intro to Political Science | 3 | 3 hour minor course | 3 |
| 3 hour minor course                | 3 | 3 hour minor course | 3 |

|                      |    |                      |    |
|----------------------|----|----------------------|----|
| JAC 404 Media Ethics | 3  | JAC 410 News Editing | 3  |
| TOTAL                | 15 | TOTAL                | 15 |

### Senior Year

Fall Courses

Spring Courses

|                         |    |                      |    |
|-------------------------|----|----------------------|----|
| *JAC _____              | 3  | 3 hour JAC elective  | 3  |
| JAC 495 Senior Capstone | 3  | 3 hour JAC elective  | 3  |
| 3 hour JAC elective     | 3  | 3 hour minor course  | 3  |
| 3 hour minor course     | 3  | 3 hour free elective | 3  |
| 3 hour free elective    | 3  | 3 hour free elective | 3  |
| TOTAL                   | 15 | TOTAL                | 15 |

TOTAL 128

\*ANY TWO OF THE FOLLOWING: JAC 400 Persuasion/Propaganda or JAC 405 Media Law or JAC 406 Media Management or JAC 407 Media Criticism or JAC 408 American Media History

\*\*Students must satisfy 18 credit hours with either a university-approved minor or a school-approved Area of Emphasis.

### Public Relations

*Our public relations students prepare for multi-faceted careers in public and community relations. They develop the skills they will use as journalists - news judgment, reporting, and writing. They learn to do reliable research, be spokespeople and strategists, develop campaigns and create relationships among different communities. To gain these skills and concepts, students follow this series of courses:*

### Freshmen Year

Fall Courses

Spring Courses

|                                |    |                                |    |
|--------------------------------|----|--------------------------------|----|
| BIO 101 Nature of Life         | 3  | MAT 109 or higher              | 3  |
| ENG 101 Written Comm I         | 3  | ENG 102 Written Comm II        | 3  |
| HEA 200 Health Education       | 2  | COM 103 Oral Comm              | 3  |
| HIS 105 Civ I or HIS 107 AfrAm | 3  | HIS 106 World Civ II           | 3  |
| JAC 101 Media/Multi Society    | 3  | JAC 110 Intro to Media Writing | 3  |
| PED ____ (1 hour)              | 1  | PED ____ (1 hour)              | 1  |
| UNV 101 Individual & Life      | 1  |                                |    |
| TOTAL                          | 16 | TOTAL                          | 16 |

## Sophomore Year

### Fall Courses

### Spring Courses

|                                                             |    |                                                                 |    |
|-------------------------------------------------------------|----|-----------------------------------------------------------------|----|
| JAC 200 Visual Media                                        | 3  | JAC 210 Reporting & News Writing                                | 3  |
| MAT 110 or higher                                           | 3  | PSY 203 Intro to Psychology                                     | 3  |
| HUM 201 Humanities I                                        | 3  | HUM 202 Humanities II                                           | 3  |
| SCI 102 Intro to Phy Sci or<br>ESC 204 Intro to Env Science | 3  | ECO 200 Intro to Econ or ECO 201<br>(Macro) or ECON 202 (Micro) | 3  |
| CSC 120 Computer Science                                    | 3  | JAC-220 Prin of Public Relations                                | 3  |
| SOC 205 Intro to Sociology                                  | 3  | 3 hour ENG elective (200 level or >)                            | 3  |
| TOTAL                                                       | 18 | TOTAL                                                           | 18 |

## Junior Year

### Fall Courses

### Spring Courses

|                                    |    |                                   |    |
|------------------------------------|----|-----------------------------------|----|
| JAC 320 PR Writing/Production      | 3  | *JAC _____                        | 3  |
| PHI 210 Philosophy                 | 3  | JAC 420 Research/Public Relations | 3  |
| POL 201 Intro to Political Science | 3  | 3 hour minor course               | 3  |
| 3 hour minor course                | 3  | 3 hour minor course               | 3  |
| JAC 404 Media Ethics               | 3  | 3 hour free elective              | 3  |
| TOTAL                              | 15 | TOTAL                             | 15 |

## Senior Year

### Fall Courses

### Spring Courses

|                         |    |                      |    |
|-------------------------|----|----------------------|----|
| *JAC _____              | 3  | 3 hour JAC elective  | 3  |
| 3 hour minor course     | 3  | 3 hour JAC elective  | 3  |
| JAC 495 Senior Capstone | 3  | 3 hour minor course  | 3  |
| 3 hour JAC elective     | 3  | 3 hour free elective | 3  |
| 3 hour free elective    | 3  | 3 hour minor course  | 3  |
| TOTAL                   | 15 | TOTAL                | 15 |

TOTAL 128

\*ANY TWO OF THE FOLLOWING: JAC 400 Persuasion/Propaganda or JAC 405 Media Law or JAC 406 Media Management or JAC 407 Media Criticism or JAC 408 American Media History

\*\*Students must satisfy 18 credit hours with either a university-approved minor or a school-approved Area of Emphasis.



## **Internship Requirements**

### **To Satisfy the Graduation Requirements (all majors must satisfy this requirement to graduate)**

Students can fulfill the graduation requirement for an internship if they meet the following criteria:

1. Have successfully passed the school's entrance exam
2. Have completed one academic year of study in the School of Journalism and Communications
3. Have earned a 2.5 cumulative GPA or better
4. Have secured a journalism or communication-focused internship, which means a majority of the duties a student will be required to perform **MUST** involve working with and around the media.

### **Receive Course Credit for an Internship and Fulfill the Graduation Requirement**

Students may opt to enroll in **JAC 465 – Journalism and Communications Internship** – and they will receive three hours of course credit. By enrolling in JAC 465, students will satisfy the 3-hour JAC elective requirement.

1. If you have already taken other 3-hour JAC electives, **DO NOT** enroll in JAC 465. This class is not necessary to graduate.
2. Students can enroll in JAC 465 **ONLY** if they meet the following criteria:
  - a. Have earned a 2.7 or better cumulative GPA
  - b. Have approval from the internship coordinator to enroll in JAC 465 for the semester in which they will complete the internship
  - c. Have completed their junior year (Exceptions subject to internship coordinator's approval.)

### **Once you have enrolled in JAC 465, you **MUST**:**

1. File an application with the Career Center, 113 Wigwam Building (**failure to do so could result in the student not receiving three hours of course credit**).
2. You must have the internship contract signed by the internship coordinator.
3. Pre-register for JAC 465 and pay the tuition fees, including all traffic tickets, library fees, etc., by the university deadline.

### **Reminder:**

1. If you enroll in JAC 465 for the summer term, you **MUST** pay your tuition bill before you leave campus in the spring. You will not receive a bill in the mail.
2. All paperwork is due to the internship coordinator and the Career Center on the last day of classes of the term in which credit is given.

### **Internship Requirements:**

All students who participate in an internship experience, either to satisfy the graduation requirement and/or to earn course credit, must complete the following requirements:

1. Complete the internship contract available on the Blackboard website under Scripps Howard School IQ or <https://courses.hamptonu.edu>.
2. To receive credit, all internships **must have prior approval**. No retroactive credit is available for internships in progress or completed.

3. Write two to three paragraphs detailing your responsibilities and duties at the internship.
4. Detail the dates and hours you plan to work at the internship.
  - a. You must work a minimum of 150 hours during the internship.
  - b. Your schedule should be negotiated with your immediate supervisor.

You must submit all of the above information to the internship coordinator before starting your internship. The internship coordinator will review all applications and notify the student if it has been approved.

1. Generally, part-time jobs on campus will not be accepted to complete the internship requirement.
2. During the internship, you must complete Daily Work Sheets available on the Blackboard website under Scripps Howard School IQ or <https://courses.hamptonu.edu>.
  - a. The intern must provide a diary of the activities completed while working with his or her media organization. These sheets will be turned in as part of your packet within 30 days of the completion of your internship.
  - b. This diary must detail the day-by-day activities undertaken by the student and each entry should be a minimum of three complete sentences.
  - c. The intern should highlight new experiences and events that expanded his/her knowledge of the company and industry.

**After Completing the Internship:**

1. The intern's immediate supervisor must complete an evaluation or write a letter stating his/her impression of the intern's abilities
2. Supervisor evaluation forms are available on the Blackboard website under Scripps Howard School IQ or <https://courses.hamptonu.edu>.
  - a. Supervisor's letter must be an honest appraisal of the student's strength and weaknesses.
  - b. Supervisor's letter should also include recommendations for improvement and any observations the supervisor feels will improve the intern's chances of continued employment in the type of company in which the student is interning.
3. The student must complete the Student Evaluation form available on the Blackboard website under Scripps Howard School IQ or <https://courses.hamptonu.edu>

**The daily worksheets, supervisor's evaluation and student evaluation are due to the Internship Coordinator 30 days after completing the internship. All materials submitted to the internship coordinator must be typed. Any late submissions will not receive graduation credit for the internship.**

## Portfolio Requirements

The portfolio will demonstrate that the student has mastered the basic skills of his or her sequence. It likely will be part of the student's application to an employer for a job after graduation. For example, a portfolio for a print journalism student would include published clips of his or her stories that could be sent to an editor as part of a job application. A broadcast journalism student's portfolio may include a "resume reel" of video tape and scripts of stories he or she has covered or produced. A public relations student's portfolio might include brochures, press releases or the elements of a campaign created for a client

To fulfill the portfolio requirement, students are strongly encouraged to begin early in their major to accumulate material. For example, students might write for the *Hampton Script*, the student newspaper; report news for WHOV, the campus radio station; or work on projects sponsored by student chapters of professional organizations such as the Public Relations Student Society of America. Work, such as clips and videotape, from internships also may contribute to the student's portfolio.

### **BUILDING YOUR PORTFOLIO:**

The Scripps Howard School of Journalism and Communications is preparing you to become a graduate with *demonstrated* knowledge and skills for a highly competitive career in the media/communications industry.

**How will you demonstrate how prepared you are?** As part of your major requirements, you will need to complete a **Portfolio**. One section of the portfolio must be a collection of specific assignments throughout your time in the Scripps Howard school that reflects what you have learned in your major. A second section of the portfolio must include WORK SAMPLES for you to show to prospective employers. Those assignments and work samples can come from your courses, an internship, or other professional experiences. **You cannot graduate without a portfolio.**

**How will you get your portfolio started?** Each course instructor will identify PORTFOLIO SPECIFIC ASSIGNMENTS (PSAs) in the course syllabus. Once you complete the PSA, the course instructor will evaluate your PSAs using a rubric that will reflect certain ACEJMC Student Competencies. The course instructor will return the PSA and the completed rubric to you at some point in the course. You will be responsible for the safekeeping of the PSA and its rubric. You are expected to place all PSA/rubric documents that you collect over the years in a binder for safekeeping.

**When do I submit the Portfolio?** When you enroll in JAC 495 – Senior Capstone, that instructor will ask you for your portfolio. If you do not have a "healthy" dose of portfolio assignments by that time, you will be at risk of not passing the JAC 495 course and not graduating.

**What should I have in my Portfolio?** Listed below are suggested PSAs. This is not an exhaustive list or a list of "must haves." Remember, your course instructor will provide you with opportunities

to produce submissions for your portfolio that are related to the course. In addition, you have an opportunity to use internship, externship and other experiences to produce portfolio submissions.

1. radio production/news air checks
2. video production/ news resume tapes
3. broadcast copy/scripts/treatments/story outlines/ad copy (properly formatted)
4. professionally oriented class projects and reports (ad campaign presentations, media plans, pitches, research reports, legal briefs)
5. Multimedia CDs, web pages, photography, podcasts
6. Clippings of published stories and/or photos in any print media, print ads, graphics
7. Newspaper, magazine or any publication page layouts the student has designed
8. News, feature, op-ed pieces and other copy written for class assignments
9. Ad, PR, or corporate copy, media kits and storyboards
10. Products from internships
11. Research papers from any courses related to the journalism/communications industry.

As part of their course work, students will also take a “capstone” course. The “Senior Capstone” course will polish students’ skills to assure that they are ready for the job market or graduate school. It may include a project appropriate for the sequence. Work from the capstone course may also contribute to the student’s portfolio.

*Hampton University*  
*Hampton, VA 23668*

# *School of Liberal Arts*



*Mamie E. Locke, Ph.D.*  
*Dean*

# School of Liberal Arts

## Hampton University

### FREQUENTLY ASKED QUESTIONS

- 1) Can I take **two** different foreign languages to fulfill my language requirement?

ANSWER: NO. All foreign languages have to be taken in sequence. Refer to the Hampton University Academic Catalog. Under the heading “School of Liberal Arts,” read the information provided for “Department of Modern Foreign Languages.”

- 2) Why am I *not permitted* to take more than twenty-one (21) hours, if I agree to take full responsibility for the additional hours?

ANSWER: The School of Liberal Arts seeks to protect students’ overall grade point averages and, in essence, academic retention. Therefore, its policy maintains that the maximum number of hours a student can take is 21. There will be NO exceptions at the school level.

- 3) My English 101 class (or English 102 class, Spanish 101 class, Spanish 102 class) has been cancelled. What am I supposed to do, especially since this course cannot be taken out of sequence?

ANSWER: Register for the course NEXT semester, if it is offered, or take it during the summer. NOTE: complete your general course requirements during your freshman or sophomore year to avoid conflicts with the core classes later.

- 4) What am I supposed to do when I cannot get into the Foreign Language Laboratory to fulfill my foreign language lab requirement?

ANSWER: Budget your time more wisely and put forth the effort. The lab requirement is included **on the syllabus**; students have the entire semester to complete the required hours. The problem arises when students wait until the end of the semester when lines and wait time are long. Refer to the Hampton University Academic Catalog. Under the heading “School of Liberal Arts,” read the information provided for “Department of Modern Foreign Languages.”

- 5) Can I take sequential courses (e.g., ENG 101 and ENG 102) at the same time?

ANSWER: NO. In most instances, the first course is a prerequisite for the other.

- 6) What is the grade needed to pass a class in the major?

ANSWER: The grade needed for courses required in the major is “C.” Refer to the Hampton University Academic Catalog. Under the heading “General Academic Policies and Regulations,” read “Repetition of Courses.”

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## **SCHOOL OF LIBERAL ARTS: DEPARTMENTAL LISTING**

### **DEAN**

Mamie E. Locke, Ph.D.  
Mrs. Sandra Ivery, Secretary  
Armstrong Hall, Room 119  
(757) 727-5400/5676  
FAX: (757) 727-5047  
Email: [mamie.locke@hamptonu.edu](mailto:mamie.locke@hamptonu.edu)

### **ASSISTANT DEAN**

Christina Pinkston Streets, Ph.D.  
Ms. Theresa Parker, Secretary  
Armstrong Hall, Room 117  
(757) 727-5401  
FAX: (757) 727-5047  
Email: [christina.pinkston-betts@hamptonu.edu](mailto:christina.pinkston-betts@hamptonu.edu)

### **ASSISTANT TO THE DEAN**

Mr. Novelle Dickenson  
Ms. Hollomond /Ms. Hundley, Secretaries  
Martin Luther King Hall, Room 249  
(757) 727-5479/5208  
Email: [novelle.dickenson@hamptonu.edu](mailto:novelle.dickenson@hamptonu.edu)

## **DIVISION OF ARTS AND HUMANITIES**

### **Department of English**

Dr. John Alewynse, Chair  
Mrs. Patricia Brunson, Secretary  
Armstrong Hall, Room 217  
(757) 727-5421

### **Department of Fine & Performing Arts**

Dr. Karen Ward, Chair  
Ms. Chelonda Walker, Secretary  
Armstrong Hall, Room 144  
(757) 727-5402/5416

### **Program in Humanities**

Dr. Anne Pierce, Ph.D., Program Director  
Ms. Tina Crocker, Secretary  
Armstrong Hall, Room 320  
(757) 727-5546

### **Department of Music**

Dr. Shelia Maye, Chair  
Ms. Calandra Harris, Secretary  
Armstrong Hall, Room 133  
(757) 728-6508

### **Department of Modern Foreign Languages**

Dr. Michele Lewis, Chair  
Ms. Selena Williams-Nobles, Secretary  
Armstrong Hall, Room 300  
(757) 727-5098

## **DIVISION OF SOCIAL & BEHAVIOR SCIENCES**

### **Department of Military Science**

Lt. Col. Harry Green  
Ms. Jackie Walters, Secretary  
Armstrong Slater, Room 200  
(757)727-5245

### **Department of Political Science/History**

Dr. Patrick Lewis, Chair  
Ms. Lessie Hollomond, Secretary  
Ms. Norma Hundley, Secretary  
Martin Luther King Hall, Room 249  
(757) 727-5749/5208

### **Department of Psychology**

Dr. Linda Malone-Colon, Chair  
Mrs. Bridgett Brown, Secretary  
Martin Luther King Hall, Room 238  
(757) 727-5301

### **Department of Sociology**

Dr. Christina Pinkston-Streets, (Acting Chair)  
Ms. Hope Fenderson, Secretary  
Martin Luther King Hall, Room 246  
(757) 727-5338

### **Behavioral Sciences and Research**

Dr. Zina McGee, Director  
Phenix Hall, Room 114  
(757) 727-5100

## **SCHOOL OF LIBERAL ARTS: FACULTY LISTING**

### **ENGLISH**

|                      |           |          |                                                                                  |
|----------------------|-----------|----------|----------------------------------------------------------------------------------|
| Dr. John Alewynse    | AR217A    | X5421    | <a href="mailto:john.alewynse@hamptonu.edu">john.alewynse@hamptonu.edu</a>       |
| Dr. Paula Barnes     | AR333     | X5339    | <a href="mailto:paula.barnes@hamptonu.edu">paula.barnes@hamptonu.edu</a>         |
| Mr. Phill Branch     | AR322     | X5178    | <a href="mailto:phill.branch@hamptonu.edu">phill.branch@hamptonu.edu</a>         |
| Ms. Shonda Buchanan  | AR222     | X6525    | <a href="mailto:shonda.buchanan@hamptonu.edu">shonda.buchanan@hamptonu.edu</a>   |
| Dr. Ameer Carmines   | AR308     | X5406    | <a href="mailto:amee.carmines@hamptonu.edu">amee.carmines@hamptonu.edu</a>       |
| Ms. Eleanor Earl     | AR238A    | X5506    | <a href="mailto:eleanor.earl@hamptonu.edu">eleanor.earl@hamptonu.edu</a>         |
| Dr. Bryan Herek      | AR238B    | X5943    | <a href="mailto:bryan.herek@hamptonu.edu">bryan.herek@hamptonu.edu</a>           |
| Dr. Joyce Jarrett    | AR123     | 728-6280 | <a href="mailto:joyce.jarrett@hamptonu.edu">joyce.jarrett@hamptonu.edu</a>       |
| Dr. Karima Jeffrey   | AR234     | X5415    | <a href="mailto:karima.jeffrey@hamptonu.edu">karima.jeffrey@hamptonu.edu</a>     |
| Dr. Mabel Khawaja    | AR333     | X5709    | <a href="mailto:mabel.khawaja@hamptonu.edu">mabel.khawaja@hamptonu.edu</a>       |
| Mrs. Margaret Martin | AR234     | X5415    | <a href="mailto:margaret.martin@hamptonu.edu">margaret.martin@hamptonu.edu</a>   |
| Mrs. Vickie Morrow   | AR307B    | X5055    | <a href="mailto:vickie.morrow@hamptonu.edu">vickie.morrow@hamptonu.edu</a>       |
| Mr. James Richardson | AR322     | X6733    | <a href="mailto:james.richardson@hamptonu.edu">james.richardson@hamptonu.edu</a> |
| Mrs. Darelle Rollins | AR307A    | X6584    | <a href="mailto:darelle.rollins@hamptonu.edu">darelle.rollins@hamptonu.edu</a>   |
| Dr. Randolph Walker  | AR310     | X5449    | <a href="mailto:randolph.walker@hamptonu.edu">randolph.walker@hamptonu.edu</a>   |
| Dr. Maria Winfield   | AR314/319 | X2106    | <a href="mailto:maria.winfield@hamptonu.edu">maria.winfield@hamptonu.edu</a>     |

### **FINE & PERFORMING ARTS**

|                         |        |       |                                                                                        |
|-------------------------|--------|-------|----------------------------------------------------------------------------------------|
| Mr. Kwabena Ampofo-Anti | BE 111 | X5450 | <a href="mailto:ampofo.anti@hamptonu.edu">ampofo.anti@hamptonu.edu</a>                 |
| Dr. Robin Boisseau      | AR 102 | X5170 | <a href="mailto:robin.boisseau@hamptonu.edu">robin.boisseau@hamptonu.edu</a>           |
| Dr. Jacqueline Bontemps | AS 203 | X5821 | <a href="mailto:jacqueline.bontemps@hamptonu.edu">jacqueline.bontemps@hamptonu.edu</a> |
| Ms. Sarah Brady         | AR 215 | X6915 | <a href="mailto:sarah.brady@hamptonu.edu">sarah.brady@hamptonu.edu</a>                 |
| Mr. Bresean Jenkins     | AR 203 | X5805 | <a href="mailto:bresean.jenkins@hamptonu.edu">bresean.jenkins@hamptonu.edu</a>         |
| Mr. Joseph Martin       | AS 102 | X2592 | <a href="mailto:joseph.martin@hamptonu.edu">joseph.martin@hamptonu.edu</a>             |

|                |        |       |                                                                      |
|----------------|--------|-------|----------------------------------------------------------------------|
| Dr. Karen Ward | AR 144 | X5402 | <a href="mailto:karen.ward@hamptonu.edu">karen.ward@hamptonu.edu</a> |
|----------------|--------|-------|----------------------------------------------------------------------|

### **HUMANITIES PROGRAM**

|                 |                    |                |                                                                        |
|-----------------|--------------------|----------------|------------------------------------------------------------------------|
| Dr. Anne Pierce | AR 320A<br>AS 203H | X5546<br>X5858 | <a href="mailto:anne.pierce@hamptonu.edu">anne.pierce@hamptonu.edu</a> |
|-----------------|--------------------|----------------|------------------------------------------------------------------------|

### **MILITARY SCIENCE**

|                      |         |       |                                                                                |
|----------------------|---------|-------|--------------------------------------------------------------------------------|
| 1Lt. Hiram Centeno   | AS 212G | X6911 | <a href="mailto:hiram.centeno@hamptonu.edu">hiram.centeno@hamptonu.edu</a>     |
| MSgt Aaron C. Haynes | AS 212F | X6848 | <a href="mailto:aaron.haynes@hamptonu.edu">aaron.haynes@hamptonu.edu</a>       |
| SSG Ebony Holmes     | AS 212A | X5601 | <a href="mailto:ebony.holmes@hamptonu.edu">ebony.holmes@hamptonu.edu</a>       |
| MAJ Kenneth Smedley  | AS 200  | X5839 | <a href="mailto:kenneth.smedley@hamptonu.edu">kenneth.smedley@hamptonu.edu</a> |
| MSG Douglas Terrell  | AS 212B | X6960 | <a href="mailto:douglas.terrell@hamptonu.edu">douglas.terrell@hamptonu.edu</a> |
| Maj. Clyde Wallace   | AS 212D | X5850 | <a href="mailto:clyde.wallace@hamptonu.edu">clyde.wallace@hamptonu.edu</a>     |

### **MODERN FOREIGN LANGUAGE**

|                           |         |       |                                                                                            |
|---------------------------|---------|-------|--------------------------------------------------------------------------------------------|
| Dr. Olayemi Adeniyi       | AR 334  | X5466 | <a href="mailto:olayemi.adeniyi@hamptonu.edu">olayemi.adeniyi@hamptonu.edu</a>             |
| Dr. Jacques Digbeu        | MFL Lab | X2897 | <a href="mailto:jacques.digbeu@hamptonu.edu">jacques.digbeu@hamptonu.edu</a>               |
| Dr. Hugo Munoz-Ballestros | AR 345  | X5098 | <a href="mailto:hugo.munoz-ballestros@hamptonu.edu">hugo.munoz-ballestros@hamptonu.edu</a> |
| Dr. Michele Lewis         | AR 300  | X5807 | <a href="mailto:michele.lewis@hamptonu.edu">michele.lewis@hamptonu.edu</a>                 |
| Dr. Nelly McRae           | AR 334  | X5466 | <a href="mailto:nelly.mcrae@hamptonu.edu">nelly.mcrae@hamptonu.edu</a>                     |
| Dr. Sylvain Poosson       | MFL Lab | X6922 | <a href="mailto:sylvain.poosson@hamptonu.edu">sylvain.poosson@hamptonu.edu</a>             |

### **MUSIC**

|                       |        |       |                                                                                    |
|-----------------------|--------|-------|------------------------------------------------------------------------------------|
| Mrs. Lorraine Bell    | AR 262 | X5414 | <a href="mailto:lorraine.bell@hamptonu.edu">lorraine.bell@hamptonu.edu</a>         |
| Mr. Jerry Bracey      | AR 140 | X6604 | <a href="mailto:jerry.bracey@hamptonu.edu">jerry.bracey@hamptonu.edu</a>           |
| Mr. Alfred Davis      | CONVO  | X6876 | <a href="mailto:alfred.davis@hamptonu.edu">alfred.davis@hamptonu.edu</a>           |
| Mr. Royzell Dillard   | CLARK  | X5603 | <a href="mailto:royzell.dillard@hamptonu.edu">royzell.dillard@hamptonu.edu</a>     |
| Dr. Carl Harris       | AR 265 | X5702 | <a href="mailto:carl.harris@hamptonu.edu">carl.harris@hamptonu.edu</a>             |
| Mr. Rasan Holmes      | CONVO  | X6875 | <a href="mailto:rasan.holmes@hamptonu.edu">rasan.holmes@hamptonu.edu</a>           |
| Dr. Shelia Maye       | AR 137 | X6508 | <a href="mailto:shelia.maye@hamptonu.edu">shelia.maye@hamptonu.edu</a>             |
| Dr. Eric Reiff        | AR 266 | X5411 | <a href="mailto:eric.reiff@hamptonu.edu">eric.reiff@hamptonu.edu</a>               |
| Mr. Edward Ricks      | CONV   | X6869 | <a href="mailto:edward.ricks@hamptonu.edu">edward.ricks@hamptonu.edu</a>           |
| Dr. Harvey Stokes     | AR 267 | X5410 | <a href="mailto:harvey.stokes@hamptonu.edu">harvey.stokes@hamptonu.edu</a>         |
| Dr. Emidio Tomassetti | AR 149 | X5404 | <a href="mailto:emidio.tomassetti@hamptonu.edu">emidio.tomassetti@hamptonu.edu</a> |
| Dr. Marvin Western    | AR 138 | X5146 | <a href="mailto:marvin.western@hamptonu.edu">marvin.western@hamptonu.edu</a>       |

### **POLITICAL SCIENCE & HISTORY**

|                          |          |       |                                                                                          |
|--------------------------|----------|-------|------------------------------------------------------------------------------------------|
| Dr. Eugenie Blang        | MLK 202  | X5296 | <a href="mailto:eugenie.blang@hamptonu.edu">eugenie.blang@hamptonu.edu</a>               |
| Mr. Sharrieff Dejohnette | MLK 202  | X5484 | <a href="mailto:dejohnette.sharrieff@hamptonu.edu">dejohnette.sharrieff@hamptonu.edu</a> |
| Mr. Novelle Dickenson    | MLK 249B | X5480 | <a href="mailto:novelle.dickenson@hamptonu.edu">novelle.dickenson@hamptonu.edu</a>       |
| Dr. Joy Hendrickson      | MLK 201  | X5302 | <a href="mailto:hendrickson.joy@hamptonu.edu">hendrickson.joy@hamptonu.edu</a>           |
| Dr. Patrick Lewis        | MLK 249A | X5881 | <a href="mailto:lewis.patrick@hamptonu.edu">lewis.patrick@hamptonu.edu</a>               |
| Dr. Sillah Mohammed      | MLK 204  | X5732 | <a href="mailto:sillah.mohammed@hamptonu.edu">sillah.mohammed@hamptonu.edu</a>           |
| Mr. Gene Moore           | MLK 203  | X5879 | <a href="mailto:moore.gene@hamptonu.edu">moore.gene@hamptonu.edu</a>                     |
| Dr. Dirk Morton          | MLK 202  | X5296 | <a href="mailto:morton.dirk@hamptonu.edu">morton.dirk@hamptonu.edu</a>                   |
| Dr. Natalie Robinson     | MLK 248  | X5647 | <a href="mailto:robinson.natalie@hamptonu.edu">robinson.natalie@hamptonu.edu</a>         |
| Mr. Robert Watson        | MLK 244  | X5539 | <a href="mailto:watson.robert@hamptonu.edu">watson.robert@hamptonu.edu</a>               |
| Ms. Erica Woods-Warrior  | MLK 209  | X5349 | <a href="mailto:woods-warrior.eric@hamptonu.edu">woods-warrior.eric@hamptonu.edu</a>     |

### **PSYCHOLOGY**

|                   |                   |                |                                                                            |
|-------------------|-------------------|----------------|----------------------------------------------------------------------------|
| Dr. Nancy Duncan  | MLK 227<br>PH 100 | X5347<br>X5104 | <a href="mailto:nancy.duncan@hamptonu.edu">nancy.duncan@hamptonu.edu</a>   |
| Dr. Lisa Hill     | MLK 233           | X2083          | <a href="mailto:lisa.hill@hamptonu.edu">lisa.hill@hamptonu.edu</a>         |
| Dr. Adam Johnson  | MLK 231           | X5040          | <a href="mailto:adam.johnson@hamptonu.edu">adam.johnson@hamptonu.edu</a>   |
| Dr. Leona Johnson | MLK 242           | X5370          | <a href="mailto:leona.johnson@hamptonu.edu">leona.johnson@hamptonu.edu</a> |

|                        |         |       |                                                                                      |
|------------------------|---------|-------|--------------------------------------------------------------------------------------|
| Dr. Linda Malone-Colon | MLK 238 | X5027 | <a href="mailto:linda.malone-colon@hamptonu.edu">linda.malone-colon@hamptonu.edu</a> |
| Dr. Bennie McMorris    | MLK 234 | X5614 | <a href="mailto:bennie.mcmorris@hamptonu.edu">bennie.mcmorris@hamptonu.edu</a>       |
| Dr. Earle Williams     | MLK 227 | X5041 | <a href="mailto:earle.williams@hamptonu.edu">earle.williams@hamptonu.edu</a>         |
| Dr. Tamara Williams    | MLK 236 | X5875 | <a href="mailto:tamara.williams@hamptonu.edu">tamara.williams@hamptonu.edu</a>       |

### **SOCIOLOGY**

|                     |         |       |                                                                                |
|---------------------|---------|-------|--------------------------------------------------------------------------------|
| Dr. Charles Amissah | MLK 212 | X5750 | <a href="mailto:charles.amissah@hamptonu.edu">charles.amissah@hamptonu.edu</a> |
| Dr. Anne Breneman   | MLK 211 | X5733 | <a href="mailto:anne.breneman@hamptonu.edu">anne.breneman@hamptonu.edu</a>     |
| Dr. Zina McGee      | PH 112  | X6913 | <a href="mailto:zina.mcgee@hamptonu.edu">zina.mcgee@hamptonu.edu</a>           |

## **THE SCHOOL OF LIBERAL ARTS**

The School of Liberal Arts provides the Hampton campus with vast opportunities for practical learning and for creative expression. The School helps students to develop ideas in a concise, straightforward and comprehensible manner.

The School of Liberal Arts is composed of two areas of study: Arts and Humanities, and Social and Behavioral Sciences. Each area offers a wide variety of courses and majors. We make sure that a liberal education had all the important elements students will need. These studies will increase powers of written and oral communication, sharpen analytical and critical skills, and teach research skills. The area of Arts and Humanities includes the departments of English, Fine and Performing Arts (Art, Theatre), Program in Humanities, Modern Foreign Languages, and Music. The division of Social and Behavioral Sciences includes the department of Military Science, Political Science and History, Psychology, and Sociology.

Through the University's stimulating academic programs, students can prepare to begin careers immediately upon graduation or may decide to study further in graduate school. Most importantly, students will have the opportunity to broaden their horizons through the University's guidance.

Students entering Hampton will pursue University programs carefully designed to prepare them for the future. The School of Liberal Arts will help them acquire the skills needed. Hampton will ask students to look inwardly at their own history and culture and examine their relationship to the aspirations and development of the world.

"The School of Liberal Arts provides high quality major programs in most liberal arts and social science disciplines geared toward intellectual development and preparation for graduate school as well an innovative general education program for all students."

Dr. Mamie E. Locke Dean

## **WAIVER POLICY FOR ARMY ROTC CADETS**

Three of the six credit hours required for all students in Area II -Social Science in the General Education sequence shall be waived for all Army ROTC cadets enrolled in the ROTC Enhanced Skills Training Program (ESTP) Written and Oral Communication Course (ENG 230/MSC 230). This waiver will be instituted in order to allow cadets to meet the U.S. Army requirement for this course. Additionally, this waiver shall give special consideration to the extensive and unique academic program for ROTC cadets as compared to the program for non-ROTC students. This course shall be offered through the ROTC Enhanced Skills Training Program (ESTP). The curriculum for this course will be developed in collaboration with the appropriate university English and speech faculty and administration. Cadets will be required to enroll in this course as assigned by the Professor of Military Science and the ESTP Program Manager during their MS-II level of training in ROTC.

Cadets enrolling in ROTC after the MS-II level of training will be required to enroll in the ESTP Written and Oral Communication courses during the fall or spring semester of their first year of enrollment in ROTC. For those cadets who have not yet completed the six-hour requirement in Social Science prior to enrolling in ROTC, three credit hours in social science shall be waived. Also, all MS-III and MS-IV cadets determined to be below standard in writing as evidenced by their performance on a writing essay exam administered prior to the implementation of this policy will be required to take this course as assigned by the Professor of Military Science and ESTP Program Manager. For those MS-III and MS-IV cadets who have not completed their Social Science requirements prior to enrolling in the course will not benefit from this waiver.

## School of Liberal Arts: Policy on Senior Clearances

Each year the Dean's Office is faced with a plethora of substitutions, waivers, grade changes, late applications, credit by examinations, etc. just prior to commencement. Any number of problems arises as a result of this. In most instances, these problems can be avoided if chairs and advisors take responsibility for ensuring that student paperwork is processed well before the established deadline. Therefore, the following policy will be put in place effective immediately.

1. Each student's folder should be updated at the end of each semester. Advisors should know where the student stands in any given semester. It is advisable that chairs appoint an effective advisor to work with senior files.
2. If a student is a transfer, transfer credits should be reviewed for possible substitutions and/or waivers IMMEDIATELY. UNV 101 should be waived if the student transfers 30+ hours or has taken an equivalent course at the other institution. Any other substitutions and waivers should be done at the time of the transfer, not the week before commencement.
3. While we fully understand that some courses, are higher level and should automatically be substituted (e.g. MAT 117 for MAT 109), that is not the case. Make the substitution.
4. If a student changes into your major, please check his or her record for necessary substitutions (e.g., if you require BIO 104 and the student has already taken BIO 103).
5. A problematic error is students who drop education. Education majors are required to take PED 105, a two hour course. Non education majors must take two activity courses, not one two hour course.
6. Substitutions and/or waivers must make sense, not used to cover up advisement errors.
7. Grade changes must be legitimate changes, not an effort to simply clear a student due to pressure from student and/or parents.
8. A credit by examination must have a reason for why the student feels that s/he can pass the course by examination. "To graduate on time" is not acceptable.
9. Applications for graduation are due one year prior to the actual graduation date. Any application submitted after that date requires a written explanation from the student, advisor, and chair.
10. Students need to fully understand that University policy stipulates that the last 30 hours must be taken at Hampton University. If a student wishes to take his or her remaining hours (maximum of 6) away from Hampton University, then s/he should petition Registrar through the Provost, Dean and Chair to make an exception to policy. Attached to the letter must be the "Application to Take Courses at Another Institution" form. The request must be approved before the student enrolls in course(s). This request must be followed up with a letter from the chair informing the student of his/her responsibility to file CSRT and ensure that a transcript is sent to Hampton University following completion of the course(s).
11. Students taking courses at another institution in their final semester (including courses taken through the consortium) run the risk of not being cleared in time for

- graduation due to different calendars at the other institution. Student must be advised of this and sign a statement acknowledging that they understand this process.
12. Provisional students must immediately update the application for graduation to the next date (August or December).
  13. If a student leaves the University and returns, policy stipulates that the student is responsible for requirements of the catalog that is in force at the time that s/he enrolls (including when s/he returns). The student must request in writing that s/he be allowed to complete degree requirements under the catalog in which s/he initially enrolled. This should be done IMMEDIATELY upon return to the University, not in the rush to clear students for graduation.
  14. EDU 295 or any 100 level course do not count toward graduation. MAT 105 does not count toward mathematical competency requirements, thus, cannot be substituted for any required math course.
  15. The Dean's Office will not approve any clearance request coming after the established deadline for any reason. It is the responsibility of the department chair to ensure that all necessary paperwork is submitted to the Dean's Office prior to the deadline. Any extenuating circumstances as to an exception being made must be clearly explicated and documented.
  16. Any established case of mis-advisement or negligence will result in a letter of reprimand to the faculty advisor/chair.



# **CURRICULA OUTLINES**

**Department of English  
Curriculum Outline – English Arts  
For the Bachelor of Arts Degree**

| <b><u>FRESHMAN YEAR</u></b>     | <b><u>SEMESTER</u></b> |                       | <b><u>SOPHOMORE YEAR</u></b> | <b><u>SEMESTER</u></b> |                       |
|---------------------------------|------------------------|-----------------------|------------------------------|------------------------|-----------------------|
|                                 | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |                              | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |
| English 101-102                 | 3                      | 3                     | English 203-204              | 3                      | 3                     |
| English 210-211                 | 3                      | 3                     | English 201, 220             | 3                      | 3                     |
| History 106,105/107             | 3                      | 3                     | English 215/216              | -                      | 3                     |
| Int. Foreign Language (202)*    | -                      | 3                     | Biology 101-Science 102      | 3                      | 3                     |
| Mathematics 109-110 (or higher) | 3                      | 3                     | Health Education 200         | 2                      | -                     |
| University 101                  | 1                      | -                     | Humanities 201-202           | 3                      | 3                     |
| Physical Education              | -                      | 1                     | Elective                     | 3                      | -                     |
| Communication 103               | 3                      | -                     | Physical Education           | -                      | 1                     |
| <b>Total</b>                    | <b>16</b>              | <b>16</b>             | <b>Total</b>                 | <b>17</b>              | <b>16</b>             |

| <b><u>JUNIOR YEAR</u></b> | <b><u>SEMESTER</u></b> |                       | <b><u>SENIOR YEAR</u></b> | <b><u>SEMESTER</u></b> |                       |
|---------------------------|------------------------|-----------------------|---------------------------|------------------------|-----------------------|
|                           | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |                           | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |
| English 311-312           | 3                      | 3                     | English 322               | 3                      | -                     |
| English 320               | -                      | 3                     | English 419-420           | 3                      | 3                     |
| English 300               | 3                      | -                     | English Electives         | 3                      | 3                     |
| Social Science Elective   | 3                      | -                     | Electives                 | 3                      | 3                     |
| English 313-314           | 3                      | 3                     | Social Science Elective   | -                      | 3                     |
| English Elective**        | -                      | 3                     | Elective                  | 3                      | -                     |
| Elective                  | 3                      | 3                     |                           |                        |                       |
| <b>Total</b>              | <b>15</b>              | <b>15</b>             | <b>Total</b>              | <b>15</b>              | <b>12</b>             |

**TOTAL CREDITS... 122**

\* Depending upon a student's preparation, it might well require more than one semester to satisfy the foreign language requirement. If student has already fulfilled this requirement, this slot may be filled with a free elective.

\*\*Required English electives are to be taken from English 215 or 216 (whichever was *not* taken to satisfy the specific English 215 or 216 requirement stated above), 303-304, 313-314, 315-316, 399 (may be taken *one* time to satisfy English elective requirement), 403-404, 409-410, 422. See course listings in current catalog for prerequisites.

**Curriculum Outline**  
**English Arts – B.A./M.T.**  
**(Secondary English)**

| <b><u>FRESHMAN YEAR</u></b>     | <b><u>SEMESTER</u></b> |                       | <b><u>SOPHOMORE YEAR</u></b> | <b><u>SEMESTER</u></b> |                       |
|---------------------------------|------------------------|-----------------------|------------------------------|------------------------|-----------------------|
|                                 | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |                              | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |
| English 101-102                 | 3                      | 3                     | English 201-202              | 3                      | 3                     |
| English 210-211                 | 3                      | 3                     | English 203- 204             | 3                      | 3                     |
| History 106,105/107             | 3                      | 3                     | English 215-216              | 3                      | 3                     |
| Biology 103                     | -                      | 4                     | English 220                  | 3                      | -                     |
| Mathematics 109-110 (or higher) | 3                      | 3                     | Education 200                | -                      | 3                     |
| University 101                  | 1                      | -                     | Humanities 201-202           | 3                      | 3                     |
| Physical Education              | -                      | 1                     | Sociology 205                | -                      | 3                     |
| Communication 103               | 3                      | -                     | Int. Foreign Language 202 3  | -                      | -                     |
| <b>Total</b>                    | <b>16</b>              | <b>17</b>             | <b>Total</b>                 | <b>18</b>              | <b>18</b>             |

| <b><u>JUNIOR YEAR</u></b> | <b><u>SEMESTER</u></b> |                       | <b><u>SENIOR YEAR</u></b>    | <b><u>SEMESTER</u></b> |                       |
|---------------------------|------------------------|-----------------------|------------------------------|------------------------|-----------------------|
|                           | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |                              | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |
| English 300               | 3                      | -                     | English 322                  | 3                      | -                     |
| English 303/304           | 3                      | -                     | English 419-420              | 3                      | 3                     |
| English 311-312           | 3                      | 3                     | English Elective             | -                      | 3                     |
| English 313,320           | 3                      | 3                     | Geography Elective           | -                      | 3                     |
| Education 302, 300        | 3                      | 3                     | Political Science 305        | 3                      | -                     |
| Health Education 200      | 2                      | -                     | Education 517, 506           | 3                      | 3                     |
| Computer Science          | -                      | 3                     | Physical Education Activity- | -                      | 1                     |
| Science                   | -                      | 4                     | Education 556,550            | 4                      | 3                     |
| <b>Total</b>              | <b>17</b>              | <b>16</b>             | <b>Total</b>                 | <b>16</b>              | <b>16</b>             |

| <b><u>Fifth Year</u></b> | <b><u>Semester</u></b> |                       |
|--------------------------|------------------------|-----------------------|
|                          | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |
| Education 608            | 3                      | -                     |
| Education 610            | 3                      | -                     |
| Education 623            | 3                      | -                     |
| Education 647            | -                      | 9                     |
| <b>Total</b>             | <b>9</b>               | <b>9</b>              |

**TOTAL CREDITS...**

**152**

\*Note that EDU 506, 517, 550, 556 are counted toward graduate degree requirements and are not part of the 121 credit hours that count toward the Bachelor of Arts degree in English Arts.

**Department of English**  
**Curriculum Outline – English Expression**  
**For the Bachelor of Arts Degree**

| <b><u>FRESHMAN YEAR</u></b>     |  | <b><u>SEMESTER</u></b> |                       | <b><u>SOPHOMORE YEAR</u></b> |   | <b><u>SEMESTER</u></b> |                       |
|---------------------------------|--|------------------------|-----------------------|------------------------------|---|------------------------|-----------------------|
|                                 |  | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |                              |   | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |
| English 101-102                 |  | 3                      | 3                     | English 203-204              |   | 3                      | 3                     |
| English 210-211                 |  | 3                      | 3                     | English 220                  |   | 3                      | -                     |
| History 106,105/107             |  | 3                      | 3                     | Computer Science 120         |   | -                      | 3                     |
| Mathematics 109-110 (or higher) |  | 3                      | 3                     | Health Education 200         |   | 2                      | -                     |
| University 101                  |  | 1                      | -                     | Humanities 201-202           |   | 3                      | 3                     |
| Physical Education              |  | -                      | 1                     | Science Elective             |   | 3                      | 3                     |
| Communication 103               |  | 3                      | -                     | Physical Education           |   | 1                      | -                     |
|                                 |  |                        |                       | English Expression Elective* | 3 | -                      |                       |
|                                 |  |                        |                       | Social Science Elective      | - | 3                      |                       |
| <b>Total</b>                    |  | <b>16</b>              | <b>16</b>             | <b>Total</b>                 |   | <b>18</b>              | <b>18</b>             |

| <b><u>JUNIOR YEAR</u></b>    |  | <b><u>SEMESTER</u></b> |                       | <b><u>SENIOR YEAR</u></b>    |   | <b><u>SEMESTER</u></b> |                       |
|------------------------------|--|------------------------|-----------------------|------------------------------|---|------------------------|-----------------------|
|                              |  | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |                              |   | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |
| English 215 or 216           |  | -                      | 3                     | English 322                  |   | 3                      | -                     |
| English 300                  |  | 3                      | -                     | English 417-418              |   | 3                      | 3                     |
| English 311-312              |  | 3                      | 3                     | English Expression Elective* | 3 | -                      |                       |
| English Expression Elective* |  | 3                      | 3                     | Electives                    |   | 3                      | 3                     |
| English 320                  |  | -                      | 3                     | Social Science Elective      | - | 3                      |                       |
| Elective                     |  | 3                      | -                     | Elective                     | - | 3                      |                       |
| English 313-314              |  | 3                      | 3                     |                              |   | -                      |                       |
| <b>Total</b>                 |  | <b>15</b>              | <b>15</b>             | <b>Total</b>                 |   | <b>12</b>              | <b>12</b>             |

**TOTAL CREDITS... 122**

\* Depending upon a student's preparation, it might well require more than one semester to satisfy the foreign language requirement. If student has already fulfilled this requirement, this slot may be filled with a free elective.

\*\*Required English electives are to be taken from the following list: English 202, 206, 207, Theatre 120, English 218, 319, 341, 398, 399, 401-402, 422.

**Department of English**  
**Curriculum Outline - Interdisciplinary Program in Cinema Studies**  
**for a Certificate**  
**Course Requirements**

**Core Courses - 6 Hours**

All students entering the Cinema Studies Program will take these courses.

|         |                                 |
|---------|---------------------------------|
| ENG 414 | Introduction to Motion Pictures |
| ENG 341 | Script Writing for Cinema       |

**Theory Courses - 6 Hours** The student will select two courses from this category (may or may not be sequential but should be logically connected given the student's aims). All departmental pre-requisite requirements still apply except by permission of the instructor.

|         |                                            |
|---------|--------------------------------------------|
| ART 200 | Understanding the Arts                     |
| ENG 205 | Written Expression in the Arts             |
| ENG 300 | Literary Criticism                         |
| ENG 314 | African-American Literature                |
| 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       |

**Production/Creative Courses - 6 Hours** The student will take two courses from this list.

|             |                                  |
|-------------|----------------------------------|
| ART 315     | Introductory Painting            |
| ART 330     | Graphic Design I                 |
| ART 350-351 | Photography I – II               |
| ART 501-502 | Special Project in Art           |
| ENG 400     | Independent Study                |
| ENG 401-402 | Creative Writer's Workshop       |
| ENT 210     | Introduction to Entrepreneurship |
| ENT 410     | Legal Issues for Entrepreneurs   |
| 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         |

**Department of English**  
**Curriculum Outline -English Arts Minor**

| <b>Course</b>                               | <b>Credit</b> |
|---------------------------------------------|---------------|
| English 210 Introduction to Literature I    | 3             |
| English 211 Introduction to Literature II   | 3             |
| Choose One Course from the following:       |               |
| English 218 Technical Communication         |               |
| English 220 Writing Research Papers         |               |
| English 320 Advanced Writing                | 3             |
| Choose One Course from the following:       |               |
| English 303 Ethnic Literature I             |               |
| English 304 Ethnic Literature II            |               |
| English 311 American Literature I           |               |
| English 312 American Literature n           |               |
| English 313 African American I              |               |
| English 314 African American II             | 3             |
| Choose One Course from the following:       |               |
| English 203 English Literature I            |               |
| English 204 English Literature II           |               |
| English 215 World Literature I              |               |
| English 216 World Literature II             |               |
| English 322 Shakespeare                     | 3             |
| Choose One Course from the following:       |               |
| English 341 Scriptwriting for Cinema        |               |
| English 399 Topics in Literature            |               |
| English 414 Introduction to Motion Pictures |               |
| English 422 Film Criticism                  | 3             |
| English Elective**                          | 3             |
| <b>Total.....</b>                           | <b>21</b>     |

\*\* English Elective may be taken from among any courses in the department at or above the 200 level and for which the student has the appropriate prerequisites.

## THE 355-356 Technical Theatre Workshop I - II

### Freshman Year

|                             | Semester        |                 |
|-----------------------------|-----------------|-----------------|
|                             | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| English 101-102             | 3               | 3               |
| Communication 103           | 3               | -               |
| English 210-211             | 3               | 3               |
| History 106, 105 or 107     | 3               | 3               |
| Mathematics 109-110         | 3               | 3               |
| Int. Foreign Language 202** | -               | 3               |
| University 101              | 1               | -               |
| Physical Education          | -               | 1               |
| Total                       | 16              | 16              |

### Sophomore Year

|                              | Semester        |                 |
|------------------------------|-----------------|-----------------|
|                              | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| English 203-204              | 3               | 3               |
| English 220                  | 3               | -               |
| English 201                  | -               | 3               |
| Computer Science 120         | -               | 3               |
| Science Electives            | 3               | 3               |
| Health Education 200         | 2               | -               |
| Humanities 201-202           | 3               | 3               |
| English Expression Elective* | 3               | -               |
| Physical Education           | 1               | -               |
| Social Science Elective      | -               | 3               |
| Total                        | 18              | 18              |

### Junior Year

|                               | Semester        |                 |
|-------------------------------|-----------------|-----------------|
|                               | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| English 215 or 216            | -               | 3               |
| English 300                   | 3               | -               |
| English 311-312               | 3               | 3               |
| English 320                   | -               | 3               |
| English 313-314               | 3               | 3               |
| English Expression Electives* | 3               | 3               |
| Elective                      | 3               | -               |
| Total                         | 15              | 15              |

### Senior Year

|                              | Semester        |                 |
|------------------------------|-----------------|-----------------|
|                              | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Electives                    | 3               | 3               |
| Elective                     | -               | 3               |
| English 322                  | 3               | -               |
| English 417-418              | 3               | 3               |
| English Expression Elective* | 3               | -               |
| Social Science Elective      | -               | 3               |
| Total                        | 12              | 12              |

**Total Credits** ..... **122**

\*Required English Expression electives are to be taken from the following list: *English 202, 206, 207, Theatre 120, English 218, 319, 341, 398, 399, 401-402, 422.*

\*\*Depending upon a student's preparation, it might well require more than one semester to satisfy the foreign language requirement. If student has already fulfilled this requirement, this slot may be filled with a free elective.

**Department of Fine and Performing Arts**  
**CURRICULUM OUTLINE**  
**BACHELOR OF ARTS**  
**THEATRE/PERFORMANCE**  
**(127 HOURS)**

| <b>FRESHMAN YEAR</b>             | <b>SEMESTER</b>       |                       | <b>SOPHOMORE YEAR</b>              | <b>SEMESTER</b>       |                       |
|----------------------------------|-----------------------|-----------------------|------------------------------------|-----------------------|-----------------------|
|                                  | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> |                                    | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> |
| English 101.102                  | 3                     | 3                     | History 106                        | -                     | 3                     |
| Mathematics 109-110              | 3                     | 3                     | History 105 or 107                 | 3                     | -                     |
| Foreign Language                 | 3                     | 3                     | Physical Education Activity -      |                       | 2                     |
| Communication 103                | 3                     | -                     | Theatre 125 Oral Interpretation -  |                       | 3                     |
| Intro to Theatre 120             | 3                     | -                     | Humanities 201-202                 | 3                     | 3                     |
| University 101                   | 1                     | -                     | Sociology 205                      | -                     | 3                     |
| Intro to Computers 120           | -                     | 3                     | Biology 101                        | 3                     | -                     |
| Theatre 119 Perf. Workshop       | -                     | 3                     | Physical Science                   | -                     | 3                     |
| Theatre Practicum 117-417        | -                     | 1                     | Education 200                      | 2                     | -                     |
|                                  |                       |                       | Psychology 203                     | 3                     | -                     |
| <b><i>Total</i></b>              | <b><i>17</i></b>      | <b><i>16</i></b>      | <b><i>Total</i></b>                | <b><i>17</i></b>      | <b><i>17</i></b>      |
| <b>JUNIOR YEAR</b>               | <b>SEMESTER</b>       |                       | <b>SENIOR YEAR</b>                 | <b>SEMESTER</b>       |                       |
|                                  | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> |                                    | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> |
| Theatre 201 Stagecraft           | 3                     | -                     | Theatre 422 Senior Project         | 3                     | -                     |
| Theatre 205 History              | 3                     | -                     | Modern Drama 364                   | 3                     | -                     |
| Theatre 233-333 Acting I & II    | 3                     | 3                     | Theatre 252-352 Playwriting I & II | 3                     | 3                     |
| Theatre 305-306 Directing I & II | 3                     | 3                     | Science 102                        | -                     | 3                     |
| Theatre 319 Improv. Workshop     | 3                     | -                     | Theatre 364                        | -                     | 3                     |
| Res. Meth. in Thea. Arts         | -                     | 3                     | Theatre Elective                   | 3                     | 3                     |
| Intro. To Music 200              | -                     | 3                     | Theatre 419 Dramatic theory-       |                       | 3                     |
| Theatre Elective                 | -                     | 3                     | Elective (free)                    | 3                     | 3                     |
| <b><i>Total</i></b>              | <b><i>15</i></b>      | <b><i>15</i></b>      | <b><i>Total</i></b>                | <b><i>15</i></b>      | <b><i>15</i></b>      |



**Department of Fine and Performing Arts**  
**CURRICULUM OUTLINE**  
**BACHELOR OF ARTS**  
**THEATRE TECHNICAL PERFORMANCE**  
**(127 HOURS)**

| FRESHMAN YEAR                      | SEMESTER         |                  | SOPHOMORE YEAR                  | SEMESTER         |                  |
|------------------------------------|------------------|------------------|---------------------------------|------------------|------------------|
|                                    | 1 <sup>st</sup>  | 2 <sup>nd</sup>  |                                 | 1 <sup>st</sup>  | 2 <sup>nd</sup>  |
| English 101.102                    | 3                | 3                | History 106                     | -                | 3                |
| Mathematics 109-110                | 3                | 3                | History 105 or 107              | 3                | -                |
| Foreign Language                   | 3                | 3                | Physical Education Activity     | -                | 2                |
| Communication 103                  | -                | 3                | Theatre 125 Oral Interpretation | -                | 3                |
| Intro to Theatre 120               | -                | 3                | Humanities 201-202              | 3                | 3                |
| University 101                     | 1                | -                | Sociology 205                   | -                | 3                |
| Intro to Computers 120             | 3                | -                | Theatre 201 Stagecraft          | 3                | -                |
| Theatre Practicum 116-416          | 1                | -                | Biology 101 Nature of Life      | 3                | -                |
| Theatre 119 Perf. Workshop         | 3                | -                | Intro to Physical Science       | -                | 3                |
| Theatre Practicum 117-417          | -                | 1                | Health Education 200            | 2                | -                |
|                                    |                  |                  | Psychology 203                  | 3                | -                |
| <b><i>Total</i></b>                | <b><i>17</i></b> | <b><i>16</i></b> | <b><i>Total</i></b>             | <b><i>17</i></b> | <b><i>17</i></b> |
| JUNIOR YEAR                        | SEMESTER         |                  | SENIOR YEAR                     | SEMESTER         |                  |
|                                    | 1 <sup>st</sup>  | 2 <sup>nd</sup>  |                                 | 1 <sup>st</sup>  | 2 <sup>nd</sup>  |
| Theatre 252 Playwriting            | 3                | -                | Theatre 422 Senior Project      | 3                | -                |
| Theatre 205 History                | 3                | -                | Theatre 364 Modern Drama        | 3                | -                |
| Theatre 233 Acting I               | 3                | -                | Theatre 403 Scene Design        | 3                | 3                |
| Theatre 305 Directing I            | 3                | -                | Elective (free)                 | -                | 6                |
| Theatre 355-356 Technical Workshop | 3                | 3                | Theatre 419 Dramatic Theory     | -                | 3                |
| Res. Meth. in Thea. Arts           | -                | 3                | Theatre Elective                | 3                | 3                |
| COM 121 Voice & Diction            | -                | 3                |                                 |                  |                  |
| Black American Theatre             | -                | 3                |                                 |                  |                  |
| <b><i>Total</i></b>                | <b><i>15</i></b> | <b><i>15</i></b> | <b><i>Total</i></b>             | <b><i>15</i></b> | <b><i>15</i></b> |

**DEPARTMENT OF FINE AND PERFORMING ARTS  
CURRICULUM OUTLINE  
BACHELOR OF ARTS GRAPHIC DESIGN EMPHASIS  
(123 Hours)**

**Freshman Year**

**Fall**

|                                  |   |
|----------------------------------|---|
| ENG 101 Written Communication I  | 3 |
| HIS 105 World Civilizations I or |   |
| HIS 107 Survey of Afr. Am. His.  | 3 |
| MAT 109 College Mathematics I    | 3 |
| HEA 200 Health Education         | 2 |
| UNV 101 The Individual and Life  | 1 |
| BIO 101 Nature of Life           | 3 |

Total 15

**Spring**

|                                    |   |
|------------------------------------|---|
| ENG 102 Written Communication II   | 3 |
| HIS 106 World Civilizations II     | 3 |
| MAT 110 College Mathematics II     | 3 |
| ART 200 Understanding the Arts     | 3 |
| SCI 102 Intro. to Physical Science | 3 |
| CSC 120 Intro to computers         | 3 |

Total 18

**Sophomore Year**

**Fall**

|                                      |   |
|--------------------------------------|---|
| COM 103 Oral Communication           | 3 |
| HUM 201 Humanities                   | 3 |
| PSY 203 Intro. to Psychology, or     |   |
| POL 201 Intro. to Political Sci., or |   |
| SOC 205 Intro. to Sociology          | 3 |
| ART 215 Introductory Drawing         | 2 |
| ART 330 Graphic Design I             | 3 |
| PED Physical Education               | 1 |

Total 15

**Spring**

|                                         |   |
|-----------------------------------------|---|
| HUM 202 Humanities                      | 3 |
| PSY 203 Intro. to Psychology, or        |   |
| POL 201 Intro. to Political Science, or |   |
| SOC 205 Intro. to Sociology             | 3 |
| ART 216 Intermediate Drawing            | 2 |
| ART 224 Concepts in Color               | 3 |
| ART 331 Graphic Design n                | 3 |
| PED Physical Education                  | 1 |

Total 15

**Junior Year**

**Fall**

|                              |   |
|------------------------------|---|
| Free Elective                | 3 |
| ART 305 Art History Survey I | 3 |
| ART 317 Advanced Drawing     | 3 |
| ART 325 Printmaking I        | 3 |
| ART 430 Graphic Design III   |   |

Total 15

**Spring**

|                                  |   |
|----------------------------------|---|
| Free Electives                   | 6 |
| ART 306 Art History Survey II    | 3 |
| ART 326 Printmaking II           | 3 |
| ART 402 Illustration & Rendering | 3 |

Total 15

**Senior Year**

**Fall**

|                                |   |
|--------------------------------|---|
| Free Electives                 | 9 |
| Art Electives                  |   |
| (ART 350 Photography I recom.) | 6 |

Total 15

**Spring**

|                                |   |
|--------------------------------|---|
| Free Electives                 | 9 |
| ART 500 Senior Art Seminar     | 3 |
| Art Electives                  |   |
| (ART 350 Photography I recom.) | 3 |

Total 15

**DEPARTMENT OF FINE AND PERFORMING ARTS  
CURRICULUM OUTLINE  
BACHELOR OF ARTS  
COMPREHENSIVE ART EMPHASIS  
(123 Hours)**

**Freshman Year**

**Fall**

|                                  |           |
|----------------------------------|-----------|
| ENG 101 Written Communication    | 3         |
| HIS 105 World Civilizations or   |           |
| HIS 107 Survey of Afr. Am. Hist. | 3         |
| MAT 109 College Mathematics I    | 3         |
| Health Education                 | 2         |
| UNV 101 The Individual and Life  | 1         |
| BIO 101 Nature of Life           | 3         |
| <b>Total</b>                     | <b>15</b> |

**Spring**

|                                    |           |
|------------------------------------|-----------|
| ENG 102 Written Communication      | 3         |
| HIS 106 World Civilizations II     | 3         |
| MAT 110 College Mathematics II     | 3         |
| ART 200 Understanding the Arts     | 3         |
| SCI 102 Intro. to Physical Science | 3         |
| CSC 120 Intro to Computers         | 3         |
| <b>Total</b>                       | <b>18</b> |

**Sophomore Year**

**Fall**

|                                      |           |
|--------------------------------------|-----------|
| COM 103 Oral Communication           | 3         |
| HUM 201 Humanities                   | 3         |
| PSY 203 Intro. to Psychology, or     |           |
| POL 201 Intro. to Political Sci., or |           |
| SOC 205 Intro. to Sociology          | 3         |
| ART 215 Introductory Drawing         | 2         |
| ART 315 Introductory Painting        | 3         |
| PED Physical Education 1             |           |
| <b>Total</b>                         | <b>15</b> |

**Spring**

|                                         |           |
|-----------------------------------------|-----------|
| HUM 202 Humanities                      | 3         |
| PSY 203 Intro. to Psychology, or        |           |
| POL 201 Intro. to Political Science, or |           |
| SOC 205 Intro. to Sociology             | 3         |
| ART 216 Intermediate Drawing            | 2         |
| ART 224 Concepts in Color               | 3         |
| ART 316 Intermediate Painting           | 3         |
| PED Physical Education                  | 1         |
| <b>Total</b>                            | <b>15</b> |

**Junior Year**

**Fall**

|                              |           |
|------------------------------|-----------|
| Free Elective                | 3         |
| ART Elective                 | 3         |
| ART 305 Art History Survey I | 3         |
| ART 317 Advanced Drawing     | 3         |
| ART 335 Ceramics I           | 3         |
| <b>Total</b>                 | <b>15</b> |

**Spring**

|                               |           |
|-------------------------------|-----------|
| Free Electives                | 6         |
| ART 306 Art History Survey II | 3         |
| ART 327 Sculpture I           | 3         |
| ART 336 Ceramics II           | 3         |
| <b>Total</b>                  | <b>15</b> |

**Senior Year**

**Fall**

|                |           |
|----------------|-----------|
| Free Electives | 9         |
| Art Electives  | 3         |
| <b>Total</b>   | <b>12</b> |

**Spring**

|                            |           |
|----------------------------|-----------|
| Free Electives             | 9         |
| ART 500 Senior Art Seminar | 3         |
| Art Elective               | 3         |
| <b>Total</b>               | <b>15</b> |

**THE DEPARTMENT OF MUSIC**  
**BACHELOR OF ARTS (PERFORMANCE EMPHASIS)**  
**CURRICULUM OUTLINE - 131 CREDIT HOURS**

Student Name \_\_\_\_\_

Advisor \_\_\_\_\_

Date Entering Program \_\_\_\_\_

**Freshman Year**

| <u>Fall Semester</u> | <u>Date Completed</u> | <u>Spring Semester</u>  | <u>Date Completed</u> |
|----------------------|-----------------------|-------------------------|-----------------------|
| *PER 107             | 3 hrs _____           | *PER 108                | 3 hrs _____           |
| PIA/VOI 103/105      | 1 hr _____            | PIA/VOI 104/106         | 1 hr _____            |
| BAN/CHO/ORC 101      | 1 hr _____            | HIS 106                 | 3 hrs _____           |
| MUS 119              | 1 hr _____            | MUS 120                 | 1hr _____             |
| MUS 121              | 2 hrs _____           | MUS 122                 | 2 hrs _____           |
| ENG 101              | 3 hrs _____           | ENG 102                 | 3 hrs _____           |
| UNV 101              | 1 hr _____            | BAN 111 or 112, CHO 101 | 1 hr _____            |
| MAT 109              | 3 hrs _____           | or 102, ORC 101         |                       |
| MUS 204              | 2 hrs _____           | MAT 110                 | 3 hrs _____           |
| **RCT 101            | 0 hr _____            | **RCT 101               | 0 hr _____            |
| <b>TOTAL =</b>       | <b>17 hrs</b>         | <b>TOTAL =</b>          | <b>17 hrs</b>         |

**Sophomore Year**

| <u>Fall Semester</u> | <u>Date Completed</u> | <u>Spring Semester</u>  | <u>Date Completed</u> |
|----------------------|-----------------------|-------------------------|-----------------------|
| *PER 207             | 3 hrs _____           | *PER 208                | 3 hrs _____           |
| PIA/VOI 203/205      | 1 hr _____            | PIA/VOI 204/206         | 1 hr _____            |
| BAN/CHO/ORC 101      | 1 hr _____            | CSC 120                 | 3 hrs _____           |
| HIS 105/107          | 3 hrs _____           | MUS 212                 | 2 hrs _____           |
| COM 103              | 3 hrs _____           | MUS 233                 | 1 hr _____            |
| MUS 211              | 2 hrs _____           | BAN 111 or 112, CHO 101 | 1 hr _____            |
| MUS 222              | 1 hr _____            | or 101, ORC 101         |                       |
| HUM 201              | 3 hrs _____           | PED XXX                 | 1 hr _____            |
| **RCT 101            | 0 hr _____            | HUM 202                 | 3 hrs _____           |
| <b>TOTAL =</b>       | <b>17 hrs</b>         | **RCT 101               | 0 hr _____            |
|                      |                       | <b>TOTAL =</b>          | <b>18 hrs</b>         |

**Junior Year**

| <u>Fall Semester</u>     | <u>Date Completed</u> | <u>Spring Semester</u>   | <u>Date Completed</u> |
|--------------------------|-----------------------|--------------------------|-----------------------|
| Foreign Language         | 3 hrs _____           | Foreign Language         | 3 hrs _____           |
| Music 305                | 3 hrs _____           | Music 306                | 3 hrs _____           |
| Music 309                | 2 hrs _____           | Music 310                | 2 hrs _____           |
| Music 311                | 2 hrs _____           | Science 104, or BIO 103  | 4 hrs _____           |
| ORC 205 (Small Ensemble) | 1 hr _____            | ORC 205 (Small Ensemble) | 1 hr _____            |
| *PER 307                 | 3 hrs _____           | PER 308                  | 3 hrs _____           |
| BIO 101 or SCI 102       | 3 hrs _____           | PED XXX                  | 1 hr _____            |
| **RCT 101                | 0 hrs _____           | **RCT 101                | 0 hrs _____           |
| <b>TOTAL =</b>           | <b>17 hrs</b>         | <b>TOTAL =</b>           | <b>16 hrs</b>         |

**Senior Year**

| <u>Fall Semester</u> | <u>Date Completed</u> | <u>Spring Semester</u> | <u>Date Completed</u> |
|----------------------|-----------------------|------------------------|-----------------------|
| Social Science       | 3 hrs _____           | Social Science         | 3 hrs _____           |
| HEA 200              | 2 hrs _____           |                        |                       |
| MUS 444 or 445       | 2 hrs _____           | Music 401              | 2 hrs _____           |
| *PER 407             | 3 hrs _____           | *PER 408               | 3 hrs _____           |
| MUE 302              | 2 hrs _____           | ORC 205                | 1 hr _____            |
| ORC 205              | 1 hr _____            | Elective               | 3 hrs _____           |
| Elective             | 3 hrs _____           | Elective               | 3 hrs _____           |
| **RCT 101            | 0 hr _____            | **RCT 101              | 0 hr _____            |
| <b>TOTAL =</b>       | <b>16 hrs</b>         | <b>TOTAL =</b>         | <b>16 hrs</b>         |

\*Major Performance (PER) areas are Instrumental, Organ, Piano, String, and Voice.

**THE DEPARTMENT OF MUSIC**  
**BACHELOR OF SCIENCE (MUSIC RECORDING TECHNOLOGY EMPHASIS)**  
**CURRICULUM OUTLINE - 135CREDIT HOURS**

**Freshman Year**

| <u>Fall Semester</u> | <u>Date Completed</u> | <u>Spring Semester</u>      | <u>Date Completed</u> |
|----------------------|-----------------------|-----------------------------|-----------------------|
| ENG 101              | 3 hrs _____           | ENG 102                     | 3 hrs _____           |
| MAT 151              | 4hrs _____            | MAT 152                     | 4 hrs _____           |
| MUS 119lab           | 1 hrs _____           | MUS 120lab                  | 1 hrs _____           |
| MUS 121w/lab         | 2 hrs _____           | MUS 12w/lab                 | 2 hrs _____           |
| UNV 101              | 1 hrs _____           | MUS 204                     | 2 hrs _____           |
| *PER 107             | 2 hrs _____           | *PER 108                    | 2 hrs _____           |
| *BAN 101 or CHO      |                       | *BAN 111/112 or CHO 101/102 |                       |
| 101or ORC 101        | 1 hr _____            | or ORC 101                  | 1 Hr _____            |
| *PIA 103/105 or      |                       |                             |                       |
| VOI 103/105          | 1 hr _____            | *PIA 104/106 or VOI 104/106 | 1 hr _____            |
| EGR 101              | 2 hrs _____           | RCT 101                     | 0 hrs _____           |
| RCT 101              | 0 hrs _____           |                             |                       |
| <b>Total=</b>        | <b>17hrs</b>          | <b>Total=</b>               | <b>16 hrs</b>         |

**Sophomore Year**

| <u>Fall Semester</u> | <u>Date Completed</u> | <u>Spring Semester</u>  | <u>Date Completed</u> |
|----------------------|-----------------------|-------------------------|-----------------------|
| PHY 201              | 4 hrs _____           | PHY 202                 | 4 hrs _____           |
| PHY 215              | 1 hrs _____           | COM 103                 | 3 hrs _____           |
| EGR 213              | 3 hrs _____           | MUS 212w/               | 2 hrs _____           |
| MUS 211w/            | 2 hrs _____           | MUS 233lab              | 1hr _____             |
| MUS 222lab           | 1 hrs _____           | MRT 226                 | 2 hrs _____           |
| MRT 225              | 3 hrs _____           | *PER 208                | 2 hrs _____           |
| *PER 207             | 2 hrs _____           | *BAN 111/112 or CHO 101 | 1hr _____             |
| *BAN 101 or CHO      | 1 hr _____            | or ORC 101              |                       |
| 101/102 or ORC 101   |                       | CSC 120                 | 3 hrs _____           |
| RCT 101              | 0 hrs _____           | RCT 101                 | 0 hrs _____           |
| <b>Total =</b>       | <b>17 hrs</b>         | <b>Total=</b>           | <b>18 hrs</b>         |

**Junior Year**

| <u>Fall Semester</u> | <u>Date Completed</u> | <u>Spring Semester</u>  | <u>Date Completed</u> |
|----------------------|-----------------------|-------------------------|-----------------------|
| HUM 201              | 3 hrs _____           | HUM 202                 | 3 hrs _____           |
| MUS 305              | 3 hrs _____           | MUS 306                 | 3 hrs _____           |
|                      |                       | EGR 218                 | 3 hrs _____           |
| MRT 325              | 2 hrs _____           | EGR 220                 | 1 hrs _____           |
| MRT 327              | 2 hrs _____           | MRT 326                 | 2 hrs _____           |
| *PER 307             | 2 hrs _____           | *PER 308                | 2 hrs _____           |
| *BAN 101 or CHO      | 1 hr _____            | *BAN 111/112 or CHO 101 | 1hr _____             |
| 101/102 or ORC 101   |                       | or ORC 101              |                       |
| HIS 105/107          | 3 hrs _____           |                         |                       |
| RCT 101              | 0 hrs _____           | RCT 101                 | 0 hrs _____           |
| <b>Total=</b>        | <b>16 hrs</b>         | <b>Total=</b>           | <b>15 hrs</b>         |

**Senior Year**

| <u>Fall Semester</u> | <u>Date Completed</u> | <u>Spring Semester</u>  | <u>Date Completed</u> |
|----------------------|-----------------------|-------------------------|-----------------------|
| MRT 425              | 2 hrs _____           | MRT 426                 | 2 hrs _____           |
| MUS 401              | 2 hrs _____           | HEA 200                 | 2 hrs _____           |
| SOC 205              | 3 hrs _____           | MUS 408                 | 3 hrs _____           |
| HIS 106              | 3 hrs _____           |                         |                       |
| MUS 407              | 3 hrs _____           | Soc Sci (Elective)      | 3 hrs _____           |
| *PER 407             | 2 hrs _____           | MRT 427                 | 2 hrs _____           |
| *BAN 101 or CHO      | 1 hr _____            | *BAN 111/112 or CHO 101 | 1hr _____             |
| 101/102 or ORC 101   |                       | or ORC 101              |                       |
| PED Elective         | 1 hrs _____           | PED Elective            | 1 hrs _____           |
| RCT 101              | 0 hrs _____           | RCT 101                 | 0 hrs _____           |
| <b>Total=</b>        | <b>17 hrs</b>         | <b>Total=</b>           | <b>14 hrs</b>         |

**Summer (2nd, 3rd, or 4th year)**

|                                                                                   |             |                          |                |
|-----------------------------------------------------------------------------------|-------------|--------------------------|----------------|
| MRT 429                                                                           | 4 hrs _____ | <b>Total credit hrs=</b> | <b>134 hrs</b> |
| *Major Performance (PER) areas are Instrumental, Organ, Piano, String, and Voice. |             |                          |                |

## **COURSE SEQUENCE- MILITARY SCIENCE**

### **Freshman Year**

|                      |                                           |          |
|----------------------|-------------------------------------------|----------|
| Military Science 101 | Leadership and Personal Development ..... | 1 credit |
| Military Science 102 | Introduction to Tactical Leadership ..... | 1 credit |

### **Sophomore Year**

|                      |                                          |           |
|----------------------|------------------------------------------|-----------|
| Military Science 201 | Innovative Team Leadership .....         | 2 credits |
| Military Science 202 | Foundations of Tactical Leadership ..... | 2 credits |

### **Junior Year**

|                      |                                          |           |
|----------------------|------------------------------------------|-----------|
| Military Science 301 | Adaptive Team Leadership .....           | 3 credits |
| Military Science 302 | Leadership in Changing Environments..... | 3 credits |

### **Senior Year**

|                      |                                     |           |
|----------------------|-------------------------------------|-----------|
| Military Science 401 | Developing Adaptive Leaders .....   | 3 credits |
| Military Science 402 | Leadership in a Complex World ..... | 3 credits |

**\*All of these courses have a mandatory non-credit laboratory.**

|                      |                   |
|----------------------|-------------------|
| <b>Total Credits</b> | <b>18 credits</b> |
|----------------------|-------------------|

## Modern Foreign Languages Curriculum Outline

### Fall

#### First Semester

|                                     |           |
|-------------------------------------|-----------|
| ENG 101 Written Communication       | 3         |
| HIS 106 Western Civilization II     | 3         |
| MA T 109 College Math I (or higher) | 3         |
| UNV 101                             | 1         |
| Foreign Language Elective           | 3         |
| Elective/Major Course               | 3         |
| <b>TOTAL</b>                        | <b>16</b> |

#### First Semester

|                                 |           |
|---------------------------------|-----------|
| HEA 200                         | 2         |
| HUM 201                         | 3         |
| BIO 101 Nature of Life          | 3         |
| PE                              | 1         |
| SPA 301 Advanced Oral & Written | 3         |
| Elective/Major Course           | 3         |
| <b>TOTAL</b>                    | <b>15</b> |

#### First Semester

|                                   |           |
|-----------------------------------|-----------|
| SCI 102 Physical Science or 104   | 3         |
| SPA 310 Survey of Hispanic Lit    | 3         |
| SPA 405 Adv. Proficiency Practice | 3         |
| Elective                          | 3         |
| Elective                          | 3         |
| <b>TOTAL</b>                      | <b>15</b> |

#### First Semester

|                                  |           |
|----------------------------------|-----------|
| SPA 406 Afro-Hispanic Literature | 3         |
| SPA 400 Topics in Literature     | 3         |
| Elective                         | 3         |
| Elective                         | 3         |
| Elective                         | 3         |
| <b>TOTAL</b>                     | <b>15</b> |

### Spring

#### FRESHMAN

##### Second Semester

|                                       |           |
|---------------------------------------|-----------|
| ENG 102 Written Communication         | 3         |
| HIS 107 African-American Hist. or 105 | 3         |
| MA T 110 College Math II (or higher)  | 3         |
| PE                                    | 1         |
| Foreign Language Elective             | 3         |
| Elective/Major Course                 | 3         |
| <b>TOTAL</b>                          | <b>16</b> |

#### SOPHOMORE

##### Second Semester

|                             |           |
|-----------------------------|-----------|
| Social Science Elective     | 3         |
| HUM 202                     | 3         |
| SPD 103 Oral Comm.          | 3         |
| SPA 302 Adv. Oral & Written | 3         |
| Elective/Major Course       | 3         |
| <b>TOTAL</b>                | <b>15</b> |

#### JUNIOR

##### Second Semester

|                                   |           |
|-----------------------------------|-----------|
| Social Science Elective           | 3         |
| SPA 320 Survey of Hispanic Civil. | 3         |
| SP A 440 Experiential Learning    | 3         |
| Elective                          | 3         |
| Elective                          | 3         |
| <b>TOTAL</b>                      | <b>15</b> |

#### SENIOR (Literature Option)\*

##### Second Semester

|                              |           |
|------------------------------|-----------|
| SPA 412 Mod. Lat. Am. Lit.   | 3         |
| SPA 400 Topics in Literature | 3         |
| SP A 419 Senior Capstone     | 3         |
| Elective                     | 3         |
| Elective                     | 3         |
| <b>TOTAL</b>                 | <b>15</b> |

#### \*Other Concentration Options:

**Language** -SPA 406 Afro-Hispanic Literature; SPA 414 -The Structure of Spanish; SPA 430 -Advanced Translation Technologies; SPA 400- Topics in Literature or Civilization; SPA 419 Senior Capstone

**Culture**- SPA 406 Afro-Hispanic Literature; SPA 420- Hispanic Culture to 1600; SPA 421- Hispanic Culture 1600 to Present; SPA 400 -Topics in Culture; SPA 419 Senior Capstone

#### **Professional Purposes -**

**Medical:** SPA 406 Afro-Hispanic Literature; SPA 418 -Advanced Medical Terminology; SPA 422 -Advanced Medical Communication; SPA 318- Culture and Medicine in the Spanish Speaking World; SPA 419 Case Studies Seminar

**Business:** SP A 406 Afro-Hispanic Literature; SP A 317 Culture and Business in the Spanish Speaking World; SP A 417 Advanced Business Oral & Written Communication I; SPA 423 Advanced Business Oral & Written Communication II; SPA 419 Case Studies Seminar.

**Required in Major Department -30-33 Hours Total**

**TOTAL CREDIT HOURS -120 -125**

# Hampton University HISTORY CURRICULUM OUTLINE

## ***FALL***

### **FRESHMAN YEAR**

|                              |   |
|------------------------------|---|
| English 101                  | 3 |
| Mathematics 109 or higher    | 3 |
| History 106 (required)       | 3 |
| University 101               | 1 |
| Communication 103 3 Elective | 3 |
| Physical Education Activity  | 1 |

**TOTAL** 16

### **SOPHOMORE YEAR**

|                                |   |
|--------------------------------|---|
| Humanities 201                 | 3 |
| Foreign Language 101 or higher | 3 |
| Biology 101 or higher          | 3 |
| History 201                    | 3 |
| History 203                    | 3 |

**TOTAL** 15

### **JUNIOR YEAR**

|                                     |   |
|-------------------------------------|---|
| Geography 201                       | 3 |
| History 308                         | 3 |
| History 311                         | 3 |
| History 332                         | 3 |
| Asian/African or Latin American His | 3 |

**TOTAL** 15

### **SENIOR YEAR**

|                                     |   |
|-------------------------------------|---|
| History 425                         | 3 |
| European History Elective           | 3 |
| History 390                         | 3 |
| Asian/African or Latin American His | 3 |

**TOTAL** 15

**TOTAL CREDITS**

## ***SPRING***

|                             |   |
|-----------------------------|---|
| English 102                 | 3 |
| Mathematics 110 or higher   | 3 |
| History 105/106 (required)  | 3 |
| Political Science 201       | 3 |
| Physical Education Activity | 1 |
| Health 200                  | 2 |

**TOTAL** 16

|                                |   |
|--------------------------------|---|
| Humanities 202                 | 3 |
| Foreign Language 102 or higher | 3 |
| Science 102 or higher          | 3 |
| History 202                    | 3 |
| History 218                    | 3 |

**TOTAL** 15

|                            |   |
|----------------------------|---|
| Economics 201              | 3 |
| Sociology 205              | 3 |
| History 319/320/330/or 331 | 3 |
| History 333                | 3 |
| History 399                | 3 |

**TOTAL** 15

|                           |    |
|---------------------------|----|
| Free Electives            | 10 |
| American History Elective | 3  |
| Free Elective             | 3  |

**TOTAL** 13

**120**



**Hampton University**  
**POLITICAL SCIENCE**  
**CURRICULUM OUTLINE**  
**2003-2008**

**FRESHMAN YEAR**

|                             |           |                             |           |
|-----------------------------|-----------|-----------------------------|-----------|
| English 101                 | 3         | English 102                 | 3         |
| Mathematics 109 or higher   | 3         | Mathematics 110 or higher   | 3         |
| History 106 (required)      | 3         | History 105 or 107          | 3         |
| University 101              | 1         | Political Science 201       | 3         |
| Foreign Language*           | 3         | Foreign Language            | 3         |
| Physical Education Activity | 1         | Physical Education Activity | 1         |
| Health 200                  | 2         |                             |           |
| <b>TOTAL</b>                | <b>16</b> | <b>TOTAL</b>                | <b>16</b> |

**SOPHOMORE YEAR**

|                       |           |                       |           |
|-----------------------|-----------|-----------------------|-----------|
| Humanities 201        | 3         | Humanities 202        | 3         |
| Foreign Language      | 3         | Foreign Language      | 3         |
| Biology 103           | 4         | Science 104           | 4         |
| Political Science 202 | 3         | Political Science 210 | 3         |
| Communication 103     | 3         | Political Science 203 | 3         |
| <b>TOTAL</b>          | <b>16</b> | <b>TOTAL</b>          | <b>16</b> |

**JUNIOR YEAR**

|                                 |           |                            |           |
|---------------------------------|-----------|----------------------------|-----------|
| Sociology 205 or Psychology 203 | 3         | Social Science Elective    | 3         |
| Psychology 346 or Sociology 346 | 3         | Political Science Elective | 3         |
| Political Science 204           | 3         | Political Science Elective | 3         |
| Political Science 304           | 3         | Political Science Elective | 3         |
| Economics 201                   | 3         | Economic 202               | 3         |
| <b>TOTAL</b>                    | <b>15</b> | <b>TOTAL</b>               | <b>15</b> |

**SENIOR YEAR**

|                            |           |                         |           |
|----------------------------|-----------|-------------------------|-----------|
| Political Science 403      | 3         | Political Science 404** | 3         |
| Political Science Elective | 3         | Free Elective           | 3         |
| Political Science Elective | 3         | Free Elective           | 3         |
| Free Elective              | 3         | Free Elective           | 3         |
| Free Elective              | 3         | Free Elective           | 3         |
| <b>TOTAL</b>               | <b>15</b> | <b>TOTAL</b>            | <b>15</b> |

**TOTAL CREDITS** **124**

\*Foreign language through intermediate level. \*\*Prerequisite POL 403

**Hampton University  
PSYCHOLOGY  
CURRICULUM OUTLINE**

| <b><u>FRESHMAN YEAR</u></b>  |   | <b><u>SEMESTER</u></b> |                       | <b><u>SOPHOMORE YEAR</u></b> |   | <b><u>SEMESTER</u></b> |                       |
|------------------------------|---|------------------------|-----------------------|------------------------------|---|------------------------|-----------------------|
|                              |   | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |                              |   | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |
| Psychology 203 (majors only) | - | 3                      |                       | Psychology 208               | 3 | -                      |                       |
| Biology 103 w/lab            | - | 4                      |                       | Psychology 346/347           | 3 | 3                      |                       |
| English 101-102              | 3 | 3                      |                       | Philosophy 210               | 3 | -                      |                       |
| Health Education             | 2 | -                      |                       | Mathematics 117              | 3 | -                      |                       |
| Mathematics 105, 109         | 3 | 3                      |                       | Foreign Language             | 3 | 3                      |                       |
| Communication 103            | 3 | -                      |                       | Physical Science*(w//lab)    | - | 4                      |                       |
| University 101               | 1 | -                      |                       | Humanities 201-202           | 3 | 3                      |                       |
| History 106, 105/107         | 3 | 3                      |                       | Physical Education           | 1 | 1                      |                       |
| <b>Total</b>                 |   | <b>16</b>              | <b>17</b>             | <b>Total</b>                 |   | <b>18</b>              | <b>16</b>             |
| <b><u>JUNIOR YEAR</u></b>    |   | <b><u>SEMESTER</u></b> |                       | <b><u>SENIOR YEAR</u></b>    |   | <b><u>SEMESTER</u></b> |                       |
|                              |   | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |                              |   | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b> |
| Psychology 205               | 3 | -                      |                       | Psychology Elective          | 3 | 3                      |                       |
| Psychology 300 or 302        | 3 | -                      |                       | Psychology 408               | 3 | -                      |                       |
| Psychology Elective          | 3 | -                      |                       | Free Electives               | 8 | 9                      |                       |
| Psychology 308               | 3 | -                      |                       | Psychology 301               | 3 | -                      |                       |
| Psychology 404               | - | 3                      |                       | Social Science               | - | 3                      |                       |
| Sociology 205                | - | 3                      |                       |                              |   |                        |                       |
| <b>Total</b>                 |   | <b>15</b>              | <b>12</b>             | <b>Total</b>                 |   | <b>14</b>              | <b>12</b>             |
| <b>TOTAL CREDITS</b>         |   |                        |                       |                              |   | <b>103</b>             |                       |

Nine hours of mathematics are required including 105, 109 and 117 or higher. Mathematics 110 is excluded from acceptable courses.

\*One of the following will satisfy the Physical Science requirement: Chemistry 101 or 201, Environmental Science 203 or Physics 201 **and** 215, or Science 104 w/ lab.

## SOCIOLOGY CURRICULUM OUTLINE

### FALL

#### **FRESHMAN YEAR**

|                            |           |
|----------------------------|-----------|
| English 101                | 3         |
| Mathematics 109 or higher  | 3         |
| History 106 (required)     | 3         |
| University 101             | 1         |
| Biology 101 or Biology 103 | 3         |
| Health 200                 | 2         |
| <b>TOTAL</b>               | <b>15</b> |

### SPRING

|                           |           |
|---------------------------|-----------|
| English 102               | 3         |
| Mathematics 110 or higher | 3         |
| History 105 or 107        | 3         |
| Sociology 205             | 3         |
| Science 102 (non-lab)     | 3         |
| Computer Science 120      | 3         |
| <b>TOTAL</b>              | <b>18</b> |

#### **SOPHOMORE YEAR**

|                                |           |
|--------------------------------|-----------|
| Humanities 201                 | 3         |
| Foreign Language 101 or higher | 3         |
| Sociology 210                  | 3         |
| Sociology 250                  | 3         |
| Communication 103              | 3         |
| Physical Education Activity    | 1         |
| <b>TOTAL</b>                   | <b>16</b> |

|                                |           |
|--------------------------------|-----------|
| Humanities 202                 | 3         |
| Foreign Language 102 or higher | 3         |
| Sociology 302                  | 3         |
| Political Science 201          | 3         |
| Psychology 203                 | 3         |
| Physical Education Activity    | 1         |
| <b>TOTAL</b>                   | <b>16</b> |

#### **JUNIOR YEAR**

|                                                                                 |           |
|---------------------------------------------------------------------------------|-----------|
| Sociology 346                                                                   | 3         |
| Sociology 351                                                                   | 3         |
| Sociology Elective                                                              | 3         |
| *International Studies or 2 <sup>nd</sup> year<br>or higher of Foreign Language | 3         |
| Free Elective                                                                   | 3         |
| <b>TOTAL</b>                                                                    | <b>15</b> |

|                                                                                |           |
|--------------------------------------------------------------------------------|-----------|
| Sociology 350                                                                  | 3         |
| Sociology 352                                                                  | 3         |
| Sociology Elective                                                             | 3         |
| International Studies or 2 <sup>nd</sup> year<br>or higher of Foreign Language | 3         |
| Economics 201                                                                  | 3         |
| <b>TOTAL</b>                                                                   | <b>15</b> |

#### **SENIOR YEAR**

|                    |           |
|--------------------|-----------|
| Sociology 453      | 3         |
| Sociology Elective | 6         |
| Sociology Elective | 3         |
| Free Elective      | 2         |
| <b>TOTAL</b>       | <b>14</b> |

|                    |           |
|--------------------|-----------|
| Sociology 454      | 3         |
| Sociology Elective | 6         |
| Sociology Elective | 3         |
| Free Elective      | 3         |
| <b>TOTAL</b>       | <b>15</b> |

**TOTAL CREDITS**

**124**

\*Students may opt to take an additional six (6) hours of advanced foreign language beyond that six hours required for General Education to fulfill the international Studies requirement.

**Hampton University**  
**School of Liberal Arts: Dual Major/Minor Form**

**Department:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Student I.D. Number** \_\_\_\_\_

I declared \_\_\_\_\_ as my major \_\_\_\_\_. I am following the \_\_\_\_\_ catalog. I do/do not have a dual major/minor. My second major/minor is \_\_\_\_\_.

A minimum grade of “C” is required for passing all major courses, English 101 and 102, and Speech 103.

| <u>General Education</u> | <u>Grade</u> | <u>Required in Major</u>                                         | <u>Grade</u> |
|--------------------------|--------------|------------------------------------------------------------------|--------------|
| ENG 101_____             | _____        | _____                                                            | _____        |
| ENG 102_____             | _____        | _____                                                            | _____        |
| SCT 103_____             | _____        | _____                                                            | _____        |
| HIS 105/107_____         | _____        | _____                                                            | _____        |
| HIS 106_____             | _____        | _____                                                            | _____        |
| MAT 109*_____            | _____        | _____                                                            | _____        |
| MAT 110*_____            | _____        | _____                                                            | _____        |
| UNV 101*_____            | _____        | _____                                                            | _____        |
| HEA 200_____             | _____        | _____                                                            | _____        |
| PED_____                 | _____        | _____                                                            | _____        |
| PED_____                 | _____        | _____                                                            | _____        |
| BIO_____                 | _____        | _____                                                            | _____        |
| SCI_____                 | _____        | _____                                                            | _____        |
| HUM 201_____             | _____        | _____                                                            | _____        |
| HUM 202_____             | _____        | _____                                                            | _____        |
| Social Science_____      | _____        | <b>Total Hours</b>                                               | _____        |
| Social Science _____     | _____        |                                                                  |              |
| <b>Total Hours</b>       | <b>44-46</b> | <u><b>Required Related Areas</b></u><br>(e.g., foreign language) |              |

| <u>Free Electives</u> |       |                    |       |
|-----------------------|-------|--------------------|-------|
| _____                 | _____ | _____              | _____ |
| _____                 | _____ | _____              | _____ |
| _____                 | _____ | _____              | _____ |
| _____                 | _____ | _____              | _____ |
| _____                 | _____ | _____              | _____ |
| _____                 | _____ | _____              | _____ |
| <b>Total Hours</b>    |       | <b>Total Hours</b> |       |

**TOTAL HOURS:** \_\_\_\_\_

**\*Or higher**

**\*\*Transfer students may have UNV 101 waived if entering Hampton University with 30+ hours.**

**Courses Completed for Dual Major or Minor**

**Dual Major/Minor:** \_\_\_\_\_ **Hours Needed:** \_\_\_\_\_

| <u>Courses</u>     | <u>Grade</u> |
|--------------------|--------------|
| _____              | _____        |
| _____              | _____        |
| _____              | _____        |
| _____              | _____        |
| _____              | _____        |
| _____              | _____        |
| <b>Total Hours</b> | _____        |

## STUDENT COUNSELING LOG

Please Print or Type:

Name: \_\_\_\_\_ Student I.D. Number: \_\_\_\_\_

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### **INFORMATION DISCUSSED:**

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### **SUGGESTED ACTION:**

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|                   |                   |      |
|-------------------|-------------------|------|
| Advisor Signature | Student Signature | Date |
|-------------------|-------------------|------|

HAMPTON UNIVERSITY  
HAMPTON, VIRGINIA

GRIEVANCE PROCEDURE  
FOR HAMPTON UNIVERSITY  
UNDERGRADUATE AND GRADUATE STUDENTS

Step 1 START AT THE SOURCE OF THE PROBLEM

- a) Schedule a conference with the instructor of the course.
- b) Be prepared to discuss issues of concern clearly. Do not speculate.
- c) Proceed to the next level of authority if the problem or concern is not resolved.

Step 2 SCHEDULE A CONFERENCE WITH ACADEMIC ADVISOR

Repeat b and c as stated in Step One.

Step 3 SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT.

Repeat b and c as stated in Step One.

Step 4 SCHEDULE CONFERENCE WITH DEAN OF THE SCHOOL

Repeat b and c as stated in Step One.

Step 5 SCHEDULE A MEETING WITH GRIEVANCE COUNCIL OF SCHOOL (upon recommendation of the Dean)

Repeat b and c as stated in Step One.

Step 6 SCHEDULE A CONFERENCE WITH THE EXECUTIVE VICE PRESIDENT AND PROVOST OR DESIGNEE

If steps one through five have been omitted, the Executive Vice President and Provost will refer the case back to the step that was omitted.

N.B Hampton University has policies which have been established to resolve student problems and issues in a fair and impartial manner. Our most important business is to help you learn while maintaining high academic and ethical standards.

*It is recommended that each learner: "Follows the counsel of those wise faculty members who have dedicated their lives to meeting the needs of students who are willing to take responsibility for their own education."*

## **FACULTY RESPONSIBILITIES**

In addition to those items detailed in other parts of the Faculty Handbook, faculty in the School of Liberal Arts are reminded of the following points:

1. Faculty load is (12) credit hours and minimum student semester hour units (SSHUs) relative to each department.
2. Along with copies of course syllabi, mid-semester and final exams, a grade book for each semester must be submitted prior to approval of final clearance.
3. In addition to the above, Department Chairs must also submit annual reports and applications for graduation prior to approval of final clearance.
4. All faculty are expected to attend departmental, school, and university faculty meetings as part of the contractual agreement. Prior approval of a documented excuse by the Chairperson or Dean must be obtained when an individual is unable to attend.
5. The Department Chair and Dean's office must be notified of absence for any cause. Faculty must submit a completed short leave form.



## **MONITORING CLASS LISTS/GRADE SHEETS**

It is the responsibility of individual faculty members to monitor each class list emanating from the Registrar's Office. Students whose names do not appear on any given class list are to be so informed and not allowed to return to the class until he/she has an official schedule stamped by the Registrar's Office showing the class. Mid-term grade sheets provide a final check for insuring that a student is officially enrolled in the course. After the official add period and at the mid-term stage, an instructor must provide a written statement indicating why a student was allowed to remain in a class.

## **SUBMITTING MID-TERM/FINAL GRADE SHEETS**

All mid-term and final grade sheets are to be submitted at the times designated. Faculty members are not to make any arrangements with the Registrar's Office to submit grades at a time other than when said grades are due. The date and time of submission of grades will be noted on an incoming log in the Assistant Dean's Office.

# **HAMPTON UNIVERSITY SCHOOL OF NURSING**

## **Developing Nurse Scholars the Hampton Way!**

### ***STUDENT ADVISEMENT GUIDE***

**William Freeman Hall  
Hampton University • Hampton, Virginia 23668  
(757) 727-5251 • Fax (757) 727-5423**

**College of Virginia Beach  
Virginia Beach, Virginia 23462  
(757) 637-2200 • Fax (757) 227-5979**

**Arlene J. Montgomery, PhD, RN  
Dean**

## Most Frequently Asked Registration Questions

### 1. I do not know who my advisor is. How do I find out?

The student advisors and advisee listings are posted on the bulletin boards in William Freeman Hall and the College of Virginia Beach (COVB).

**COVB campus students:** If your name is not listed on the advisee list, please schedule an appointment with the undergraduate chairperson in room 1010 -C.

**Hampton Institute campus students:** If your name is not listed on the advisee list please notify someone in the Office of Student Academic Support, room 124 William Freeman Hall.

**Graduate students:** The student advisors and advisee listings are posted on the graduate advisors office doors.

Online students please contact the graduate secretary in William Freeman Hall room 127. She can be reached by telephone at 757-727-5672.

### 2. How do I make an appointment with my advisor?

Review your advisors office hours, which are posted outside her/his office door. Sign-up for an appointment outside your advisors door. You can also visit your advisor during his/her posted office hours or e-mail your advisor and request an appointment.

### 3. What do I need to bring when I meet with my advisor during pre-registration?

You will need to bring a copy of your unofficial transcript, which can be obtained from HUNet, a course request work sheet, and your midterm grades.

### 4. What is a transcript and where do I get one?

A transcript is an official record of your coursework at Hampton University. You may either obtain copies of your OFFICIAL transcript in person, by mail, or online.

To obtain a transcript in person, go to the Office of the Registrar, first floor, Whipple Barn. Payment must be made at the time of the request by credit card, money order, or cashier's check. To obtain a transcript by mail, please send a signed and dated written request with a money order or cashier's check to the Office of the University Registrar, Hampton University, Hampton, VA 23668. To obtain a transcript online, go to (<http://www.hamptonu.edu/student services/registrar/index.htm>) and follow directions. You will need a credit card to process the online transaction. The current charge (summer 2010) for an in-person or mail request is \$5.00, and online requests are \$3.00 (credit cards only). It takes three business days for a request for an OFFICIAL transcript to be processed. The university does not provide OFFICIAL transcripts for students indebted to the university nor does it provide partial transcripts. For more information, you may contact the Registrar's Office at 757-727-5324. If you are a currently enrolled student, you may obtain an UNOFFICIAL copy of your transcript from HUNet at any time.

### 5. What is an advisement PIN number and how do I get one?

Advisement PINs are personal identification numbers that are assigned to each student during each pre-registration term according to their major department that is declared in the system.

Your departmental faculty/academic advisor has your advisement PIN. You must be advised in order to receive your advisement PIN. The Registrar's Office cannot give you your advisement

PIN without proof that you have been advised. The same advisement PIN is used to register for courses and drop and add classes.

**6. How do I register for classes?**

Go to the Hampton University Home Page ([www.hamptonu.edu](http://www.hamptonu.edu)) and click on HUNet. The system will prompt you through the registration process.

**7. If I lose my advisement PIN, what can I do?**

Schedule an appointment with your advisor and politely request it again or go to the Registrar's office with proof of advisement and politely request your advisement PIN.

**8. If I get a "PREQ AND TEST SCORE ERROR" while trying to register what can I do?**

Ensure that you have met the pre-requisites for the course(s) you are requesting. You can verify this information by reading the course descriptions in the Hampton University Academic Catalog 2010-2012. If you have met all of the prerequisites or you are currently enrolled in the required prerequisites and you still receive an error message, please do the following:

If you have met or are currently enrolled in the required pre-requisites and still receive the error message:

**COVB students:** Print the "PreQ and Test Score Error" message and attach it to a copy of your completed course registration form and place it in the envelope marked "PreQ and Test Score Error" on the office door room 1010-H.

**Hampton Institute students:** Print the "PreQ and Test Score Error" message and bring it with a single copy of your completed course registration form to William Freeman Hall Room 125.

**Graduate students:** Print the "PreQ and Test Score Error" message and e-mail it along with a copy of your completed course registration form to Ms. Deanna Jones in William Freeman Hall room 127. She can be reached via e-mail at [Deanna.jones@hamptonu.edu](mailto:Deanna.jones@hamptonu.edu) or by telephone at 757-727-5672.

**Please note if you sign up for a concurrent class that has a pre-requisite that you are currently taking and you do not pass it with the required grade then the computer system will automatically drop the class.**

**9. What is a force-add? How do I force-add? Where do I get a force-add form?**

When a class is full, the only way you can add it is by force adding. Whether or not you are able to force-add is up to the discretion of either the department offering the class or the instructor teaching the class.

Some departments have specific force-add procedures. You will have to check with the department chairperson for the course you are attempting to force-add for procedures. If the department does not have its own procedure, then please check with the instructor of the class. If the class instructor agrees to add you to the class, you must get that instructor's signature on a force-add form.

**10. I tried to add a class but got an error saying "major restriction." What is wrong?**

When you receive this message, it means that the section of the class that you tried to add is only available to students in a specific major. There may be other sections available that are not restricted. You will need to check class restrictions by reviewing the scheduling guide ([www.hamptonu.edu/studentservices/registrar](http://www.hamptonu.edu/studentservices/registrar)). You can attempt to force-add a major-restricted class by following the force-add procedures outlined above.

**11. If I need to make changes after my initial registration what can I do.**

You can access HUNet and make adjustments in courses or sections if approved by the academic/faculty advisor or major departmental chairperson. This must be done before the deadline or during drop and add period (Hampton University Academic Catalog 2010-2012).

**12. If I have holds on my account, will I be allowed to register for class?**

If you have a hold on your account, you **will not** be allowed to pre-register until the holds have been removed. Please check local off-campus address on HUNet and make any corrections before the start of pre-registration. If you have a health hold, local or permanent address hold, or a traffic violation you will not be allowed to pre-register until the holds have been removed.

**13. What are the penalties for late registration?**

If you are a continuing student, who pre-registers and pays tuition by the posted deadline you will receive a \$100 tuition credit. You will be charged a \$100.00 fee for failure to pre-register. You will be charged a \$400.00 late registration fee if you have not been financially cleared by the deadline. (Hampton University Academic Catalog 2010-2012).

**14. I am failing one of my classes. How do I withdraw from it?**

There are several steps you need to take to withdraw from a class: (1) Obtain a course withdrawal form from your academic/faculty advisor or the Office of the Registrar; (2) Schedule an appointment with the course instructor; (3) Obtain the instructor's signature on the course withdrawal form; (4) Schedule an appointment with your faculty/academic advisor and obtain his/her signature and (5) follow the final step in this process as it pertains to your campus and/or status:

**COVB students:** Ask the secretary of the COVB campus to place the completed course withdrawal form (with all appropriate signatures) to the Office of the Registrar.

**Hampton Institute students:** you must bring the course withdrawal form to William Freeman Hall room 125 to obtain your departmental chairperson's signature and take the completed form (with all appropriate signatures) to the Registrar's Office on or before the posted course withdrawal deadline.

**Graduate Students:** Obtain a copy of the course withdrawal form from the Office of the Registrar at Hampton University. Schedule an appointment with the instructor to obtain his/her signature and initials. Schedule an appointment with the advisor to update the tentative plan for graduation. Obtain the signature of the department chair, and return the form to the Office of the Registrar.

**15. How do I know if my course withdrawal request has been processed?**

During the semester, look at your class schedule on HUNet (**NOT** your unofficial transcript on HUNet). Once the grades for the semester are posted, look at your unofficial transcript on HUNet.

**16. I want to take classes at a college/university near my home. What can I do?**

Read the instructions and complete the "Application to Take Courses at Another Institution" form which can be found at [www.hamptonu.edu](http://www.hamptonu.edu), select Current Students, then select Student Forms (under Student Services). Obtain all of the appropriate signatures. If you receive authorization; to take class(es), take the completed form with supporting documentation to the

Office of the Registrar at Hampton University. After the coursework has been completed, you are responsible for requesting that an official transcript from the school where you took the class(es) be sent to the Office of the Registrar at Hampton University. Only grades of "C" or higher are eligible for transfer credit.

**17. I would like to enroll in a course through the Tidewater Consortium. How can I?**

If you would like to enroll in a course through the Tidewater Consortium of Higher Education, you must be a current Hampton University student who is registered full-time and has met all course pre-requisites.

Concurrent registration at one of the institutions in the Tidewater Consortium of Higher Education affords you academic credit and quality points for courses passed. Courses taken at institutions in the consortium affect your grade point average at Hampton University.

The Virginia Tidewater Consortium forms are available in the Office of the Registrar or from the School of Nursing. You must obtain the signatures of the nursing faculty/academic advisor, departmental chairperson, dean and the Registrar at Hampton University. You must take the form to the other institution to complete the registration process. The consortium registration form must clearly indicate the host school's course numbers and the appropriate Hampton University equivalent course numbers (Hampton University Academic Catalog, 2010-2012).

**If you have any concerns or need more information please go to the Hampton University Academic Catalog 2010-2012 and refer to the registration section or schedule an appointment with your faculty/academic advisor.**

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## **ACCREDITATION STATUS**

The Bachelor of Science and Master of Science degree programs are fully accredited by the National League of Nursing Accreditation Commission (NLNAC) and the Commission on Collegiate Nursing Education (CCNE). For further information about the accreditation status of the program, please contact the National League for Nursing Accreditation Commissions and the Commission on Collegiate Nursing Education at the following addresses:

### **National League of Nursing Accreditation Commission**

3343 Peachtree Road, NE  
Suite 500  
Atlanta, GA 30326  
404-975-5000  
Fax: 404-975-5020  
Website: <http://www.nlnac.org/>

### **Commission on Collegiate Nursing Education**

One Dupont Circle, N.W., Suite 530  
Washington, DC 20036-1120  
202-887-8476  
Fax: 202-887-8476  
Website: <http://www.aacn.nche.edu/Accreditation/>

## **VISION STATEMENT**

We envision meeting the demands for excellent nurses prepared to provide care in a rapidly changing, highly technical health care system. Our mission is to maintain the highest quality of professional nursing education at all levels. We will continue to serve an increasing diverse student population while focusing on family health within the global context.



# HISTORICAL HIGHLIGHTS

# HAMPTON UNIVERSITY

## *School of Nursing*

*This modified version of the history was compiled from the following: Fifty Years of Nursing Excellence: The Legacy Continues, 1944-1994; An Historical Overview of the Nursing Program at Hampton Institute by Patricia E. Sloan; History of the Department of Nursing written under the guidance of Director and Chair Fostine G. Riddick; and the Hampton University School of Nursing: Self-Study Report for Reaffirmation of Accreditation (2000) written under the guidance of Dean Pamela V. Hammond.*

### 1891

- The Kings Chapel Hospital for Colored and Indian Boys, Abbey Mae Infirmary, and the Hampton Training School for Nurses were started on the campus of Hampton Institute. Alice Bacon was instrumental in starting the Hampton Training School for Nurses. The school was commonly called Dixie Hospital, and its first graduate was Anna DeCosta Banks.

### 1931

- *Nina Gage appointed director of the Hampton Training School for Nurses.*
- Students earned a diploma from a three- year program from Hampton Institute.

### 1934

- *Ruth J. Hopper appointed director (1934-1936).*

### 1936

- *Clara G. Lewis appointed director (1936-1939).*

### 1943

- J. Henry Suttergood, chairman of the Board of Trustees of Hampton Institute, sought approval for a nursing program. Program and provisions were made in the 1943-44 budget.
- *Mary Elizabeth Lancaster (Carnegie) appointed acting director of the Division of Nurse Education.* She implemented the first continuous baccalaureate nursing program in the Commonwealth of Virginia.

### 1944

- *Cecile E. Authier appointed director of the Division of Nurse Education.*
- Professional nursing courses were taught on affiliations, sometimes in distant cities: St. Philip School of Nursing in Richmond, Virginia; Brooklyn State Hospital in Brooklyn, New York; Union of the King's Daughter's; and the Visiting Nurse Service, Norfolk, Virginia.
- Due to limited clinical opportunities for African Americans, clinical affiliations in public health were expanded to Staten Island, New York; Washington DC; and Bayonne and Hackensack, New Jersey.

### 1946

- Five students graduated from Hampton's Cadet Nurse Corps.

### 1952

- The nursing program received temporary accreditation from the National League for Nursing.

### 1953

- *Helen M. Sellers appointed acting director of the Division of Nurse Education.*

### 1957

- *Harriet E. Broward appointed director of the Division of Nursing.*

### 1963

- *Fostine G. Riddick appointed director of the Hampton Institute Division of Nursing.*

### 1967

- Undergraduate nursing program received full National League for Nursing accreditation.
- William Freeman Hall was designed by the nursing faculty and completed.

### 1968

- Registered Nurse Program received National League for Nursing accreditation.

### 1971

- *Dr. Lois B. Sellers appointed director of the Division of Nursing.* She was the first African American nurse to serve on the State Board of Nursing.

### 1975

- First continuing education nursing program established at Hampton Institute.

### 1976

- Master's program initiated—the first ever at a Historically Black College or University (HBCU).
- Chi Eta Phi Sorority chartered a chapter on campus.

### 1977

- Dr. Patricia E. Sloan established the M. Elizabeth Carnegie Nursing Archives, the first archives in the US designed as a repository for memorabilia on minority nurses, especially African American nurses.





1978

- The first annual National Conference on the Black Family held by the Nursing Department.

1979

- Master's program accredited by the National League for Nursing.

1980

- *Dr. Elnora D. Daniel appointed dean of the School of Nursing.*
- Sigma Theta Tau, National Honor Society, established a chapter on campus.

1986

- The Hampton University Interdisciplinary Nursing Center for Health and Wellness, which was later renamed the Nursing Center, was established.
- *Dr. Elnora D. Daniel, dean of the School of Nursing, became the second African American appointed to the Virginia State Board of Nursing and its first African American president.*

1990

- The School of Nursing receives its first NIMH research grant.
- The Teagle LPN to BS initiative began.

1991

- *Dr. Bertha L. Davis appointed dean of the School of Nursing.*

1996

- *Dr. Arlene J. Montgomery appointed interim dean of the School of Nursing.*

1998

- *Dr. Pamela V. Hammond appointed dean of the School of Nursing.*

1999

- PhD program initiated—the first ever at a HBCU.

2001

- The School of Nursing was reaccredited for 8 years by the National League for Nursing Accrediting Commission and for 10 years by the Commission on Collegiate Nursing Education.

2002

- School of Nursing signed articulation agreement with Bermuda College.
- *Dr. Phyllis Henderson became the first student to graduate from the School of Nursing's doctoral program.*
- First graduates of Women's Health Nurse Practitioner Program—Stephanie Stephens and Charlette King

2003

- School celebrated the 25<sup>th</sup> Anniversary of the Annual Conference on the Black Family.
- The School of Nursing pioneered a new 3-year accelerated baccalaureate program at the Hampton University College of Virginia Beach.

2004

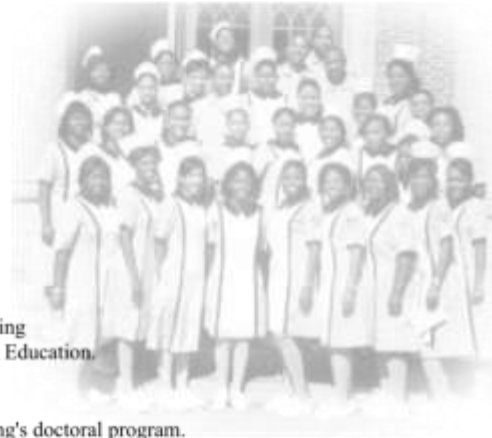
- School celebrated the 60<sup>th</sup> Anniversary of Baccalaureate Education with a gala entitled "60 Years of Baccalaureate Education: Caring for Families through Generations."
- *Dr. Constance S. Hendricks appointed dean of the School of Nursing.*

2005

- Virginia Board Nursing visit for Main Campus and College of Virginia Beach School of Nursing Programs received 8 years of approval for both programs.
- First graduates from the College of Virginia Beach Nursing Program.

2007

- *Dr. Pamela V. Hammond appointed dean of the School of Nursing.*



*One Hundred Sixteen Years of Nursing Education*

## **DEPARTMENT OF UNDERGRADUATE NURSING EDUCATION**

The Hampton Institute undergraduate program in nursing, leading to the Bachelor of Science degree is four academic years in length. An accelerated three-year program is offered at the College of Virginia Beach. There are other sequences available for individuals working as licensed practical nurses or registered nurses who wish to earn a Bachelor of Science degree in nursing. This program also provides a foundation for graduate study and continued professional growth.

### **CRITERIA FOR ADMISSION**

#### **Lower Division**

The University Office of Admissions accepts applicants who meet requirements for admission to the University with nursing as a declared major. These students are admitted to the Lower Division. The University general education requirements are subject to change.

1. If a student is enrolled at the University as an undecided major or is listed as a major within another department, he or she must apply to the School of Nursing and be evaluated in order to declare nursing as a major. The Committee of Undergraduate Scholarship, Standards and Admissions reviews each change of major request at the end of each academic semester once final grades have been applied to the student's transcript.
2. All transfer students seeking admission to the baccalaureate nursing program's Lower Division are subject to the same admission policies governing non-transfer undergraduate students.
3. Any student who has completed courses at an accredited college or university may request transfer credit for general education courses only. Students must provide an official transcript listing the course(s) and a catalog course description from the college or university where the course was taken. Only grades of "C" or higher are acceptable for transfer credit. Nursing courses at other institutions cannot be used for transfer credit.
4. Students who have been enrolled in another nursing program must have left that prior program in good academic standing and not have failed a nursing course to be eligible to apply for admission to the Lower Division.
5. A student who has been previously enrolled in the undergraduate nursing education program at Hampton University and has left the program, for any reason, has to reapply and be reevaluated for admission to the School of Nursing.

#### **Upper Division**

A student must complete an application for admission to Upper Division. Students should obtain and return applications to the Office of Student Academic Support Services. All Hampton Institute students Upper Division application-related documents must be received by the deadline of March 1<sup>st</sup> for fall Semester and October 1<sup>st</sup> for spring Semester. The deadline is July 1 for College of Virginia Beach (COVB) students. Applicants not accepted to the School of Nursing's Upper Division are required to reapply each semester if they wish to be considered for admission to the Upper Division.

## **Requirements for Upper Division Admission**

1. Successful completion of all Lower Division courses.
2. An earned cumulative University grade point average of 2.7 or higher.
3. An earned grade of at least a “C” in all courses in the major area of study, English, oral communication/speech, nutrition, and all required mathematics and science courses.
4. You may only repeat Math 109 one time to achieve a passing grade of “C” or higher.
5. There are four (4) required science courses. A student may only repeat one (1) science course one(1) time to achieve a passing grade of “C” or higher.
6. Students may not withdraw from a math, science or nursing course more than once in order to earn a grade of “C” or better.
7. Students must have an earned grade point average of 2.0 or higher in all required mathematics and science courses.
8. Students who do not meet upper division requirements will not be able to progress in the nursing major.
9. All beginning students will be required to take a secured academic assessment examination. The examination will be administered in NUR (V) 105.

## **Advanced Standing**

The University grants credits for acceptable performance on the Advanced Placement Examination administered by the College Board. A minimum score of three (3) is required in all subject areas. Credit for CLEP and other examinations may be accepted by the University and applied to degree requirements with the approval of the Office of Testing Services, the major department, and the department of the discipline in which the subject is taught. Students may also request permission to complete a credit by examination in those non-nursing courses in which they are proficient. Students are also permitted to complete a credit by examination in the Lower Division nutrition course. There are specific procedures for the credit by examination process, and the detailed procedures are available upon request. There is an additional fee for each credit by examination as well as a fee to have course credits applied to the transcript.

Registered Nurses (RNs) who have an unencumbered license are admitted in advanced standing. Registered nurses are required to provide evidence of an unencumbered valid state license to practice professional nursing in one of the 50 United States. The same admission policies governing undergraduate students seeking admission to Hampton University apply to registered professional nurse students. The evaluation of an official transcript of previous course work at a college or university is required before advanced credit is awarded. Advanced credit will be posted after eighteen (18) nursing credits have been earned at Hampton University.

Licensed Practical Nurses (LPNs) who have an unencumbered license may be admitted in advanced standing. Licensed practical nurses are required to provide evidence of an unencumbered valid license to practice professional nursing in one of the 50 states within the United States. The same admission policies governing undergraduate students seeking admission to Hampton University apply to licensed practical nurse students. An official transcript must be provided from a practical nursing school, as well as all colleges and universities attended. Advance nursing credits will be posted after seven (7) nursing credits have been earned at Hampton University.

The School of Nursing abides by University policies for awarding advanced credit for active duty military and veterans. Veterans/Active Duty Military students subject to the same admission policies governing all other undergraduate students. Veterans and active duty personnel must submit copies of DD Form 214 or DD Form 295. Active duty military and veterans who were previously military corpsmen/medics may elect to seek advanced placement credit for foundational nursing courses, NUR(V) 215 and NUR(V) 216, by successfully completing credit by examination. NOTE: There is an application fee for the challenge examination process as well as a fee for the course credits to be applied to the transcript.

## **UPPER DIVISION RETENTION, PROGRESSION, GRADUATION, AND DISMISSAL POLICIES**

### **RETENTION**

All students enrolled in Hampton University School of Nursing Department of Undergraduate Nursing Education programs leading to registered nurse licensure eligibility are required to participate in the *HUSON Licensure Success Plan*. The *HUSON Licensure Success Plan* requires students to demonstrate satisfactory competency and content mastery in order to successfully complete the nursing curriculum.

Students must remain eligible for clinical agency experience by meeting the clinical clearance requirements, which include 1) an annual criminal background check; 2) an annual physical examination; 3) current immunizations to include tetanus, diphtheria, pertussis (Tdap) within the past 10 years; hepatitis B (series of 3) or positive titer results; varicella (series of 2) or positive titer results, history of disease is not acceptable documentation; measles, mumps, rubella (MMR) series of 2 or positive titer results; polio (series of 3) titer results are not acceptable documentation; an annual tuberculosis screening. The seasonal flu vaccine is required annually and the H1N1 is required for some agencies; 4) liability insurance (verify the amount of coverage required); and 5) cardiopulmonary resuscitation (CPR) certification from American Red Cross {BLS Professional Rescuer} or American Heart Association {BLS for Health Care Providers}. All clinical clearance requirements must be submitted annually by students that will be in a clinical class during the academic year and remain current from August to August for Hampton Institute campus students and May to May for College of Virginia Beach campus students to ensure eligibility for clinical nursing classes. Students attending the Hampton Institute campus must submit all required clinical clearance documents on or before August 1<sup>st</sup> and students attending the College of Virginia Beach campus must submit clinical clearance requirements on or before May 1<sup>st</sup>. No online certifications will be accepted. Students who do not meet the clinical clearance requirements will not be allowed to participate in on and off campus clinical experiences.

### **PROGRESSION**

1. All nursing courses must be taken in numerical sequential order (e.g., 300-level courses must be taken before 400-level courses).
2. Theoretical nursing courses with related practicum courses must be taken concurrently.
3. A student enrolled in the Lower Division of the baccalaureate nursing program must apply to the Upper Division and will be admitted upon review of the application and only if there is full compliance with all stated requirements.

4. A grade of “C-minus” (C-) or lower in any nursing course is considered failing in the School of Nursing.
5. At the discretion of the School of Nursing, a student receiving a grade of C- in any one nursing course may be given the opportunity to repeat the course in which the C- grade was received if the student has demonstrated academic progress up to the time of the failure.
6. Students who have earned a grade of C- or less in a required nursing course (if permitted) must repeat that course the following semester of enrollment prior to enrolling in another required nursing course.
7. Students who earn a grade of C- or less in the following major clinical courses, NUR (V) 215/216, 345/346, 355/356, 445/446, or 455/456 will be required to enroll in the designated section of the NUR (V) 300 Special Topics in Nursing course (tutorial). These tutorial course sections must be taken simultaneously with the repeated nursing courses.
8. Students who earn a grade of C- or less in the following non-clinical courses: NUR (V) 217, 218, 230, 233, 234, 307, 330, 403, 404, 420, 421, 422, and 418 will be unable to progress to the next numerical sequence of nursing courses until they have successfully completed the aforementioned courses.
9. Students may not withdraw from the same nursing, math or science course more than once.
10. A student who is initially unsuccessful on the NUR (V) 419 Comprehensive Exam will receive an incomplete “I” and will be required to participate in remediation prior to being allowed one (1) retake of the NUR (V) 419 Comprehensive Exam. The retake exam will be an alternate form of the Comprehensive Exam.
11. The highest grade that can be received by a student who successfully passes the retake of the Comprehensive Exam for NUR (V) 419 will be a 74.
12. The student who is unsuccessful on the retake of the Comprehensive Exam will receive the grade earned on the retake and will be required to enroll in NUR (V) 419 the next semester if a grade of 74 is not earned for NUR (V) 419.
13. A second unsuccessful enrollment attempt at completing NUR (V) 419 will count as a failure in a nursing course. Continuation in the major will be at the discretion of the School of Nursing.
14. **Grading Administration Fee:** Students not enrolled in a Hampton University course during the current semester must register for the zero credit, one-hour tuition course, CSRT 000-01, and pay a University-determined fee. Students intending to graduate during the semester they complete NUR (V) 419 who want to convert an “I” to a passing grade must be enrolled at the University during the semester they intend to graduate. If no other course work is being completed, the student must enroll in CSRT 000-01. See Hampton University Academic Catalog 2010-12.

## GRADUATION

All University graduation requirements must be met before a student will be cleared for graduation. The University requires that the applications for graduation must be submitted a year in advance (online). Should unforeseen circumstances cause a change in the original anticipated graduation date, a Graduation Update form should be completed.

1. A minimum of 124 credit hours of coursework as specified in the 4-year curriculum sequence.
2. A minimum of 124 credit hours of coursework as specified in the 3-year accelerated curriculum sequence (College of Virginia Beach).

3. A minimum of 123 semester credit hours as listed in the curriculum outline sequence for registered nurses.
4. A minimum of 124 semester credit hours as listed in the curriculum outline sequence for licensed practical nurses.
5. A minimum of 30 semester hours of credit earned at Hampton University; the student must be in residence the final 30 semester hours prior to the completion of degree requirements.

There are additional costs for selected secured examinations, the school pin, a white uniform for pinning, academic regalia for convocation and commencement as well as for optional social events associated with senior year activities. Candidates for graduation are advised to plan ahead to insure financial resources are available to cover the cost of the passport photo and application fees required for the student to be eligible to sit for the licensure examination to become a RN.

Upon graduation and receipt of a baccalaureate degree, the graduate is eligible to sit for the NCLEX-RN® examination administered by the National Council of State Boards of Nursing: [www.ncsbn.org](http://www.ncsbn.org). This is the national licensure examination required of all graduates of schools of nursing who want to be eligible to practice as registered nurses in the United States. The NCLEX-RN® is administered to all registered nurse candidates by a computerized adaptive testing system. This system organizes the test questions in random order and creates a unique exam for each candidate that is designed to reflect the required knowledge of a graduating nursing student. As the exam proceeds, items are selected from a test pool that is classified by the established test plan and level of difficulty. Each exam assesses the knowledge, skills, and abilities that are essential for the nurse to meet the needs of clients requiring the promotion, maintenance, or restoration of health. According to the Virginia Code 54.1-116, the Virginia State Board of Nursing will not issue a permanent license to the applicant unless the applicant has proof of a social security number or a division of motor vehicle number.

## **DISMISSAL**

A grade of “C minus” is considered failing in the School of Nursing. A student who receives a grade of C- or less in two major clinical nursing courses NUR (V) 215/216, 345/346, 355/356, 445/446, or 455/456), whether the same course or two different courses, will be dismissed from the School of Nursing. A grade of C- or less in two of the following non-clinical courses: NUR (V) 217, 218, 230, 233, 234, 307, 330, 403, 404, and 418 will be counted as one nursing failure. NUR (V) 105 (Introduction to the Nursing Profession), NUR (V) 202 (Nutrition and Dietetics), and nursing elective courses are not considered in the evaluation process when determining dismissal from the School of Nursing. A student whose behavior violates the University Code of Conduct, the Code of Ethics for Nurses, or the Virginia Nurse Practice act will be dismissed from the School of Nursing.

## **CLINICAL COURSE PREPARATION**

All required documents for clinical course preparation must cover a student for an entire academic year. Coverage for students at the Hampton Institute campus must be valid from August 1 to August 1 of the academic year, and coverage for students on the College of Virginia Beach (COVB) campus must be from May 1 to May 1 of the academic year.



Prior to beginning any courses that includes a clinical rotation (starting with Nursing 215 and 216), the student must complete the requirements listed below. If these requirements are not completed, you will not be allowed to participate in on-campus clinical labs and offsite clinical rotations, and this will affect your grade. Copies of all required documents must be on file in the School of Nursing in the Office of Student Academic Support, on or before the designated deadline and prior to beginning clinical rotations. Documents for students on both campuses will be kept in a locked cabinet. Students are advised to keep their original documents in a place where they can be easily accessed if necessary. If a student does not submit all required documents, he or she will be withdrawn from the course.

## **1. Criminal Background Checks**

A criminal background check must be completed annually and submitted by the date designated by the School of Nursing. The criminal background check must include a name search, a criminal history record, sex offender, and crimes against minors' registry checks. Students should keep copies of the completed background check form and their receipt from their certified check or money order as proof of payment. You will be required to complete the Virginia form and send it to the designated address with the appropriate payment. The criminal background check form with the correct code is available on the School of Nursing website. Results must be printed and submitted to the Clinical Clearance Coordinator for each respective campus.

## **2. Physical Examinations and Immunizations Status**

The nursing student must submit satisfactory credentials regarding his or her health status annually by the date designated by the School of Nursing. Annual physical examinations are means of protecting clients entrusted to students' care. A current health record from a health care provider (physician, nurse practitioner or physician assistant) includes a student history, physical examination and immunization record. These records are kept in the School of Nursing. Health statements from the previous year may not be resubmitted. The health record forms are available on the School of Nursing website or may be obtained from the Office of Student Academic Support Services. Health Contractual agreements with cooperating agencies mandate the requirements of a PPD or a chest x-ray and documentation of immunity to Hepatitis B, diphtheria, tetanus, polio series, rubella, rubeola, mumps, pertussis and varicella (chicken pox). Immunity may be demonstrated by proof of immunization ("shot record") or antibody testing and immunizations will be required against any diseases in which the student cannot provide proof of immunity. Periodically, immunization requirements change as a result of current research, Centers for Disease Control (CDC) recommendations, vaccine availability and/or clinical agency requirements. Students will not be permitted to participate in a clinical course if their health records are not current for the academic year. If this procedure is not adhered to, the student will be requested to withdraw from the course.

Since one of the purposes of immunization is to protect the patient from inadvertent exposure to infection, exemptions from immunization are not accepted by clinical facilities and are therefore not accepted by the School of Nursing. The inability to be immunized for a medical reason may be considered on an individual basis. However, if



outside clinical facilities cannot accommodate non-immunized students, there is the possibility that the requirements for graduation may not be met. Any issues with immunizations must be disclosed prior to enrollment in the School of Nursing.

**Every year the student** must submit a completed health record by the date designated by the School of Nursing that includes evidence of a complete physical exam, required immunizations and a Tuberculosis PPD skin test that includes documentation of the date it was placed, the date it was read, and the results. A chest x-ray reading may be submitted in place of the Tuberculin PPD skin test.

**3. Immunizations:** There must be current documentation of the following vaccinations as recommended by the Centers for Disease Control:

Diphtheria, Tetanus (Td or Tdap) – every 10 years.

Pertussis (once since obtaining age 19)

Polio – completed series.

Mumps, Rubella, Rubeola (MMR) – completed series or titer documenting immunity.

Varicella (series of 2) – documentation of having had the immunization, or proof of immunity through a titer.

Hepatitis B – documentation of a series of three injections, the titer, or a declaratory waiver form.

Seasonal flu vaccine – every year.

Students will not be allowed to enter a clinical practicum class if you are not clinically cleared. This includes the submission of an appropriate physical examination form that has been returned on time and has been completely validated. Failure to meet these requirements will jeopardize the student's enrollment in practicum courses. Students should contact their health care provider for further information on costs for examinations, lab work, and immunizations.

**4. Cardiopulmonary Resuscitation**

Current certification in cardiopulmonary resuscitation is required in order to enroll and remain enrolled in nursing clinical practicum courses. Students must complete and maintain certification from the American Red Cross (BLS Professional Rescuer) or American Heart Association (BLS for Health Care Providers) prior to beginning any clinical course and proof of certification must be submitted by the date designated by the School of Nursing. No online certifications will be accepted.

**5. Liability Insurance**

All students are required to obtain and show PROOF of liability insurance to cover the periods of enrollment in practicum courses. Students are required to verify the amount of coverage that is required with the Clinical Clearance Coordinator for each respective

campus, faculty advisors, and/or clinical instructors prior to purchasing a liability insurance policy. The policy must show evidence of coverage, list the start and end dates of coverage, and the amount of coverage. Liability insurance must cover the individual in the role of a student registered nurse. Application information is available on the School of Nursing website and in the Office of Student Academic Support Services. Students are encouraged to purchase liability insurance with any company of their choice.

## **State Licensure**

Licensed practical nurses and registered nurses including students matriculating for master's and doctoral education must maintain a state licensure and demonstrate proof of licensure annually.

## **CLINICAL OR LABORATORY EXPERIENCE IN NURSING COURSES UNDERGRADUATE AND GRADUATE NURSING STUDENTS**

### **Absence or Tardiness in Clinical Areas**

Students' tardiness, failure to report to duty, and/or failure to notify the instructor of a future absence can result in client care being jeopardized. The development of a deep sense of professional responsibility toward clients and professional colleagues is a basic objective of the nursing curriculum. It is inevitable that if a student fails to achieve this objective, this failure will be reflected in the student's clinical practicum grade. In addition to adhering to the policies regarding absences and tardies, the student is required to observe the following regulations:

1. A student who is unable to report for nursing laboratory (clinical) experience must report by telephone, cell phone, pager, etc. (a) to the instructor and (b) to the nursing unit to which they are assigned, not less than a half hour prior to the beginning of the laboratory or practicum period.
2. The nature of the student's clinical experience is such that attendance is necessary. Excused absences may be granted only in exceptional cases by permission of (a) the instructor in charge, (b) the Department Chairperson, and (c) the Dean of the School of Nursing. A student must not be absent from the clinical laboratory, whether the absences are excused or unexcused, for more than 25% of the scheduled clinical hours for the course in order to receive practicum course credit.
3. An unexcused absence is a failure to observe a regulation of the School of Nursing. A grade of zero (0) will be recorded for each unexcused clinical absence.
4. Students who are consistently negligent in their professional responsibilities will be reported to the Department Chairperson and the Dean of the School of Nursing. The general policies regarding progression and retention of students, which have been approved by the faculty and are stated in the Student Advisement Guide, will be observed by the School of Nursing.

The School of Nursing is required to report the academic standing of each School of Nursing graduate to the Virginia (and other states as necessary) Board of Nursing. This is necessary in order to assure that graduates have met all requirements necessary to sit for the NCLEX-RN examination that will allow them to qualify to practice as professional nurses.

## **Professionalism in Clinical Experiences**

Learning experiences demonstrating application of knowledge, values, and skills take place in the clinical area. Professional and ethical standards of conduct between the student and instructor, clients or any with whom the student comes into contact must always be observed. At no time should the student be impolite in expressing feelings or opinions while in the clinical agencies. The use of cellular/portable telephones and/or beepers are not permitted during clinical experiences.

## **Anecdotal Records**

The clinical instructor will keep an account of observations of a student's performance. These observations will be shared with the student. The student has the opportunity to write a statement in response to the instructor's observation. Both the instructor and the student will affix their signatures to each entry of the anecdotal record (see Appendix A).

## **UNDERGRADUATE NURSING STUDENTS' UNIFORM AND APPEARANCE**

The primary purpose of the nurse's uniform is to protect the client from the outside environment. The uniform is also designed to be a clean, comfortable, and professional outfit that is appropriate for the clinical setting. Over the many years that nurses have practiced, these uniforms have become a symbol of the nursing profession for the client as well as the general public.

As professional persons, nursing students must take pride in being well-groomed. The nurse's uniform is only to be worn in the clinical setting; therefore, it is considered inappropriate to wear the uniform as street apparel. The uniform identifies a student as a representative of Hampton University and the student's behavior while in uniform reflects the level of respect the student has for herself/himself, the University, and the nursing profession. The student's appearance is a reflection of his/her character, and the student's dress and behavior should always reflect the high level of professionalism that the student is expected to demonstrate as a future nurse. At all times, students have an individual responsibility for appearing at your very best, which means you should always be well-groomed and suitably dressed for the occasion.

When in uniform, each student must check the following:

### **I. Appearance**

- A.     **Hair:**             Hair should not touch the collar, and it should be neat. If necessary, wear a hairnet. Any devices, such as barrettes and rubber bands, should match your hair color and not be decorative.
- B.     **Nails:**            Nails kept clean and short. Only clear nail polish may be worn when in uniform. Acrylic nails are prohibited for infection control purposes.
- C.     **Shoes:**           Clean, white leather nursing uniform shoes with laces in good repair should be worn. Uniform clogs or tennis shoes may not be

worn. For the community health rotation, you must wear a black or dark blue flat, closed-toe shoe. No tennis shoes or clogs allowed.

- D. **Hose:** Clean, with no runs. Hose must be white or in a color that matches your skin tone (community health nursing practicum).
- E. **Jewelry:** A plain wedding band may be worn with the uniform; a wedding band must not be worn in a unit where surgical asepsis or isolation techniques are required. One pair of small stud earrings may be worn in the ear lobes. No other jewelry may be worn. If a student wishes to wear a ring while in uniform, it is suggested that it be secured with a safety pin under the uniform. Jewelry in the nose, eyebrows, tongue, or other body piercing are strictly prohibited while in uniform, which includes visits to clinical agencies.
- F. **Cleanliness:** The entire uniform must be clean and in good repair at all times. Body cleanliness without offensive odors is required. Perfume or cologne may not be worn in the clinical area. Cleanliness is one of the prerequisites of good health. Beards and mustaches must be neatly groomed.
- G. **Make-up:** Make-up, neatly applied and should be conservative and in good taste. In order to present a professional appearance, students are requested to apply make-up in moderation.
- H. **Other:** No gum chewing.

## **II. The Uniform and Required Equipment**

### **A. Requirements of the Complete Uniform**

1. Blue pinfeather dress or pantsuit with the Hampton University School of Nursing insignia on the upper left sleeve.
2. White regulation apron.
3. White hose.
4. White shoes.
5. Navy blue regulation cardigan sweater (not to be worn when giving client care).
6. Blue pinfeather laboratory coat.
7. Navy blue regulation outer coat.
8. Identification pin (white with blue lettering).
9. Registered nurse students may wear an all-white uniform with the Hampton University School of Nursing insignia on the upper left sleeve and a name pin with "RN, Hampton University Student."

### **B. Equipment Required in the Clinical Agency**

1. Pen (black ink) and pencil.
2. Pocket-size notebook.
3. Watch with a second hand.
4. Bandage scissors.
5. Stethoscope.
6. Penlight.

**NOTE: Male students are to wear:**

1. White trousers.
2. Blue pinfeather, front fastening, jacket length top with the Hampton University, School of Nursing insignia on the upper left sleeve.
3. White undershirt.
4. White socks.
5. White shoes.

**C. Regulations Related to the Wearing of the Complete Uniform**

The complete uniform is worn:

1. In the clinical agency when administering client care.
2. At special ceremonial occasions when the complete uniform is requested or required.

**III. Other Considerations Regarding the Uniform**

- A. A sweater is not worn when administering client care. A sweater is to be used to provide the student with additional warmth outside of the clinical area. The laboratory coat may be worn with the uniform to provide additional warmth when administering client care.
- B. The apron is to be removed to attend classes other than nursing, in dining areas, and in attending to other business if time does not permit the student to change from the uniform into other clothing. It is expected that the student will maintain all other aspects of proper appearance while in uniform as previously listed.
- C. Certain clinical areas require specific modifications in uniform. Your instructor will discuss these with you. It is expected that your appearance will meet the standards for the specific area of clinical practice.
- D. Students with religious regulations regarding headwear are to follow the guidelines stipulated by the university's Office of the Chaplain.
- E. If at any time, the student's uniform and appearance do not meet School of Nursing standards, the student will be dismissed from the clinical area to make the necessary adjustments. The instructor's clinical evaluation will reflect the student's nonconformance with School of Nursing policies regarding uniform and appearance requirements and the instructor will document lost clinical time.

**IV. Purchase of Uniforms and Equipment**

- A. Each student is expected to purchase the quota of uniforms and equipment required by the School of Nursing.
- B. The uniform quota to be ordered includes:
  1. Two to four dresses with detachable aprons or two to four pantsuits.
  2. One identification pin, white with blue lettering.
  3. One cardigan sweater (navy blue).
  4. One blue pinfeather laboratory coat.
  5. A white nursing cap may be purchased at the time you order your uniforms to be used during the pinning ceremony upon completion of the program. Otherwise you may order your cap at a later date.

## **V. Clinical Lab/Resource Center for Dress Code**

During scheduled lab sessions and skill validation assessments in the Clinical Lab/Resource Center, students are to dress in their school uniform and adhere to all elements of Hampton University School of Nursing dress code policy as outlined in the School of Nursing Student Handbook and the Student Advisement Guide.

During open lab sessions, students have the option of dressing in the appropriate attire with a lab jacket. Scrub outfits may also be worn.

The following items are prohibited: jeans, facial jewelry, dangling earrings, hair on the collar, tongue rings, tops that expose the midriff or cleavage, visible tattoos, shorts, open-toed shoes, leggings without any additional coverage extending to the mid-thigh, dresses and skirts that do not fall below the fingertips when arms are fully extended at the sides, sweat pants and muscle shirts. Headgear (except for religious purposes).

## **DEPARTMENT OF GRADUATE NURSING EDUCATION**

The School of Nursing offers a fully accredited graduate nursing program leading to the Master of Science (MS) degree and the Doctor of Philosophy (PhD) degree. The **master's** curriculum offers three specialty areas: Advanced Adult Nursing, Community Health Nursing, and Community Mental Health/Psychiatric Nursing. Three functional role development options are also offered: Administrator, Educator, and Nurse Practitioner in Family, Pediatric, and Women's Health. The educator role prepares students to teach in associate or baccalaureate degree nursing education programs. The administrator role focuses on preparing nurses to assume management positions in various service agency settings. The nurse practitioner roles are designed to develop practitioner skills in students in order to create professional nurses who will be able to function in accordance with jointly promulgated medical and nursing protocols as specified by state law. Master's students have the option of completing a thesis or a comprehensive examination.

The curriculum full or part-time study. Lecture courses are scheduled in the evenings allowing the student to remain in the workforce while continuing the educational process. Clinical practicum experiences are planned according to the schedule of the affiliating agency or institution. Core courses in nursing and related sciences are followed by courses in an area of clinical specialization and role development. Full-time students take research and cognate courses concurrently with the clinical and role development courses.

### **Regular Admission**

Admission to graduate study in Nursing at Hampton University is open to all qualified applicants who meet the requirements as stated in the Graduate Catalog. Potential students are encouraged to consult the Graduate Catalog prior to applying for admission. In addition, admission to the Master's program requires:

1. A bachelor's degree from an accredited program in Nursing.
2. An undergraduate Grade Point Average (GPA) of 2.7 overall and 2.7 in Nursing on a 4.0 scale.

3. Acceptable scores on the Graduate Record Examination (GRE), with a verbal score at least 450 or an Analytical Writing Assessment score of at least 4.0.
4. Completed application to the Graduate College.
5. Two (2) letters of recommendation from professionals familiar with the applicant's professional qualifications. Letters should be on letterhead paper and address the nature of the professional's knowledge of the applicant. Letters should come from professionals, such as the applicant's most recent employer, a previous nursing professor, supervisors and/ or nurse managers. The professional providing the reference must also complete Parts II and III of the recommendation.
6. A personal statement that delineates the applicant's: a) rationale for selecting Hampton University's master's program; b) description of goals and aspirations; c) how the applicants expects to benefit from master's level study; d) previous research and scholarship and current research interest. The essay should be at least 3 to 5 typed pages, doubled spaced, 12 point font and either Times New Roman or Arial.
7. Graduate nursing students participating in clinical experiences must hold and maintain a valid license to practice as a registered nurse in the state/jurisdiction in which they will participate in clinical experiences.
8. An undergraduate course in statistics and an undergraduate course in physical assessment.
9. One year clinical experience beyond the baccalaureate degree prior to clinical courses.
10. A current resume that includes sections on Education, Research and Scholarly Activity, and Service.
11. A personal interview (at the student's expense) with a faculty member who teaches in the Master of Science degree program in the School of Nursing.
12. Approval of the Committee on Graduate Admissions, Scholarships and Standards of the School of Nursing.
13. The entire application package including the application form, application fee, transcripts, GRE scores, and letters of recommendation should be sent to the Graduate College, Hampton University, Hampton, Virginia 23668.

### **Provisional Admission**

An applicant who holds a bachelor's degree, but does not fully meet the above requirements for regular admission, may be admitted on a provisional basis. Students so admitted are held responsible for removing the deficiencies during the first semester in residence to attain regular status.

### **Doctor of Philosophy Degree**

The **Doctor of Philosophy** degree program is designed to prepare nurse scholars and educators who will provide leadership in knowledge development through theory generating and theory testing research. Students enrolling in the PhD program are expected to possess significant intellectual ability and scientific integrity and to engage in research focused on the family. Students in this program take a core of required courses in theory and research followed by cognate courses that support a chosen area of research inquiry. The doctoral program has an optional education track. A minimum of 48 credit hours of study beyond the master's level is required. All students must pass a qualifying examination prior to admission to candidacy, must

pass a comprehensive examination, and must also complete and defend a dissertation that presents original family or family-related research prior to being awarded a degree.

### **Regular Admission**

Students seeking admission to the Doctor of Philosophy program are subject to the rules and regulations of the Graduate College. Admission to PhD program is open to all qualified applicants who meet the requirements. In addition, admission to the doctoral program requires the following:

1. A Master of Science degree in Nursing from an accredited program.
2. A graduate record grade point average (GPA) of at least 3.5 on a 4.0 scale.
3. A completed application submitted to the Graduate College.
4. A personal statement that delineates the applicant's (1) rationale for selecting Hampton University's doctoral program, (2) description of goals and aspirations, (3) expectations of doctoral study, (4) previous research and scholarship, and (5) current research interest that could lead to the development of a dissertation. The statement should be between 3 and 5 typed pages using 12-point font, double spaced, Times Roman or Arial.
5. A current curriculum vita that includes sections on education, research and scholarly activity, and service.
6. A current valid license to practice professional Nursing in any state at the time of admission.
7. A personal interview (at the student's expense) with a faculty member who teaches in the doctoral program.
8. Three (3) letters of recommendation from persons familiar with the applicant's employment and academic qualifications are required. Letters should be on professional letterhead and address the applicant's qualifications. Recommendation must come from professionals, such as, the applicant's most recent employer, a previous nursing professor, supervisors and/ or nurse managers. The professional providing the reference must also complete Parts I and II of the recommendation.
9. Approval of the Graduate Admissions, Scholarship and Standards Committee of the School of Nursing.
10. Complete applications for admission must be received by the published deadline for fall admission.
11. The entire application package, including the application form, transcripts, and letters of recommendation must be sent to the Graduate College, Hampton University, Hampton, Virginia, 23668.

### **COUNSELING AND GUIDANCE**

Students are encouraged to seek assistance from their advisors for all academic matters. The following objectives are planned for the freshman counseling program for students who have chosen a major in nursing:

- A. To help the student obtain accurate information relative to the field of nursing.



- B. To help the student assess reasons for the choice of a major and encourage the student to weigh abilities and interests against those demanded in the profession chosen.
- C. To acquaint the student with the requirements of the program and the need for acceptable performance in related science courses. Emphasis is placed on the fact that the nursing major is essentially a four-year program and necessitates maintenance of an adequate scholastic average from the beginning of study at Hampton University.
- D. To help the student realistically manage time and money.

Students in the undergraduate program and students in the graduate program are counseled primarily by faculty in the School of Nursing. First year and transfer students are counseled by personnel in the Office of Student Academic Support Services. A “Student-Instructor Conference Sheet” is used to record pertinent information during each counseling session (see Appendix B for a variation of this form). Both the student and instructor will date and sign their name after each comment in the spaces provided on the sheet. The conference sheet is used to record both the conference and the action taken. Student folders are maintained on all nursing majors at Hampton University. The folders include the “Student-Instructor Conference Sheet” and other records pertaining to the student. The Office of the Registrar maintains all official student academic records.

### **Faculty Advisors**

Each student is assigned a faculty advisor. Graduate students are assigned both an academic advisor and a research advisor (when appropriate). A schedule of faculty advisor assignments is posted on designated bulletin boards for student information. Faculty advisors have posted office hours. All students should make appointments with their advisors directly. The Director of the Office of Student Academic Support Services, Department Chairpersons, the Assistant Dean for Academic Affairs, and the Dean are available by appointment for all students. Upon written notice, a student can request a change of faculty advisor.

### **Functions of Faculty Advisors**

- 1. Planning with the student the curriculum sequence and course loads while monitoring the student’s academic progression each semester.
- 2. Encouraging free and open expression.
- 3. Assisting with the exploration of problem areas that may cause scholastic difficulties.
- 4. Encouraging students to use other university resources when help is needed such as the Career Center, Testing Services, Freshmen Studies, The Student Counseling Center, and tutoring services as appropriate.
- 5. Assisting students in setting realistic goals.
- 6. Helping students with adjustment problems that students feel are pertinent to their performance as nursing students.
- 7. At the master’s level, the research advisor helps plan for successful program completion through group research project development when the Comprehensive Examination option is chosen or through their research when the Thesis Option is chosen.

## **GRIEVANCE PROCEDURE**

### **STEPS TO GRIEVANCE PROCEDURE FOR THE SCHOOL OF NURSING, HAMPTON UNIVERSITY**

- STEP ONE                    START AT THE SOURCE OF THE PROBLEM**  
a) Schedule a conference with the instructor of the course.  
b) Come to the conference with a clear statement of the issue. Do not speculate.  
c) Go to the next level of authority if the problem is not resolved.
- STEP TWO                    SEE ACADEMIC ADVISOR**  
a) Repeat steps a, b, and c above
- STEP THREE                SEE THE ADMINISTRATIVE HEAD OF THE DEPARTMENT  
(Undergraduate or Graduate Nursing Education Chairperson)**  
a) Repeat steps a, b, and c above
- STEP FOUR                SEE THE ASSISTANT DEAN FOR ACADEMIC AFFAIRS**  
a) Repeat steps a, b, and c above
- STEP FIVE                SEE THE ADMINISTRATIVE HEAD OF THE SCHOOL  
(Dean of the School of Nursing)**  
a) Repeat a, b, and c above
- STEP SIX                    SEE THE GRIEVANCE COMMITTEE, SCHOOL OF NURSING**  
a) Repeat a, b, and c above
- STEP SEVEN                SCHEDULE A CONFERENCE WITH THE CHIEF ACADEMIC  
OFFICER**  
- Provost's Office (Undergraduate Students)  
- Dean, Graduate College (Graduate College)

**If steps one to six have been omitted, the Provost will refer the case back to step five.**

Evidence of dishonesty, negligence, plagiarism, or substance abuse ascertained by the instructor will be brought to the attention of the student's faculty advisor and chairperson (Undergraduate or Graduate Department of Nursing Education). Validation data supporting grounds for dismissal will be submitted to the Dean of the School of Nursing who will then submit the evidence to the Administrative Advisory Council and/or the Office of Student Affairs. Problems related to graduate students may be formally presented to the Graduate Council.

## **STANDARDS OF BEHAVIOR**

The standards of behavior for the School of Nursing incorporate the conduct of students as stated in the official student handbook, Living, Learning, Leadership and Service, 2010-2011. The following statements relate to expectations of students in the School of Nursing. These standards are considered important to the development of professionalism during basic preparation and continued development through the graduate program and support the Hampton University Code of Conduct. The evaluation of students will take these standards into consideration.

**1. Honesty** – Giving or accepting help on examinations is unacceptable. Any evidence of cheating on examinations or falsifying records is cause for dismissal. This is of particular importance in the education of health professionals. For example, if the student does not know the answers to test questions but convinces the instructor of knowledge through dishonest procedures, the student may be allowed to assume responsibility for client care for which he/she is unprepared. This is obviously hazardous. Absolute honesty in the reporting of errors in nursing practice is also essential. Anyone can make a mistake, but in the practice of nursing, mistakes must not be covered up. Reporting an error to the instructor, and then working with the instructor to discover how it can be corrected, and how it could have been prevented will help the nursing student become a safe practitioner.

**2. Confidentiality** – Student nurses are entrusted with significant personal patient information, corporate information and personal information of fellow students. This trust relationship is one of the highest principles of the nursing profession and Hampton University School of Nursing takes confidentiality very seriously. Private information is protected by ethical and legal standards. The nursing student will protect that information and not disseminate it without appropriate permission from the owner of that information. In the event of life threatening disclosures, the student nurse will inform her/his course instructor or academic advisor if not pertaining to a course immediately and will follow the directions of that faculty member. If presented with such a situation in the clinical setting, the patient's primary nurse will also be informed immediately. Failure to maintain confidentiality may present a legal dilemma for the student. The School of Nursing may impose sanctions or penalties for inappropriate disclosure including issuing a failing grade for a course or removing the student from the nursing program.

**3. Plagiarism** – Taking someone's work and claiming it as one's own (intentionally or unintentionally) is considered plagiarism. It does not matter whether you use works that are in print, television/movies, radio, online databases, or on the World Wide Web, the student must PROPERLY cite all sources. There are penalties associated with deliberate plagiarism. The student is responsible for learning to quote, paraphrase, and summarize sources properly. The most commonly used reference for properly citing works at the Hampton University School of Nursing is the Publication Manual of the American Psychological Association. The student should refer to Hampton University's Living, Learning, Leadership and Service The Official Student Handbook 2010-2011 for information on plagiarism.

**4. Smoking and Gum Chewing** – This standard is not a question of ethics but of taste and appropriateness. Smoking is not permitted in classrooms, corridors, hallways, restrooms, or stairwells. Smoking also is not permitted in clinical areas. Smoking in uniform should not be indulged in to the extent that the odor of the smoke may remain on the uniform and be offensive to others. Gum chewing in clinical areas is not permitted and should not be obvious in classroom settings.

**5. Tips and Gifts** – Professional codes indicate that nurses should not accept gratuities. If a student has a client who insists on offering a tip or gift in appreciation of outstanding performance, the student is advised to inform the client that an acceptable and inexpensive alternative is to write a letter of appreciation to the Dean of the School of Nursing.

The practice of giving tips or gratuities is based upon a desire to "get good service." Nursing service must never be dependent upon the ability of the client to pay. Unfortunately,

many in the general public believe that the provision of gifts to nurses assures better attention. The nurse who has accepted gifts from a client may be in a dilemma when the client makes a request that cannot be carried out by the nurse.

It cannot be said that the nurse should never accept a gift. All nurses have had heartwarming experiences related to clients attempting to express gratitude, sometimes in humble ways. It can be stated that the nurse should NEVER lead a client to believe a gratuity is expected, and the nurse should NEVER accept money. The student should exercise good judgment; the clinical instructor will help the student to make a decision if in doubt.

**6. Loyalty** – Loyalty is an essential attribute or quality for a practitioner of nursing. Allegiance to self, family, government, the profession, Hampton University, and the consumer/client reflect this quality.

**7. Verbal and Non-Verbal Expression** – Use of abusive and profane language is inappropriate. Restraint must always be observed in the use of language. Non-verbal behavior should be monitored to assure that an attitude of acceptance or non-judgment is displayed. A calm, quiet voice and demeanor can be soothing to patients and should be used when working as a practitioner.

**8. Use of electronic equipment** – In this digital age, the use of electronic equipment has become very important. While the use of technology is encouraged, students should also must be mindful of how to appropriately use technology. It is inappropriate to have cell phones and pagers turned on so they can be heard in the School of Nursing. All electronic devices should be turned off or turned to silent mode BEFORE the student enters the building. As a courtesy to faculty, staff, and peers, students should go to one of the lounges or outside if you have to ~~take~~ accept an important call. It is never appropriate to talk loudly, use offensive language, or have your cell phone to two-way radio mode so that others can hear the student and the person to whom the student is talking. If a student fails to observe these requirements regarding electronic devices, the student may be asked by a faculty member or staff personnel to leave the building. Students who fail to observe these stipulations for authorized use and possession of telephonic devices will be subject to confiscation of the device by university officials or subject to disciplinary action by the Vice President of Student Affairs Living, Learning, Leadership and Service The Official Student Handbook, 2010-2011.

During tests and quizzes, the student will not be allowed to use any electronic or digital equipment for calculations. This means that the student may not use a calculator on a watch, cell phone, pager, personal data assistant (PDA), or any other device that saves data or pictures. Students may only bring a calculator to class that has basic functions. Scientific calculators are not necessary or appropriate.

## **NURSING PLEDGE**

The following nursing pledge has been adopted by the School of Nursing to exemplify basic ethical precepts and current concepts of nursing practice deemed essential for effective professional behavior.

I will strive with all my being and with the help of God to become an open, kind and diversified individual. In doing so, I will attain the qualities essential in the practice of nursing, for it is only after realizing

one's self-worth that we are able to promote that in others. Deliverance of high-quality health care is of essential importance, but let me also reach beyond a treatment or diagnosis and remember that entrusted to my care is a human being with all the loves, hates, fears and idiosyncrasies that are an integral part of the human species. Let me not grow too comfortable in my knowledge, but actively seek out new information for continuance of my education. Being a nurse requires continuous growth. I dedicate myself to this cause and my life to the profession of nursing. (1976 Graduate of Harper School of Nursing, Detroit, Michigan)

## **PROFESSIONAL ETHICS**

Ethics is concerned with expected conduct representing ideal behavior for a particular group. Your entry into the generalist or specialist nursing education program requires lifelong learning and the ability to meet client needs. The behavior expected of the student as a professional nurse will be regulated by legal and ethical standards. This behavior will be determined by the standards that will govern your practice as a professional nurse at the level for which the student is preparing.

The well-being of clients must always take precedence over a student's learning. When a student is receiving a nursing education, the student's responsibility includes making legal and ethical decisions. Understanding legal and ethical standards plus conscientiously adhering to these standards will give the student confidence in the practice of professional nursing. Students are expected to know their individual abilities and limitations and are encouraged to seek assistance whenever needed.

Codes of ethics, and the general rules of conduct derived from them, are based upon a deep sense of professional responsibility. Students should study in detail the professional code of ethics so that they may thoroughly understand its implications. Although the general suggestions outlined here may seem obvious to most students, they are based upon acceptable rules of conduct, good taste, consideration for others, and a strong sense of personal responsibility.

## **AMERICAN NURSES ASSOCIATION® CODE OF ETHICS FOR NURSES**

The faculty members of the School of Nursing subscribe to the principals and beliefs contained in The American Nurses Association® Code of Ethics for Nurses. This document may be found in its entirety online at <http://www.nursingworld.org>.

## **ACCOUNTABILITY**

Accountability of the nurse to the public is a legal issue since the purpose of licensure is to provide protection for the public. State licensing boards have the right and responsibility to discipline incompetent and unethical nurses. Federal legislation mandates quality assurance in health care for the consumer. Professional nurses must accept the fact that they are directly accountable and responsible to individual consumers for the quality of nursing care provided.

Accountability in nursing education places all students in a position of being responsible for their own learning. The role of the faculty member is to provide learning experiences, but the actual learning and acquisition of needed skills is the student's responsibility. Faculty members will assist and counsel each student as the student progresses throughout the nursing program.

However, each student is expected to make decisions and will be held accountable and responsible for his/her actions. Four general areas of accountability for students are (1) personal behavior; (2) choice of nursing as a major; (3) ability to plan a schedule to enable the successful completion of school requirements; and (4) acquisition of knowledge, attitudes, skills, and behaviors appropriate to professional nursing practice. For transfer students, this may include scheduling challenge examinations in a timely manner to be able to meet requirements for advancing in the nursing major. For generic and transfer students, this will include applying for the upper division and meeting all requirements. For students planning to graduate in a year, submitting the application for graduation a year in advance is a university requirement. Specifics will change from time to time, but these examples may help the student explore the appropriate questions with his/her academic advisor.

### **ESSENTIAL FUNCTIONAL ABILITIES**

Nursing is a profession that requires certain abilities. The Hampton University School of Nursing has established the following essential functional abilities for every nursing student and to meet the requirements for licensure and job performance. These skills are necessary to meet the minimum competency level required to practice as a nurse.

| <b><u>Category</u></b>    | <b><u>Description</u></b>                                                                                                                                                                                                                                               |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Gross Motor Skills</b> | Gross motor skill sufficient to provide the full range of safe and effective nursing care activities, such as moving within confined spaces, reaching above shoulders, reaching below waist, standing and maintaining balance.                                          |
| <b>Fine Motor Skills</b>  | Fine motor skills sufficient to perform psychomotor skills, such as grasping small objects with hands, keying/typing, pinching, picking, twisting, and squeezing with fingers.                                                                                          |
| <b>Physical Endurance</b> | Physical stamina sufficient to perform client care activities for entire length of work role, such as standing during surgical or therapeutic procedures or performing CPR.                                                                                             |
| <b>Physical Strength</b>  | Physical strength sufficient to perform full range of required client care activities, such as pushing and pulling 25 pounds, supporting and lifting up to 25 pounds, moving objects weighing up to 50 pounds, and squeezing with hands to operate a fire extinguisher. |
| <b>Mobility</b>           | Physical abilities sufficient to move from place to place in a quick manner and to maneuver by twisting, squatting, climbing, and walking.                                                                                                                              |
| <b>Hearing</b>            | Auditory ability sufficient for physical monitoring and assessment of client health care needs, which includes hearing faint body sounds, faint voices, hearing in situations when not able to see lips, and hearing auditory alarms.                                   |
| <b>Visual</b>             | Visual ability sufficient for accurate observation and performance of nursing care, which includes seeing objects up to 20 inches away and 20 feet away, depth perception, peripheral vision, and ability to distinguish color and color intensity.                     |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tactile</b>                  | Tactile ability sufficient for physical monitoring and assessment of health care needs, which includes feeling vibrations, detecting temperature, and feeling differences in surface characteristics, sizes, and shapes.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Smell</b>                    | Olfactory ability sufficient to detect significant environmental and client odors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Reading</b>                  | Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Arithmetic</b>               | Arithmetic ability sufficient to do computations at a minimum of an eighth grade level which includes reading and understanding columns of writing, reading graphic printouts and digital displays, calibrating equipment, converting numbers to and/or from the Metric System, measuring time, counting rates, using measuring tools, reading measurement marks, computing fractions; and using a calculator.                                                                                                                                                                                                                                   |
| <b>Emotional Stability</b>      | Emotional stability sufficient to assume responsibility/accountability for actions, which includes establishing therapeutic boundaries, dealing with the unexpected, adapting to changing environment/stress, focusing attention on a task, performing multiple responsibilities concurrently, and handling strong emotion. Analytical Thinking Reasoning skills sufficient to perform deductive and inductive thinking for nursing decisions, which includes transferring knowledge from one situation to another, processing information, problem solving, evaluating outcomes, prioritizing tasks, and using short-term and long-term memory. |
| <b>Critical Thinking Skills</b> | Critical thinking skill sufficient to exercise sound nursing judgment, which includes identifying cause-effect relationships, planning/controlling activities for others, synthesizing knowledge and skills, and sequencing information.                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Interpersonal Skills</b>     | Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Communication Skills</b>     | Communication abilities sufficient for interaction with others in written and oral form, which includes teaching, explaining procedures, giving oral reports, and conveying information through writing.                                                                                                                                                                                                                                                                                                                                                                                                                                         |

*This list was developed from The National Council of State Boards of Nursing, Inc. list of essential functional abilities.*

## FINANCIAL INFORMATION

### **Baccalaureate Nursing Students' Fees**

Expenses for baccalaureate nursing students are similar to those of other students. There is a fee for each student enrolled in nursing. Nursing uniforms will require an expense of approximately \$200. In addition, there is a \$400 nursing fee.

**The Scholarships for Disadvantaged Students (SDS) program (Undergraduate and Graduate):** This program provides scholarships to full-time, students from **disadvantaged backgrounds** enrolled in health professions and nursing programs. An individual from a disadvantaged background is defined as one who comes from an environment that has inhibited the individual from obtaining the knowledge, skill, and abilities required to enroll in and graduate from a health professions school, or from a program providing education or training in an allied health profession; or comes from a family with an annual income below a level based on low income thresholds according to family size published by the U.S. Bureau of Census, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary, HHS, for use in health professions and nursing programs. Bureau of Health Professions, Health Resources and Services Administration, U.S. Department of Health and Human Services.

**Advanced Education Nursing Traineeship (AENT) Program (Graduate):** This program provides support for students enrolled full-time or part-time (part-time students must be within the last 12 months of study prior to graduation) in an advanced education nursing program.

Please note: Financial need will be verified by the Office of Financial Aid.

### **Other Financial Assistance Opportunities**

**General Assembly Nursing Scholarship:** Scholarship loans of up to \$2,000, depending on need, are awarded by the Bureau of Public Health Nursing. These loans are available to any bona fide resident of the State of Virginia who has been accepted as a graduate or undergraduate study by a state accredited school of nursing in the Commonwealth of Virginia.

**Nursing Endowed Scholarships and Awards:** The School of Nursing awards the following special scholarships and awards to deserving students on the basis of criteria formulated for each scholarship. The nursing endowed scholarships and awards include:

- **Walter R. and Louis S. Brown Scholarship**
- **W. Adrian Freeman Nursing Scholarship**
- **W. Adrian Freeman Graduate Fellowship**
- **Givens Foundation for Nursing Scholarships**
- **Elnora D. Daniel Leadership Award**
- **Daniel and Louise Armstrong Award**
- **Patricia E. Sloan Endowed Fund**
- **Bertha L. Davis Endowed Research Fund**
- **Estella Reynolds Endowed Scholarship**



- **Fostine Glenn Riddick Award**
- **Hampton University Alumni Endowed Scholarship**
- **Sallie Tucker Allen Endowed Nursing Scholarship**
- **Chi Eta Phi Nursing School Endowed Scholarship**
- **Shirley Gore Endowed Scholarship**
- **M. E. Carnegie Nursing Archives**
- **Teresa A. Thomas Foundation Endowed Account**
- **Lillian Lively Stafford Memorial Endowed Scholarship**
- **Johnnie B. Bunch Endowed Scholarship**
- **Delta Sigma Theta Endowed Scholarship**

Other scholarships specifically for students of nursing are awarded on an annual basis as funds are donated, but are not endowed funds.

**Health Care Agency Scholarship:** Scholarships may be available from local, state, and federal health care agencies. To qualify for these scholarships, usually students must be in the last two years of the nursing program and have at least a 2.5 grade point average. The Veterans Affairs Hospital System offers a scholarship program known as the Health Professional Scholarship Program.



**Hampton University  
School of Nursing  
Undergraduate Nursing Curriculum**

**FOUR-YEAR CURRICULUM FOR BEGINNING NURSING STUDENTS**

| <b>FRESHMAN YEAR</b>                                                                  |                             |                 | <b>SOPHOMORE YEAR</b>                                              |                             |                 |
|---------------------------------------------------------------------------------------|-----------------------------|-----------------|--------------------------------------------------------------------|-----------------------------|-----------------|
|                                                                                       | Semester<br>1 <sup>st</sup> | 2 <sup>nd</sup> |                                                                    | Semester<br>1 <sup>st</sup> | 2 <sup>nd</sup> |
| Biology 103<br>General Biology                                                        | 4                           |                 | Biology 225 Anatomy & Physiology<br>or                             | 4/(3)                       |                 |
| Biology 224 Anatomy & Physiology<br>or                                                |                             | 4               | Biology 336 Human Physiology<br>Biology 304 Microbiology           |                             | 4               |
| Biology 302 Human Anatomy                                                             |                             |                 | Computer Science 120                                               |                             |                 |
| Communication 103<br>Oral Communication                                               |                             | 3               | Intro to Computers                                                 | 3                           |                 |
| English 101-102<br>Written Communication                                              | 3                           | 3               | Humanities 201/202<br>Humanities I & II                            | 3                           | 3               |
| History 105 or 107 World Civilization I or<br>Survey of African-American History      | 3                           |                 | Nursing 202<br>Nutrition and Dietetics                             | 3                           |                 |
| History 106<br>World Civilization II                                                  |                             | 3               | Nursing 230 Computations in<br>Pharmacotherapeutics Laboratory     | 1                           |                 |
| Mathematics 109<br>College Mathematics I                                              | 3                           |                 | Nursing 215<br>Foundations of Nursing                              |                             | 4               |
| Nursing 105<br>Intro to the Nursing Profession                                        | 2                           |                 | Nursing 216<br>Foundations of Nursing : Practicum                  |                             | 3               |
| Physical Education<br>(Physical Activity Courses)                                     | 1                           | 1               | Nursing 217<br>Health Assessment                                   |                             | 2               |
| Psychology 203<br>Intro to Psychology                                                 |                             | 3               | Nursing 218<br>Health Assessment: Practicum                        |                             | 1               |
| University 101<br>The Individual and Life                                             | 1                           |                 | Sociology 205<br>Intro to Sociology                                | 3                           |                 |
| <b>Total Semester Credits</b>                                                         | <b>17</b>                   | <b>17</b>       | <b>Total Semester Credits</b>                                      | <b>17/16</b>                | <b>17</b>       |
| <b>JUNIOR YEAR</b>                                                                    |                             |                 | <b>SENIOR YEAR</b>                                                 |                             |                 |
|                                                                                       | Semester<br>1 <sup>st</sup> | 2 <sup>nd</sup> |                                                                    | Semester<br>1 <sup>st</sup> | 2 <sup>nd</sup> |
| Nursing 330 Pharmacotherapeutics and<br>The Process of Nursing                        | 2                           |                 | General Elective                                                   | 3                           |                 |
| Nursing 307 Conceptual<br>Approaches to Pathophysiology                               | 3                           |                 | Nursing 403 Trends, Issues and<br>Leadership in Nursing            |                             | 2               |
| Nursing 345 Adult Health Nursing I                                                    | 4                           |                 | Nursing 404 Trends, Issues and<br>Leadership in Nursing: Practicum |                             | 2               |
| Nursing 346 Adult Health<br>Nursing I: Practicum                                      | 4                           |                 | Nursing 418 Issues in<br>Research Seminar                          | 2                           |                 |
| Nursing 355 Nursing Care of the<br>Childbearing and Childrearing Family               |                             | 4               | Nursing 419 Professional<br>Development Seminar                    |                             | 2               |
| Nursing 356 Nursing Care of the<br>Childbearing and Childrearing<br>Family: Practicum |                             | 4               | Nursing 445 Community/<br>Mental Health Nursing                    | 4                           |                 |
| Nursing Elective                                                                      |                             | 3               | Nursing 446 Community/Mental<br>Health Nursing: Practicum          | 4                           |                 |
| Psychology 311<br>Human Growth and Development                                        |                             | 3               | Nursing 455<br>Adult Health Nursing II                             |                             |                 |
| Psychology 346 Statistics I- Intro to<br>Statistical Methods                          |                             |                 | Nursing 456 Adult Health Nursing II:<br>Practicum                  |                             | 4               |
| or                                                                                    |                             |                 |                                                                    |                             | 4               |
| Math 205 Intro to Statistics                                                          | 3                           |                 |                                                                    |                             |                 |
| <b>Total Semester Credits</b>                                                         | <b>16</b>                   | <b>14</b>       | <b>Total Semester Credits</b>                                      | <b>13</b>                   | <b>14</b>       |

Students may be awarded advance placement credits as their records may warrant. Total credits for graduation is 125/124 credit hours.



**Hampton University  
School of Nursing  
Undergraduate Nursing Curriculum**

## THREE-YEAR CURRICULUM FOR BEGINNING NURSING STUDENTS

[illegible]

Students may be awarded advance placement credits as their records may warrant. Total credits for graduation is 124/125 credit hours.



### **CURRICULUM FOR RN to BS STUDENTS**

| <b>FIRST YEAR</b>                                                        |                             |                 | <b>SECOND YEAR</b>                                |                             |                 |
|--------------------------------------------------------------------------|-----------------------------|-----------------|---------------------------------------------------|-----------------------------|-----------------|
|                                                                          | Semester<br>1 <sup>st</sup> | 2 <sup>nd</sup> |                                                   | Semester<br>1 <sup>st</sup> | 2 <sup>nd</sup> |
| Biology 103<br>General Biology                                           | 4                           |                 | Biology 225 Anatomy & Physiology<br>or            | 4/(3)                       |                 |
| Biology 224 Anatomy & Physiology<br>or                                   |                             | 4               | Biology 336 Human Physiology                      |                             | 4               |
| Biology 302 Human Anatomy                                                |                             |                 | Biology 304 Microbiology                          |                             | 3               |
| Communication 103                                                        |                             | 3               | General Elective                                  |                             | 3               |
| Oral Communication                                                       |                             |                 | History 106                                       |                             | 3               |
| Computer Science 120                                                     | 3                           |                 | World Civilization II                             |                             |                 |
| Intro to Computers                                                       |                             |                 | Humanities 201/202                                | 3                           | 3               |
| English 101-102                                                          | 3                           | 3               | Humanities I & II                                 |                             |                 |
| Written Communication                                                    |                             |                 | Nursing 202                                       | 3                           |                 |
| History 105 or 107 World Civilization I<br>or Survey of African-American |                             | 3               | Nutrition and Dietetics                           |                             |                 |
| Mathematics 109                                                          | 3                           |                 | Physical Education<br>(Physical Activity Courses) | 1                           | 1               |
| College Mathematics I                                                    |                             |                 | Psychology 311                                    | 3                           |                 |
| Psychology 203                                                           |                             | 3               | Human Growth and Development                      |                             |                 |
| Intro to Psychology                                                      |                             |                 | Psychology 346 Intro to Statistical<br>Methods    | 3                           |                 |
| Sociology 205                                                            | 3                           |                 | or Math 205 Intro to Statistics                   |                             |                 |
| Intro to Sociology                                                       |                             |                 |                                                   |                             |                 |
| University 101                                                           | 1                           |                 |                                                   |                             |                 |
| The Individual and Life                                                  |                             |                 |                                                   |                             |                 |
| <b>Total Semester Credits</b>                                            | <b>17</b>                   | <b>16</b>       | <b>Total Semester Credits</b>                     | <b>17/16</b>                | <b>14</b>       |
| <b>Summer</b>                                                            |                             |                 | <b>THIRD YEAR</b>                                 |                             |                 |
|                                                                          | Semester                    |                 |                                                   | Semester<br>1 <sup>st</sup> | 2 <sup>nd</sup> |
| UPPER DIVISION                                                           |                             |                 |                                                   |                             |                 |
| Nursing 403                                                              | 2                           |                 | Nursing 420                                       | 4                           |                 |
| Trends, Issues, and Leadership<br>in Nursing                             |                             |                 | Transition Theory                                 |                             |                 |
| Nursing 404                                                              | 2                           |                 | Nursing 421                                       | 4                           |                 |
| Trends, Issues, and Leadership<br>In Nursing: Practicum                  |                             |                 | Transition Theory : Practicum                     |                             |                 |
| Nursing 418                                                              | 2                           |                 | Nursing 415                                       |                             | 4               |
| Issues in Research Seminar                                               |                             |                 | Community Health Nursing                          |                             | 4               |
|                                                                          |                             |                 | Nursing 417                                       |                             | 4               |
|                                                                          |                             |                 | Community Health Nursing : Practicum              |                             | 4               |
|                                                                          |                             |                 | Nursing 422                                       | 4                           |                 |
|                                                                          |                             |                 | Portfolio Seminar                                 |                             |                 |
|                                                                          |                             |                 | Nursing Elective (Graduate Level)                 |                             | 5               |
| <b>Total Semester Credits</b>                                            | <b>6</b>                    |                 | <b>Total Semester Credits</b>                     | <b>12</b>                   | <b>13</b>       |

Students may be awarded advance placement credits as their records may warrant. Advance placement for nursing courses may not exceed 29 credit hours. Total credits for graduation for the Registered Nurse sequence is 124/123 credit hours.



## CURRICULUM FOR LPN TO BS NURSING STUDENTS

| <b><u>FIRST YEAR</u></b>          |   | Semester        |                 | <b><u>SUMMER SEMESTER I</u></b>   |              |
|-----------------------------------|---|-----------------|-----------------|-----------------------------------|--------------|
| LOWER DIVISION                    |   | 1 <sup>st</sup> | 2 <sup>nd</sup> | LOWER DIVISION                    |              |
| Biology 103-304                   |   |                 |                 | Biology 224-225 or 302-336        |              |
| General Biology                   | 4 | 4               |                 | Anatomy & Physiology or           | 8/7          |
| Communication 103                 |   |                 |                 | Human Anatomy and Physiology      |              |
| Oral Communication                | 3 | -               |                 | Nursing 233                       |              |
| English 101-102                   |   |                 |                 | Concepts of Professional Nursing  | 4            |
| Written Communication             | 3 | 3               |                 | Practice                          |              |
| History 105 or 107                |   |                 |                 | Nursing 234                       |              |
| World Civilization I or Survey of | 3 | -               |                 | Concepts of Professional Nursing  | 3            |
| African-American History          |   |                 |                 | Practice: Practicum               |              |
| History 106                       |   |                 |                 |                                   |              |
| World Civilization II             | - | 3               |                 |                                   |              |
| Mathematics 109                   |   |                 |                 | <b>Total Term Credits</b>         | <b>15/14</b> |
| College Mathematics I             | 3 | -               |                 |                                   |              |
| Nursing 217                       |   |                 |                 | <b><u>SUMMER SEMESTER II</u></b>  |              |
| Health Assessment                 |   | 2               |                 | UPPER DIVISION                    |              |
| Nursing 218                       |   |                 |                 | Elective                          | 3            |
| Health Assessment: Practicum      |   | 1               |                 | Physical Education                | 1            |
| Physical Education                | - |                 |                 | Psychology 346 or Mathematics 205 |              |
| (Physical Activity Courses)       |   | 1               |                 | Introduction to Statistics        | 3            |
| University 101                    | 1 | -               |                 |                                   |              |
| The Individual and Life           |   |                 |                 | <b>Total Term Credits</b>         | <b>7</b>     |
| Computer Science 120              | 1 |                 |                 |                                   |              |
| Introduction to Computers         |   | 3               |                 |                                   |              |
| <b>Total Semester Credits</b>     | - |                 |                 |                                   |              |
|                                   |   | <b>17</b>       | <b>17</b>       |                                   |              |

| <b><u>SECOND YEAR</u></b>               |   | Semester        |                 | <b><u>THIRD YEAR</u></b>           |           | Semester        |                 |
|-----------------------------------------|---|-----------------|-----------------|------------------------------------|-----------|-----------------|-----------------|
| UPPER DIVISION                          |   | 1 <sup>st</sup> | 2 <sup>nd</sup> | UPPER DIVISION                     |           | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Nursing 307                             | 3 | -               |                 | Sociology 205                      | 3         | -               |                 |
| Conceptual Approaches to                |   |                 |                 | Intro to Sociology                 |           |                 |                 |
| Pathophysiology                         |   |                 |                 | Nursing 403                        |           | 2               |                 |
| Nursing 330                             | - |                 |                 | Trends, Issues and Leadership in   | -         |                 |                 |
| Pharmacotherapeutics and the Process of |   |                 |                 | Nursing                            |           |                 |                 |
| Nursing                                 | - |                 |                 | Nursing 404                        |           | 2               |                 |
| Nursing 345, 355                        |   | 2               |                 | Trends, Issues and Leadership in   |           |                 |                 |
| Adult Health Nursing I                  |   |                 |                 | Nursing: Practicum                 |           |                 |                 |
| Nursing Care of the Childbearing and    |   | 4               |                 | Nursing 418                        | 2         | -               |                 |
| Childrearing Family                     |   |                 |                 | Issues in Research Seminar         |           |                 |                 |
| Nursing 346, 356                        | 4 |                 |                 | Nursing 419                        |           | 2               |                 |
| Adult Health Nursing I: Practicum       |   |                 |                 | Professional Development Seminar   |           |                 |                 |
| Nursing Care of the Childbearing and    |   | 4               |                 | Nursing 445                        | 4         | -               |                 |
| Childrearing Family: Practicum          |   |                 |                 | Community/Mental Health Nursing    |           |                 |                 |
| Psychology 203, 311                     | 4 |                 |                 | Nursing 446                        | 4         | -               |                 |
| Introduction to Psychology              |   |                 |                 | Community/Mental Health Nursing:   |           |                 |                 |
| Human Growth and Development            |   | 3               |                 | Practicum                          |           |                 |                 |
| Humanities 201, 202                     |   |                 |                 | Nursing 455                        | -         | 4               |                 |
| Humanities                              | 3 |                 |                 | Adult Health Nursing II            |           |                 |                 |
|                                         |   |                 |                 | Nursing 456                        | -         | 4               |                 |
|                                         |   |                 |                 | Adult Health Nursing II: Practicum |           |                 |                 |
| <b>Total Semester Credits</b>           | 3 |                 |                 | <b>Total Semester Credits</b>      | <b>13</b> | <b>14</b>       |                 |
|                                         |   | <b>17</b>       | <b>17</b>       |                                    |           |                 |                 |
|                                         |   | <b>17</b>       |                 |                                    |           |                 |                 |

Student may be awarded advance placement credits as their records warrant. Advance placement for nursing courses may not exceed eight (8) credit hours. Total credits for graduation for the Licensed Practical Nurse sequence is 125/124 credit hours.



Hampton University  
School of Nursing  
**GRADUATE NURSING CURRICULUM**

**MASTER OF SCIENCE DEGREE – EDUCATION**

| <b><u>SEMESTER 1 - (Fall Semester)</u></b>    |                                                 | <b><u>CREDITS</u></b> |
|-----------------------------------------------|-------------------------------------------------|-----------------------|
| NUR 510 -                                     | Conceptual Approaches to Nursing Practice       | 2                     |
| NUR 512 -                                     | Organizational Behavior Group and Role Theory   | 3                     |
| NUR 514                                       | Concepts and Techniques of Primary Care Nursing | 4                     |
| NUR 678                                       | Family Nursing: Theory and Practice             | 3                     |
| STAT 600 -                                    | Statistics                                      | <u>3</u>              |
|                                               |                                                 | <b>15</b>             |
| <b><u>SEMESTER II - (Spring Semester)</u></b> |                                                 |                       |
| NUR 608 -                                     | Pathophysiology                                 | 3                     |
| NUR 610 -                                     | Community Mental Health/Psychiatric Nursing     | 4                     |
| <u>or</u>                                     |                                                 |                       |
| NUR 612 -                                     | Community Health Nursing                        |                       |
| <u>or</u>                                     |                                                 |                       |
| NUR 614 -                                     | Advanced Adult Nursing                          |                       |
| NUR 604 -                                     | Curriculum Development in Nursing Education     | 3                     |
| NUR 683 -                                     | Research Methods in Nursing                     | 4                     |
| <u>or</u>                                     |                                                 |                       |
| NUR 681 -                                     | Masters Thesis Research                         |                       |
| Elective -                                    |                                                 | <u>3</u>              |
|                                               |                                                 | <b>17</b>             |
| <b><u>SEMESTER III - (Fall Semester)</u></b>  |                                                 |                       |
| NUR 611 -                                     | Community Mental Health/Psychiatric Nursing     |                       |
| <u>or</u>                                     |                                                 | 4                     |
| NUR 613 -                                     | Community Health Nursing                        |                       |
| <u>or</u>                                     |                                                 |                       |
| NUR 615 -                                     | Advanced Adult Nursing                          |                       |
| NUR 605 -                                     | Teaching Adult Nursing                          | 4                     |
| NUR 609 -                                     | Nursing Colloquium                              | 3                     |
| Elective                                      |                                                 | <u>3</u>              |
|                                               |                                                 | <b>14</b>             |
| <b>TOTAL CREDITS:</b>                         |                                                 | <b>46</b>             |



**MASTER OF SCIENCE DEGREE – ADMINISTRATION**

| <b><u>SEMESTER I (Fall)</u></b>    |                                               | <b><u>CREDITS</u></b> |
|------------------------------------|-----------------------------------------------|-----------------------|
| NUR 510 -                          | Conceptual Approaches to Nursing Practice     | 2                     |
| NUR 512 -                          | Organizational Behavior Group and Role Theory | 3                     |
| MBA 609 -                          | Accounting Concepts                           | 3                     |
| MBA 648 -                          | Human Resources Administration                | 3                     |
| STAT 600 -                         | Statistics                                    | 3                     |
| NUR 678 -                          | Family Health Nursing: Theory and Practice    | <u>3</u>              |
|                                    |                                               | <b>17</b>             |
| <b><u>SEMESTER II (Spring)</u></b> |                                               |                       |
| NUR 610, NUR 612, or NUR 614:      |                                               |                       |
| -                                  | Nursing Clinical Specialty Course             | 4                     |
| NUR 606 -                          | Principles of Nursing Administration          | 6                     |
| NUR 681 -                          | Masters Thesis Research                       |                       |
|                                    | Or                                            | 4                     |
| NUR 683-                           | Research in Nursing                           |                       |
|                                    |                                               | <hr/>                 |
|                                    |                                               | <b>14</b>             |
| <b><u>SEMESTER III (Fall)</u></b>  |                                               |                       |
| NUR 609 -                          | Nursing Colloquium                            | 3                     |
| NUR 607-                           | Advanced Nursing Administration               | 5                     |
| Elective                           | (Family Nursing)                              | 3                     |
| Elective                           | (Guided Elective Business)                    | <u>3</u>              |
|                                    |                                               | <b>14</b>             |
| <b>TOTAL CREDITS:</b>              |                                               | <b>45</b>             |



**MASTER OF SCIENCE DEGREE – FAMILY NURSE PRACTITIONER (FNP)**

| <b><u>SUMMER SESSION</u></b>                            | <b><u>CREDITS</u></b> |
|---------------------------------------------------------|-----------------------|
| STAT 600 - Statistics                                   | <u>3</u>              |
|                                                         | <b>3</b>              |
| <b><u>SEMESTER I (Fall)</u></b>                         |                       |
| NUR 510 - Conceptual Approaches to Nursing Practice     | 2                     |
| NUR 512 - Organizational Behavior/Group and Role Theory | 3                     |
| NUR 514 - Concepts and Techniques of Primary Nursing    | 4                     |
| NUR 630- Advanced Pharmacotherapeutics in Primary Care  | <u>3</u>              |
|                                                         | <b>12</b>             |
| <b><u>SEMESTER II (Spring)</u></b>                      |                       |
| NUR 681- Masters Thesis Research                        |                       |
| or                                                      | 4                     |
| NUR 683- Research Methods in Nursing                    |                       |
| or                                                      | 5                     |
| NUR 618- Preceptorship in Family Nursing (Primary Care) |                       |
| NUR 608- Pathophysiology                                | 3                     |
| Elective                                                | <u>3</u>              |
|                                                         | <b>15</b>             |
| <b><u>SUMMER SESSION</u></b>                            |                       |
| NUR 619- Advanced Preceptorship in Family Nursing       | <u>4</u>              |
|                                                         | <b>4</b>              |
| <b><u>SEMESTER III (Fall)</u></b>                       |                       |
| NUR 621- Practice Management (PCA NP)                   | 4                     |
| NUR 609- Nursing Colloquium                             | 3                     |
| NUR 678 - Family Health Nursing: Theory and Practice    | <u>3</u>              |
|                                                         | <b>10</b>             |
| <b>TOTAL CREDITS:</b>                                   | <b>44</b>             |





**MASTER OF SCIENCE DEGREE - PEDIATRIC NURSE PRACTITIONER (PNP)**

**SUMMER SESSION I**

|         |                           | <b><u>CREDITS</u></b> |
|---------|---------------------------|-----------------------|
| STA 600 | Statistics                | 3                     |
| NUR 689 | Pediatric Pathophysiology | <u>1</u>              |
|         |                           | <b>4</b>              |

**SEMESTER I SPRING**

|         |                                                |           |
|---------|------------------------------------------------|-----------|
| NUR 510 | Conceptual Approaches to Nursing Practice      | 2         |
| NUR 514 | Concepts & Techniques of Primary Care Nursing  | 4         |
| NUR 630 | Advanced Pharmaco-therapeutics in Primary Care | 3         |
| NUR 690 | Advanced Child Health Assessment               | <u>3</u>  |
|         |                                                | <b>12</b> |

**SEMESTER II SPRING**

|         |                                         |           |
|---------|-----------------------------------------|-----------|
| NUR 681 | Master Thesis Research                  | OR        |
| NUR 683 | Research Methods                        | 4         |
| NUR 691 | Acute Pediatric Problems and Illnesses  | 3         |
| NUR 692 | Child Health Maintenance and Promotion  | 2         |
| NUR 693 | Seminar in Advanced Pediatric Nursing I | 2         |
| NUR 694 | Advanced Pediatric Nursing I Practicum  | <u>2</u>  |
|         |                                         | <b>13</b> |

**SEMESTER II SUMMER**

|         |                                          |          |
|---------|------------------------------------------|----------|
| NUR 695 | Chronic Pediatric Problems and Illnesses | 2        |
| NUR 696 | Seminar in Advanced Pediatric Nursing II | 2        |
| NUR 697 | Advanced Pediatric Nursing Practicum II  | <u>2</u> |
|         |                                          | <b>6</b> |

**SEMESTER II FALL**

|         |                                          |          |
|---------|------------------------------------------|----------|
| NUR 609 | Nursing Colloquium                       | 3        |
| NUR 698 | Advanced Pediatric Nursing Practicum III | <u>6</u> |
|         |                                          | <b>9</b> |

**TOTAL CREDITS: 44**



**MASTER OF SCIENCE DEGREE - WOMEN'S HEALTH NURSE PRACTITIONER  
(WHNP)**

| <b><u>SUMMER SESSION I</u></b>     |                                                          | <b><u>CREDITS</u></b> |
|------------------------------------|----------------------------------------------------------|-----------------------|
| NUR 530                            | Maternal-Fetal Pharmacology                              | 3                     |
| NUR 531                            | Physiological Aspects of<br>Reproduction and Development | 3                     |
|                                    |                                                          | <hr/>                 |
|                                    |                                                          | <b>6</b>              |
| <b><u>SEMESTER I (FALL)</u></b>    |                                                          |                       |
| NUR 510                            | Conceptual Approaches to Nursing<br>Practice             | 2                     |
| NUR 635                            | Frameworks of Women's Health                             | 3                     |
| NUR 630                            | Advanced Pharmacotherapeutics<br>In Primary Care         | 3                     |
| NUR 512                            | Organizational Behavior/Group<br>and Role Theory         | 3                     |
| NUR 514                            | Concepts and Techniques of Primary Care<br>Nursing       | <u>4</u>              |
|                                    |                                                          | <b>15</b>             |
| <b><u>SEMESTER II (SPRING)</u></b> |                                                          |                       |
| NUR 683                            | Research Methods in Nursing or<br>Masters Thesis         | 4                     |
| NUR 681                            |                                                          |                       |
| NUR 638                            | Health Care of Childbearing<br>Women                     | 4                     |
| NUR 639                            | Health Care of Women Seminars                            | 5                     |
|                                    |                                                          | <hr/>                 |
|                                    |                                                          | <b>12</b>             |
| <b><u>SUMMER SESSION II</u></b>    |                                                          |                       |
| NUR 642                            | Health Problems of Childbearing<br>Women-Seminar         | 5                     |
|                                    |                                                          | <hr/>                 |
|                                    |                                                          | <b>5</b>              |
| <b><u>SEMESTER III</u></b>         |                                                          |                       |
| NUR 609                            | Nursing Colloquium                                       | 3                     |
| NUR 643                            | Low-Risk Childbearing Families                           | 4                     |
| NUR 650                            | Women's Health Nursing Seminar                           | <u>3</u>              |
|                                    |                                                          | <b>10</b>             |
| <b>TOTAL CREDIT:</b>               |                                                          | <b>49</b>             |



**DOCTOR OF PHILOSOPHY DERGEE**

| <b>YEAR I</b>                                               |                                                                          | <u><b>Credit</b></u> |
|-------------------------------------------------------------|--------------------------------------------------------------------------|----------------------|
| <b><u>Fall Semester</u></b>                                 |                                                                          |                      |
| NUR 670                                                     | Statistics for Health Professions                                        | 3                    |
| NUR 710                                                     | Family Nursing: Historical and Cultural Perspectives                     | 3                    |
| NUR 711                                                     | Family Nursing: Philosophical, Conceptual and Theoretical Perspectives   | 3                    |
|                                                             | <b>SUBTOTAL CREDIT</b>                                                   | <b>9</b>             |
| <b><u>Spring Semester</u></b>                               |                                                                          |                      |
| NUR 712                                                     | Family Nursing: Theory and Concept Analysis Qualifying Examination       | 3                    |
| NUR 703                                                     | Qualifying Examination                                                   | 0                    |
| NUR 713                                                     | Family Nursing Issues: Planning and Policy Leadership                    | 3                    |
| NUR 714                                                     | Quantitative Methods I                                                   | 3                    |
|                                                             | <b>SUBTOTAL CREDITS</b>                                                  | <b>9</b>             |
| <b><u>YEAR II</u></b>                                       |                                                                          |                      |
| <b><u>Fall Semester</u></b>                                 |                                                                          |                      |
| NUR 715                                                     | Quantitative Methods II                                                  | 3                    |
| NUR 716                                                     | Nursing Research: Interpretative Methods                                 | 3                    |
| NUR 717                                                     | Nursing Research: Instrument Development                                 | <u>3</u>             |
|                                                             | <b>SUBTOTAL CREDITS</b>                                                  | <b>9</b>             |
| <b><u>Spring Semester</u></b>                               |                                                                          |                      |
| NUR 718                                                     | Analysis and Evaluation of Theory Generating and Theory Testing Research | 3                    |
|                                                             | Cognate                                                                  | 3                    |
|                                                             | Cognate                                                                  | <u>3</u>             |
|                                                             | <b>SUBTOTAL CREDITS</b>                                                  | <b>9</b>             |
| <b><u>YEAR III</u></b>                                      |                                                                          |                      |
| <b><u>Fall Semester</u></b>                                 |                                                                          |                      |
| NUR 800                                                     | Dissertation Seminar I                                                   | 3                    |
|                                                             | Cognate                                                                  | <u>3</u>             |
|                                                             | <b>SUBTOTAL CREDITS</b>                                                  | <b>6</b>             |
| <b><u>Spring Semester</u></b>                               |                                                                          |                      |
| NUR 801                                                     | Dissertation Seminar II                                                  | 3                    |
|                                                             | Cognate                                                                  | 3                    |
| NUR 802                                                     | PhD Comprehensive Examination                                            | <u>0</u>             |
|                                                             | <b>SUBTOTAL CREDITS</b>                                                  | <b>6</b>             |
| <b><u>YEAR IV</u></b>                                       |                                                                          |                      |
| <b><u>Fall Semester</u></b>                                 |                                                                          |                      |
| NUR 803                                                     | Dissertation Research                                                    | 6                    |
| (Must be repeated until dissertation research is completed) |                                                                          |                      |
| <b>TOTAL CREDIT:</b>                                        |                                                                          | <b>48</b>            |

**APPENDIX A**

**HAMPTON UNIVERSITY  
SCHOOL OF NURSING  
HAMPTON, VIRGINIA**

**ANECDOTAL RECORD**

**STUDENT'S NAME:** \_\_\_\_\_ **COURSE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

**APPENDIX B**  
**HAMPTON UNIVERSITY**  
**SCHOOL OF NURSING**  
**HAMPTON, VIRGINIA 23668**

## STUDENT-INSTRUCTOR CONFERENCE SHEET

**NOTE: Comments will be brief and concise. Both Instructor and Student will affix signatures and dates after each comment.**

**STUDENT:** \_\_\_\_\_ **ADVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

| Area of Concern                      | Action Taken                         | Follow-Up                            |
|--------------------------------------|--------------------------------------|--------------------------------------|
|                                      |                                      |                                      |
| <div> <div></div> <div></div> </div> | <div> <div></div> <div></div> </div> | <div> <div></div> <div></div> </div> |

**APPENDIX C**  
**HAMPTON UNIVERSITY**  
**SCHOOL OF NURSING**  
**HAMPTON, VIRGINIA**

**MEMORANDUM**

**TO:**

**FROM:**

**DATE:**

**RE:           Mid-semester Average**

This is to inform you that your average of \_\_\_\_\_

in NURSING \_\_\_\_\_ is \_\_\_\_\_. We strongly

encourage you to arrange an appointment with your advisor, \_\_\_\_\_

\_\_\_\_\_ and/or facilitator(s) for an academic assessment. In addition,

you are advised to review the policies “Criteria for Retention, Progression, Graduation & Dismissal Policies of Undergraduate Nursing Students” as outlined in the School of Nursing Student Advisement Guide.

**Copy:           Advisor**  
**Department Chairperson**

**HAMPTON UNIVERSITY  
SCHOOL OF NURSING ROSTER**

**Dr. Arlene J. Montgomery, Dean - 727- 5654 - Room 110**

**Dr. Hilda Williamson, Assistant Dean for Academic Affairs**

**Dr. Barbara Wright, Chairperson, Department of Undergraduate Nursing Education –  
Main Campus**

**Dr. W. Lawrence Daniels, Chairperson, Department of Graduate Nursing Education**

**Mrs. Shevellanie Lott, Chairperson, Department of Undergraduate Nursing Education –  
College of Virginia Beach**

**Dr. Michelle Penn-Marshall, Director - Office of Student Academic Support Services**

---

**Department of Undergraduate Nursing Education**

|                                          |                            |                                    |
|------------------------------------------|----------------------------|------------------------------------|
| <b>Agbah, Ms. Vincentia</b>              | <b>728- 6980</b>           | <b>- Room 110-113</b>              |
| <b>Barker, Dr. Melinda</b>               | <b>727- 5673</b>           | <b>- Room 110 -115</b>             |
| <b>Bradley-Laster, Mrs. Mary</b>         | <b>637- 2367</b>           | <b>- Room 127E</b>                 |
| <b>Bougher, Mrs. Georgiana</b>           | <b>728- 6543</b>           | <b>- Room 110 – 120</b>            |
| <b>Coutee, Ms. Evelyn</b>                | <b>727-5673</b>            | <b>- Room 110 - 115</b>            |
| <b>Figueroa, Dr. Lydia</b>               | <b>727- 5657</b>           | <b>- Room 110 – 117</b>            |
| <b>Hardy-Menard, Ms. Tanya<br/>Floor</b> | <b>727-5656</b>            | <b>- Room 215 – 2<sup>nd</sup></b> |
| <b>Johnson, Ms. Deirdra</b>              | <b>637 - 2368</b>          | <b>- Room 127 J</b>                |
| <b>*Krumlauf, Dr. Jane</b>               | <b>637- 2546</b>           | <b>- Room 110-119</b>              |
| <b>*Mishkel, Ms. Jill</b>                | <b>727- 5678</b>           | <b>- Room 110-117</b>              |
| <b>*Penn-Marshall, Dr. Michelle</b>      | <b>637- 2577/2816</b>      | <b>- Room 125 CVB 1010H</b>        |
| <b>Rhea, Ms. Brenda</b>                  | <b>637- 2546<br/>Floor</b> | <b>- Room 215 – 2<sup>nd</sup></b> |
| <b>*Saunders-Goldson, Mrs. Sherri</b>    | <b>637- 2029</b>           | <b>- Room 127G</b>                 |
| <b>Stevens, Mrs. Patricia</b>            | <b>727- 5271</b>           | <b>- Room 110 -118</b>             |

|                               |                  |                      |
|-------------------------------|------------------|----------------------|
| <b>*Williamson, Dr. Hilda</b> | <b>727- 5672</b> | <b>- Room 127A</b>   |
| <b>Wray, Dr. Christina</b>    | <b>728-6846</b>  | <b>-Room 1010B</b>   |
| <b>Wright, Dr. Barbara</b>    | <b>727-5527</b>  | <b>-Room 110-112</b> |

**College of Virginia Beach**

|                               |                  |                           |
|-------------------------------|------------------|---------------------------|
| <b>Brown, Ms. Linda</b>       | <b>637- 2414</b> | <b>- CVB Room 1010A</b>   |
| <b>Gardiner, Mrs. Rosalyn</b> | <b>637- 2420</b> | <b>- Room 1010G</b>       |
| <b>*Harrison, Dr. Barbara</b> | <b>637- 2417</b> | <b>- Room 1010D – CVB</b> |
| <b>Lott, Mrs. Shevellanie</b> | <b>637- 2421</b> | <b>- CVB - Room 1010C</b> |
| <b>Saunders, Dr. Dinah</b>    | <b>637- 2418</b> | <b>- Room 1010B – CVB</b> |
| <b>Gainer, Mrs. Twanda</b>    | <b>637-2416</b>  | <b>- Room 1010B</b>       |

**Department of Graduate Nursing Education**

|                                  |                  |                       |
|----------------------------------|------------------|-----------------------|
| <b>*Daniels, Dr. W. Lawrence</b> | <b>727-5672</b>  | <b>- Room 127 - B</b> |
| <b>Davis, Dr. Bertha L</b>       | <b>727- 5780</b> | <b>- Room 127- K</b>  |
| <b>Montgomery, Dr. Arlene</b>    | <b>727- 5160</b> | <b>- Room 127 – A</b> |
| <b>*Servonsky, Dr. E. Jane</b>   | <b>727- 5674</b> | <b>- Room 127- C</b>  |
| <b>White-Parsons, Dr. Willar</b> | <b>727-5772</b>  | <b>- Room 127 – H</b> |

**\* Undergraduate and Graduate course teachers**

**Office of Student Academic Support Services .....Room 125**

|                             |                 |
|-----------------------------|-----------------|
| <b>Wright, Mrs. Karen</b>   | <b>727-2577</b> |
| <b>Keeton, Mrs. Darlene</b> | <b>727-2816</b> |



# HAMPTON UNIVERSITY

*Hampton, Virginia*

## School of Pharmacy



**Dr. Wayne Harris, Ph.D.**

**Dean**

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## HAMPTON UNIVERSITY - SCHOOL OF PHARMACY

\* EXT. BEGINNING WITH 5 PREFIX IS 727

\*Ext. Beginning  
With 2 prefix is  
637

\* EXT. BEGINNING WITH 6 PREFIX IS 728

| FACULTY/STAFF                                                              | EXTENSION   | OFFICE ROOM#       |
|----------------------------------------------------------------------------|-------------|--------------------|
| Ababneh, Maysoon - Bio-Analytical Lab Manager                              | 6563        | 110A Lab           |
| Andrews, Ebony – Pharmacy Practice                                         | 6684        | 429HL              |
| Azad, Neelam – Pharmaceutical Sciences                                     | 2539        | 214                |
| Bazunga, Munama - Pharmacy Practice, Pager - 883-4284                      | 6691        | 115                |
| Bond, Linda -Administrative Assistant, Student Affairs                     | 5482        | 208                |
| Bondarev, Mikhail – Pharmaceutical Sciences                                | 5870        | 219                |
| Bryant, Kendrea - Pharmacy Practice                                        | 5585        | 111                |
| Bull, Tanya - Administrative Assistant to the Dean                         | 5753        | Main Office        |
| Campbell, Vera - Pharmaceutical Sciences                                   | 6685        | 215                |
| Du, Chengan - Pharmaceutical Sciences                                      | 6692        | 116                |
| Hamilton, Beverly – Assistant Dean of Assessment                           | 5071        | 216                |
| Harris, Wayne – Dean                                                       | 5071        | Main Office        |
| Heyliger, Simone – Pharmaceutical Sciences                                 | 6687        | 212                |
| Hill, Randi – Director of Drug Information Center                          | 5788        | 103A               |
| Hudson, Deborah - Pharmacy Practice                                        | 6209        | 106A               |
| Iyer, Anand – Pharmaceutical Sciences                                      | 6768        | 210                |
| James, Denise - Coordinator of Student Affairs                             | 5482        | 209                |
| January, Karen - Lab Manager                                               | 6750        | 207                |
| Johnson, Deadre - Pharmaceutical Sciences Chair                            | 5071        | Main Office        |
| Morse, Joanne - Pharmaceutical Sciences                                    | 5671        | 211                |
| Ndemo, Francis - Pharmacy Practice                                         | 6689        | 117                |
| Newsome, Jonathan – Pharmacy Practice                                      | 5168        | 435HL              |
| Noreddin, Ayman – Pharmacy Practice Chair                                  | 5071        | Main Office        |
| Ombengi, David – Pharmacy Practice                                         | 5455        | 110                |
| Payne, Deidre - Pharmacy Practice                                          | 2957        | 431 HL             |
| <b>Ramaley, Corinne - Assistant Dean of Academic &amp; Student Affairs</b> | <b>5071</b> | <b>Main Office</b> |
| Richards-Spruill, Patricia - Director of Experiential Education            | 6791        | 114                |
| Richardson, Carolyn - Administrative Asst. Experiential Education Dept.    | 6495        | 113                |
| Robertson, Tracy - Administrative Assistant to the Assistant Dean          | 5071        | Main Office        |
| Sampson, Candace – Pharmacy Practice                                       | 2958        | 102A               |
| Saulsbury, Marilyn - Pharmaceutical Sciences                               | 6579        | 218                |
| Shegog, Marya – Pharmacy Practice                                          | 5825        | 105A               |
| Shirley, Michele – Community IPPE Coordinator, Pharmacy Practice           | 6663        | 217                |
| Small-Johnson, Tracy - SOP Project Coordinator                             | 6494        | 430 HL             |
| Tucker, Jennifer - Administrative Assistant, Pharmaceutical Sciences Dept. | 6565        | Main Office        |
| White, Monique – Pharmacy Practice                                         | 6562        | 101A               |
| Woody, Jerome - Network Administrator, Pager - 883-9262                    | 6968        | 112                |
| Conference Room                                                            | 6797        | Main Office        |
| Fax Machine                                                                | 5840        | Main Office        |
| Drug Information Center                                                    | 6693        | DI Center Annex    |
| Patient Support                                                            | 6492        | 205                |
| Server Room                                                                | 6581        | 112                |
| Pharmacology Lab                                                           | 5877/6521   | 201                |

\*\*A - School of Pharmacy Annex

\*\*HL - Harvey Library

# Hampton University

## School of Pharmacy

### **VISION STATEMENT**

The School of Pharmacy envisions an academic and professional program that produces medically astute pharmacists who use technology to their advantage and to that of their patients. The School of Pharmacy is configured to produce professional who embrace the value of interpreting and delivering information about drug efficacy in order to produce the maximum therapeutic benefit. The School of Pharmacy envisions the delivery of its programs in an environment constructed to sensitize the pharmacy graduate to the importance of diversity of cultures, the need for lifelong learning, and a lasting respect for health.

### **MISSION STATEMENT**

The mission of the School of Pharmacy is to provide contemporary pharmaceutical education that produces highly skilled pharmacists who deliver quality pharmaceutical care to the people of Virginia and the nation. The program focuses on a strong foundation in pharmaceutical sciences, curricular integration, provision of high-quality pharmaceutical care, lifelong learning, appropriate use of technology, and a vigorous research program. The School promotes and encourages the scholarly and professional development of students, faculty and staff in a multicultural environment. The School offers only one degree, the Doctor of Pharmacy (Pharm.D.).

The School of Pharmacy subscribes and adheres to the goals of the University Mission to promote learning, character building, and preparation for leadership and service roles, through careful selection of students, activities and attitudes that develop professionalism, and delivery of a rigorous curriculum. Through professional organization and other linkages, students in the School of Pharmacy participate in activities that provide service to the local community and the state. Although the curriculum primarily serves only the students admitted to the School of Pharmacy, students and faculty are committed to sharing their knowledge and informational resources with the greater University population and beyond.

### **ACCREDITATION**

The School of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE), the body that accredits Schools and Colleges of Pharmacy in the United States.

## LETTER GRADING POLICY

The standard grading scale of “A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F” is used in awarding grades so that the student’s true academic performance is reflected in the grade received.

A “C” grade or better is required for passing all pharmacy courses.

It should be understood that failing a course (C- or below) will usually result in the delay of the student’s progression (due to the structure of the curriculum and the associated prerequisite requirements) in addition to any academic sanctions that may be imposed.

Letter grades are determined as follows:

|    |   |          |
|----|---|----------|
| A+ | = | 98-100   |
| A  | = | 94-97    |
| A- | = | 90-93    |
| B+ | = | 88-89    |
| B  | = | 84-87    |
| B- | = | 80-83    |
| C+ | = | 78-79    |
| C  | = | 74-77    |
| C- | = | 70-73    |
| D+ | = | 68-69    |
| D  | = | 64-67    |
| D- | = | 60-63    |
| F  | = | Below 60 |

## POLICY ON MANDATORY CLASS ATTENDANCE

Student attendance in classes is compulsory. A student accumulating one more unexcused absence from a class than the class carries semester credit hours will be dropped from the class and receive an “F” grade in the course

### PROCEDURE:

1. Each faculty must maintain a class attendance roll. This may be accomplished in a variety of methods including, but not limited to, calling the class roll at each class meeting.
2. The course coordinator must submit class attendance roll(s) along with grade roll(s) for each class to the respective department chair who in turn submits these items to the Dean or Assistant Dean.
3. In accordance with University policy, a student may be given an excused absence upon presentation of the appropriate documentation indicating illness, participation in an institution-sponsored or supported activity (verified by written statement from a faculty sponsor), and a recognizable emergency (approved by the dean of men or women, the dean or associate dean of the School of Pharmacy, or the Provost). Faculty members should allow students to make up work missed when an excused absence is given.
4. A student seeking an excuse from a pharmacy course for an absence should follow directions given in the syllabus for the course. Additionally, the student should secure a **Request for Excused Absence/Tardiness Form** from the Office of Student Affairs. The student should present the form to the appropriate faculty persons along with the documentation.
5. The faculty members should complete his/her portion of the form, initial the documentation, and return both to the student. It is the responsibility of the student to present the form to the appropriate faculty person for the date in question. It is the responsibility of the student to return the completed form with documentation attached to the Office of Student Affairs. A separate form is required for each day.

This procedure has been adopted and is in place until replaced by other official written document.

Hampton University  
School of Pharmacy  
Hampton, Virginia 23668

**Request for Excused Absence/Tardiness**

---

**Date of Absence:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **HUID#:** \_\_\_\_\_

|            | Accepted             | Not accepted* |
|------------|----------------------|---------------|
| Class (es) | Instructor Signature |               |
| 1. _____   | _____                | _____         |
| 2. _____   | _____                | _____         |
| 3. _____   | _____                | _____         |
| 4. _____   | _____                | _____         |
| 5. _____   | _____                | _____         |

\*Must provide rationale. Use back of this form.

Reason for the request\*\*:

---

---

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\*\*Documentation must remain attached to this form.

\_\_\_\_\_  
Student Signature

## DRESS CODE POLICY

Pharmacy is a profession that has a mission to assure the safe and effective use of drugs in patients. **Students will be required to dress and act professionally at all times.** The dress code is intended to contribute to the overall professional development of the pharmacy student. The purpose of the dress code is to make the student aware that there is a standard of professional dress that should be adhered to in order to have a more effective transition into the professional world.

At no time will the following items of clothing be allowed.

1. Hats\*
2. Flip Flops/ tennis shoes/casual backless shoes
3. Sweat Suits
4. Shorts/Capri pants
5. Tank Tops or Athletic T-shirts
6. Holes/cuts in clothing
7. Suggestive or inappropriate slogans on clothing
8. Denim clothing
9. Spandex, leggings, tight fitting stretch pants

\* This does not apply to headgear considered a part of religious or cultural dress.

The following code will be in place on a daily basis for professional students in years P1-P4. It is also required for pre-professional students whenever they are attending classes or scheduled events including advisement conferences. The code is:

Male: Appropriate attire for a male student is a dress shirt, tie, slacks, socks and shoes. Accessories, e.g., ties, pocket squares, jewelry and footwear must project a professional image.

Female: Appropriate attire for a female student is either skirt and blouse, or dress slacks and blouse, or basic dress or suit and hosiery and shoes. All skirts and dresses shall be worn at an acceptable length. Extremely short apparel is not acceptable. Accessories, e.g., jewelry, belts, earrings, etc. and footwear must project a professional image.

The School of Pharmacy is cognizant of the changes in women styles and is sensitive to this. Dressy mules and the new shorter length pants (not mid calf) will be considered when worn in good taste and at the appropriate time. Dress for formal (in or out of class) presentations should continue to be conservative and professional.

**Students who attend class out of dress code will be counted absent.**

**The School of Pharmacy discourages unconventional visible body piercing (tongue, nose, eye brows, etc), visible tattoos and hair colors (orange, green, blue, etc.)**



The School of Pharmacy does allow scrubs to be worn under certain approved conditions. Scrub Uniforms may be worn under the following conditions:

1. Scrubs may be worn to all approved laboratory sessions.
2. Scrubs **MUST** be Hunter Green (JC Penney Reference Color #28)
3. A lab coat must be worn over the scrubs to attend laboratory classes.
4. Scrubs and lab coats may be obtained from JC Penny or Jeness Uniforms.
5. Sneakers can only be worn with the scrub uniform.

**Students who attend experiential educational experiences out of dress code may be considered absent by the preceptor and sent home to fulfill dress code requirements prior to returning to the practice site.**

When participating in assigned experiential educational experiences, students are required to comply with the official Experiential Educational attire. If the experiential site has special attire or dress code requirements, the student must comply with the site's policies. The Experiential Educational attire should be worn over the School of Pharmacy dress code and consists of:

1. Student nametag
2. White lab coat with the official School of Pharmacy insignia on the left arm (The lab coat should be bright white, clean and freshly pressed/ironed).

## **STUDENT INFORMATION SHEET**

Each student in the School of Pharmacy is required to have a Student Information Sheet on file in the Academic and Student Affairs Office. The form will be distributed during Orientation Week. This form must be kept current and it is the duty of each student to inform the Office of Student Affairs of all subsequent changes or additions. Change of name, address, telephone numbers or marital status is extremely important and should be reported immediately. The student should also update his/her personal information on HUNet as needed.

School Term \_\_\_\_\_  
Classification \_\_\_\_\_  
Date \_\_\_\_\_

## HUSOP STUDENT INFORMATION SHEET

**Student Name:** \_\_\_\_\_

**HUID#:** \_\_\_\_\_

**Gender:**    Male \_\_\_\_\_    Female \_\_\_\_\_

**Race:**    African-American \_\_\_\_\_    White, Non-Hispanic \_\_\_\_\_

Native American \_\_\_\_\_    African \_\_\_\_\_    Asian \_\_\_\_\_

Hispanic \_\_\_\_\_    Other \_\_\_\_\_

**Campus Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:**    (cell) \_\_\_\_\_    (work) \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Permanent  
Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Emergency  
Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## **ACADEMIC NOTICES BULLETIN BOARD**

Students are responsible for the regular monitoring of the **Academic Notices Bulletin Boards**. There are 3 boards located in the School of Pharmacy: two on the 1<sup>st</sup> floor at each end of the building and one on the 2<sup>nd</sup> floor across from the Student Affairs Office.

### **TELECOMMUNICATIONS**

Advances in technology are commonly found throughout the School of Pharmacy as well as personal technology that students may have in their possession. The use and possession of pagers, telephones, two-way radio devices, personal digital assistants, etc are allowed however the use of these items must not disturb the learning environment. While in the classrooms, labs, or otherwise designated learning environments, all above-mentioned devices **must be turned off** or **set to silent operational mode (vibrate)**. Students are not permitted to possess cell phones or like devices during exams. Students who fail to observe these stipulations for authorized use and possession of these devices will be subject to confiscation of the device by faculty or subject to disciplinary action through the appropriate channels in the School of Pharmacy.

### **COMPUTERS**

As part of its educational mission the School of Pharmacy acquires and maintains computers, computer systems and networks. These computing resources are intended for university-related purposes including direct and indirect support of the university's instruction, research and service missions; university administrative functions; student and campus life activities; and the free exchange of ideas within the university community and with the wider local, national, and world communities. As such, the School of Pharmacy is bound by the University's Appropriate Use of Technology Policy. Also be aware that only the School's Network Administrator or the manufacturer of the computer equipment in use in the School or provided to the student by the School are authorized to repair said equipment. When a student graduates or separates from the School of Pharmacy for any reason, he/she must return the School of Pharmacy issued laptop to the School of Pharmacy Network Administrator. The student may be given the option to purchase the laptop at a price determined by the University.

## **ORGANIZATIONS**

### **Pre-Pharmacy Club**

The Pre-Pharmacy Club is an organization within the School of Pharmacy open to all pre-professional students. It is designed to provide information to students about career directions and to involve them in early professional activities that will lead to a successful transition from pre-professional to professional student.

### **Academy of Students of Pharmacy/Student National Pharmaceutical Association (ASP/SNPhA):**

This is the student branch of the American Pharmaceutical Association (APhA) and the National Pharmaceutical Association (NPhA). This is a professional, political, and social organization. Membership includes student memberships in The American Pharmaceutical Association, the National Pharmaceutical Association and the Virginia Pharmacy Association. The student chapter works closely with the parent organizations in developing policies that affect the practice of pharmacy. It serves as the student government association of the School of Pharmacy.

### **The Rho Chi Pharmaceutical Honor Society, Gamma Xi Chapter:**

Rho Chi is the national honor society for pharmacy and as such it is recognized in national and international academic circles. The fundamental objective of Rho Chi is to promote the advancement of the pharmaceutical sciences through the encouragement and recognition of sound scholarship. Students who have completed one-third of their professional curriculum, have a minimum GPA of 3.00 and are in the upper 20% of their class are eligible for membership.

### **Student Chapter of the American Association of Clinical Pharmacists**

The American College of Clinical Pharmacy (ACCP) is a professional and scientific society that provides leadership, education, advocacy, and resources enabling clinical pharmacists to achieve excellence in practice and research.<sup>1</sup> The goal of the student network is to explore the world of clinical pharmacy and participate in ACCP student initiatives, activities, and programs. The network will also provide students the opportunity to access information and tools to successfully explore post-graduate residency and fellowship opportunities.

<sup>1</sup>[www.accp.com](http://www.accp.com)

### **Student Chapter of the American Society of Health Systems Pharmacist:**

The mission of the Hampton University Student Society of Health-System Pharmacy is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society (Virginia Society of Health-Systems Pharmacy - VSHP) and the American Society of Health-Systems Pharmacy (ASHP) as a student and upon graduation. The society will provide students with the experience and tools to continue professional development and commitment to a career in clinical pharmacy.

## Student Chapter of the National Community Pharmacists Association

The mission of the Hampton University Student Chapter of the National Community Pharmacists Association (NCPA) is to foster in students a dedication to the continued growth and prosperity of independent community pharmacy in the United States. NCPA represents the professional and proprietary interests of independent community pharmacists and is committed to restoring, maintaining, and promoting the health and well-being of the public they serve. The goal of this student organization is to increase awareness of the opportunities of owning your own pharmacy and to spread the NCPA message of the rewards and challenges of independent community pharmacy.

Students are referred to the Hampton University Official Student Handbook: Living, Learning, Leadership and Service for additional information and guidelines.

## Hampton University School of Pharmacy

### Standards For Technical Requirements of the Pharmacy Curriculum

*Pharmacy students must possess skills and abilities that allow them to complete the curriculum and practice the profession of pharmacy. Hampton University's School of Pharmacy has an ethical responsibility for the safety of patients for whom the student will contact as a student and for whom the graduate will serve during his/her career. Patient safety becomes the guiding principle under which the School establishes requirements for physical, cognitive, and emotional capabilities of matriculating students and graduates. The technical standards include: observational communications, motor, intellectual-conceptual (integrative and qualitative) behavioral and social skills and abilities.*

The University is committed to enabling students with disabilities to complete the course of study by providing reasonable accommodations. However, some accommodations cannot be made because they are unreasonable and ultimately jeopardize patient safety. For example: **The use of a trained intermediary is not acceptable because of the inherent use of the observation and selections skills of the intermediary to judge and assess rather than those of the pharmacy student.**

The major points are further delineated below.

**Observation.** The student must be able to visually observe and interpret presented information. This will necessitate the functional use of vision, hearing and somatic senses.

**Communication.** The student must be able to communicate effectively and appropriately with patients, caregivers, faculty/staff and members of the health care team. These skills include the appropriate use of spoken and **written** English: **hearing, reading, and interpreting** at a level adequate for the timely deliver of information.

**Motor.** The student must have sufficient **motor function** and skills necessary to perform task in the training and practice of pharmacy. Examples of such task may include the compounding of medicinals, administration of drugs or the provision of basic cardiac life support. Such actions require the **coordination** of both **gross** and **fine muscular** movements, **equilibrium**, and functional **use of the senses**.

Students should perform a critical self analysis to ascertain the degree of compliance with the technical requirements. Evidence of non-compliance should be communicated to the Office of Student Affairs of the School of Pharmacy immediately.

***SCHOOL OF PHARMACY***  
***Hampton, Virginia***

# **Pre-Professional Students**



**Dr. Wayne Harris, Ph.D.**

**Dean**

## **FREQUENTLY ASKED QUESTIONS**

### **May I take classes over the summer at another institution?**

Yes. You may take courses at another institution in the summer, but you must follow the Hampton University approval process by completing the “Application to Take Courses at Another Institution.” The form is available online at

[http://www.hamptonu.edu/onlineresources/forms/students/APPLICATION\\_TO\\_TAKE\\_COURSES\\_AT\\_ANOTHER\\_INSTITUTION.pdf](http://www.hamptonu.edu/onlineresources/forms/students/APPLICATION_TO_TAKE_COURSES_AT_ANOTHER_INSTITUTION.pdf)

### **Am I guaranteed a seat in the Professional School?**

No. All HU pre-professional students must undergo in-person, standardized interviews in order to be considered for a seat in the professional school. You must have a minimum GPA of 2.75 to be considered for an interview for entry into the professional program. The minimum GPA requirement of 2.75 must be met by the end of the fall semester of the sophomore year.

### **Where may I complete my 80 hours of pre-admission pharmacy practice experience?**

You may complete your 80 hours of experience under any licensed pharmacist in any practice venue. The experience may be paid or unpaid.

### **If my parents call to inquire about my grades, will you share my academic record with them?**

The United States Family Educational Rights and Privacy Act II of 1974 states that a student must authorize the release of his/her academic record in writing. We will not disclose your grades or academic record unless you complete and sign a “Release of Student’s Academic Record to Parents” form. This form is available in the Student Affairs Office in the School of Pharmacy.



## **GENERAL MATRICULATION RULES AND GUIDELINES**

1. Student attendance in classes is compulsory. A student accumulating one more unexcused absence from a pharmacy class than the class carries semester credit hours will be dropped from the class and receive an "F" grade in the course.
2. Students are required to keep abreast of school/class activities by checking e-mail, bulletin boards and postal mail.
3. Students are required to follow the dress code of the School as an integral part of their training and professionalism.
4. The student's academic performance will be reviewed at the end of each academic year and a determination will be made as to whether he/she will continue in the program. A student who exhibits a lack of academic progression will be removed from the program.
5. A student placed on probation by the University is automatically placed on probation by the School of Pharmacy.
6. A student dismissed from the University is dismissed from the School of Pharmacy. Should the student gain readmission into the University he/she is not guaranteed readmission into the School of Pharmacy. The student's academic performance will be reviewed and a determination will be made as to whether the student will be readmitted into the School of Pharmacy.
7. All students entering the professional program MUST participate in a minimum of 80 hours of pharmacy experience prior to entering the professional program. Registration for professional courses will not be allowed until this requirement is met and the necessary forms are submitted to the School of Pharmacy.
8. Each student is assigned to a faculty member for advisement on academic matters and professional activities. The advisor will serve as the student's first line of communication in addressing registration and other academic or professional problems.
9. All HU pre-professional students must undergo in-person, standardized interviews in order to progress from the pre-professional to the first professional year. The interviews will be conducted by faculty, preceptors or staff of the School of Pharmacy. The "guarantee of admission" to the professional program previously given to HU pre-professional students is now replaced with a "guarantee of an interview" provided all other prescribed requirements have been met.
10. All HU pre-professional students are required to have a minimum GPA of 2.75 to be considered for an interview for entry into the professional program. The minimum GPA requirement of 2.75 must be met by the end of the fall semester of the sophomore year.
11. All HU pre-professional students will be required to take the Pharmacy College Admission Test (PCAT) by October of their sophomore year. The PCAT result will be used as an evaluation tool at the interview and not as a measurement tool in order to secure an interview.
12. All HU pre-professional students will be required to complete 80 hours of volunteer or paid experience prior to admission into the professional program. The requirement is to provide the prospective student a brief introduction to professionalism, the roles and responsibilities of the pharmacist in the health care environment, and an opportunity to be supervised in a

one-on-one situation with a licensed and practicing pharmacist (See Appendices for guidelines and forms).

13. A minimum grade of “C” is required in all pre-professional coursework. See Appendices for the Pre-requisite Checklist used to ensure all requirements are met.
14. In-person, standardized interviews are now required due to the new accreditation standards and guidelines implemented by ACPE. Admissions interviews must evaluate desirable qualities (such as: emotional maturity, empathy, ethical behavior, motivation, industriousness, and intellectual curiosity).  
  
If a student interviews and is denied a seat in the professional program, he/she may interview again the following year provided the required GPA of 2.75 is maintained.
15. If a student’s GPA falls below 2.75 by the end of the Spring semester in which he or she interviews for the professional program, the student is no longer eligible to be considered for a seat in the professional program for the upcoming school term.
16. If a pre-professional student does not pass Profession of Pharmacy, I, II, or III with a grade of C or better, he or she may not advance to the professional program.
17. If a student separates from the University without notifying the School of Pharmacy, he/she may forfeit the opportunity to be readmitted as a pre-pharmacy major.
18. The faculty of the School of Pharmacy reserves the right to revise the curriculum at any time to assure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the change and how it impacts their course of study. However, assurance of well-prepared graduates will prevail at the dominant concern.
19. The School of Pharmacy will graduate only those students it deems ready to accept morally, ethically, and professionally the practice of pharmacy, and consequently reserves the right to withhold the recommendation for graduation of any student who does not conform to those standards of readiness.
20. A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.

## **ADVISEMENT**

The Coordinator of Student Affairs is the primary advisor for pre-professional students. The advisor is the first person that should be consulted when academic problems arise. Advisors have access to his/her advisees' transcripts and are prepared to discuss: career opportunities, academic policies, academic problems, curricula and personal circumstances.

Rising P1 pre-professional students must see the Assistant Dean during pre-registration for the Fall of his/her P1 year to assure they have met or will meet all pre-requisite requirements for entry into the professional program.

The student advisement process requires a coordinated effort between the following:

- A. Coordinator of Student Affairs
  - 1. Advise and/or refer pre-professional students as appropriate
  - 2. Meet with advisees at least once per semester
  - 3. Monitor academic progress and assist the student in seeking appropriate help
- B. Student Advisees
  - 1. Meet with the advisor at least once per semester

**SCHOOL OF PHARMACY  
ADVISEMENT SHEET  
PRE-PROFESSIONAL CURRICULUM**

**Student** \_\_\_\_\_ **Advisor** \_\_\_\_\_

**Date** \_\_\_\_\_ **Advisement Pin #** \_\_\_\_\_

| <b>FRESHMAN YEAR</b>         | <b>FALL</b> | <b>SPRING</b> | <b>REGISTRATION</b> |
|------------------------------|-------------|---------------|---------------------|
| Inorganic Chemistry 201      | 4.0         |               |                     |
| English 101                  | 3.0         |               |                     |
| General Biology 105          | 4.0         |               |                     |
| Math (Pre-calculus) 117      | 3.0         |               |                     |
| Speech 103                   | 3.0         |               |                     |
| University 101**             | 1.0         |               |                     |
|                              | <b>18.0</b> |               |                     |
| Inorganic Chemistry 202      |             | 4.0           |                     |
| English 102                  |             | 3.0           |                     |
| General Biology 106          |             | 4.0           |                     |
| Math – Calculus 130          |             | 3.0           |                     |
| Social. Science              |             | 3.0           |                     |
| Profession of Pharmacy I**   |             | 1.0           |                     |
|                              |             | <b>18.0</b>   |                     |
| <b>SOPHOMORE YEAR</b>        | <b>FALL</b> | <b>SPRING</b> |                     |
| Organic Chemistry 301        | 4.0         |               |                     |
| Physics 201                  | 4.0         |               |                     |
| Physics Lab 215              | 1.0         |               |                     |
| Humanities 201               | 3.0         |               |                     |
| History I (106; 105 or 107)  | 3.0         |               |                     |
|                              | 1.0         |               |                     |
| Profession of Pharmacy II**  |             |               |                     |
| Physical Education           | 1.0         |               |                     |
|                              | <b>17.0</b> |               |                     |
| Organic Chemistry 302        |             | 4.0           |                     |
| Physics 202                  |             | 4.0           |                     |
| Physics Lab 216              |             | 1.0           |                     |
| Humanities 202               |             | 3.0           |                     |
| History II (106; 105 or 107) |             | 3.0           |                     |
|                              |             | 1.0           |                     |
| Profession of Pharmacy III** |             |               |                     |
| Physical Education           |             | 1.0           |                     |
|                              |             | <b>17.0</b>   |                     |
| <b>OTHER</b>                 |             |               |                     |
| CSC 120** - 3 credit hours   |             |               |                     |

\*\*Hampton University required courses

Revised 6/10

**PRE-  
PROFESSIONAL  
PROGRAM  
APPENDIX**

# PRE-ADMISSION EXPERIENCE

## HAMPTON UNIVERSITY *SCHOOL OF PHARMACY*

One of the requirements for admission to the Professional Pharmacy Program in the School of Pharmacy at Hampton University is completion of experience hours in the area of pharmacy practice. Below are the specifics regarding the experience hours.

**Purpose:** The requirement of experience hours prior to admission in the School of Pharmacy is to provide the prospective student a brief introduction to professionalism, the roles and responsibilities of the pharmacist in the health care environment, and an opportunity to be supervised in a one-on-one situation with a licensed and practicing pharmacist. Early exposure to the profession serves at minimum two purposes. **First**, it allows the student hands on exposure to the practice of pharmacy. **Second**, the early pre-admission experience allows the student the opportunity to be introduced to the basic principles of pharmaceutical care that will be further reinforced throughout the curriculum.

### Pre-Admission Experience Requirements

- ❖ The student must obtain at least **eighty (80) hours** of experience prior to beginning the Professional Program at the School of Pharmacy. The hours must have been obtained within (2) years prior to beginning the professional program in the School of Pharmacy. The hours may be obtained over several days, weeks, or months but no more than forty (40) hours can be obtained per one (1) week. **August 1<sup>st</sup> is the deadline to submit this information.**
- ❖ The hours must be obtained under the **direct supervision** of a **licensed pharmacist** in good standing with the board of pharmacy in the state where the site is located.
- ❖ The site must be a **licensed** pharmacy by the state board of pharmacy in the state where the site is located.

- ❖ The site must provide opportunity for the student to receive exposure in **at least 2** of the following areas:

- Pharmaceutical compounding

- Pharmaceutical distribution

- Pharmacist counseling

- Drug and/or disease monitoring

Examples of sites that provide appropriate experiences are retail, hospital, nuclear, home-health, and long-term care pharmacies. Other sites may be approved under the discretion of the Director of Experiential Education, Assistant Dean of Student Affairs, or Dean of the School of Pharmacy.

**Documentation of the Pre-Admission Experience must be recorded on the official Certification of Pre-Admission Experience Forms (PART 1 AND 2).**

**Pre-Admission Certification of the Pre-Admission Experience Form – PART ONE** is to be completed by the pharmacist who supervised the pharmacy student applicant during the 80 hour experience. The applicant may fill out the top portion of this form and provide it to the pharmacist for their signature and completion of the pharmacist and pharmacy site information section. **PART TWO** is to be completed by the pharmacy student applicant after completion of the Pre-Admission Experience hours. The original Official Certification of Pre-Admission Experience Form – Part One and Part Two must be on file with the Office of Student Affairs by August 1<sup>st</sup> for transfer students as part of their admissions packet. Pre-professional students have until August 1<sup>st</sup> of the year they plan to enter the professional level program. This form can be obtained from the Office of Student Affairs our website or the Office of Academic & Student Affairs.

## Tips and Suggestions for Securing Pre-Admission Experience

- ❖ Start **early** in securing your PRE-ADMISSION HOURS to ensure completion prior to entrance into the first professional year in August for the fall semester of the Professional Program.
- ❖ When obtaining the experience hours professional attire is **recommended**.

**Males:** Appropriate attire is a dress shirt, tie, slacks, socks, and shoes. Accessories, e.g., ties, pocket squares, jewelry and footwear must project a professional image.

**Females:** Appropriate attire for a female student is either a skirt and blouse, dress slacks and blouse, basic dress or suit, hosiery and shoes. All skirts and dresses shall be worn at an acceptable length. Extremely short apparel is not acceptable. Accessories, e.g., jewelry, belts, earrings, etc. and footwear must project a professional image.

- ❖ While obtaining pre-admission hours, students shall follow the pharmacy site's procedures on patient rights, responsibilities and privacy. Under no circumstances should students discuss or disseminate medical information related to any patient. Patient's medications, medical history, diagnosis, insurance information, etc. should not be discussed outside of the practice site and should be kept in strictest confidence.



**Hampton University  
School of Pharmacy**

**Certification of Pre-Admission Experience - PART 1**

To be completed by the Pharmacist after completion of the 80 hour requirement by the pharmacy student applicant. This form is due by August 1<sup>st</sup> of the year you plan to enter the professional level.

**Please print or type the following information.**

I certify that \_\_\_\_\_ has worked in a licensed pharmacy for at  
(name of student)  
least eighty (80) hours\* under my supervision. This experience was obtained at

\_\_\_\_\_ pharmacy on the following dates:

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

***Pharmacist Information***

|                   |                                   |
|-------------------|-----------------------------------|
|                   |                                   |
| Pharmacist's name | Signature                         |
|                   |                                   |
| Mailing address   | City/State/Postal Code            |
|                   |                                   |
| Telephone number  | License number/State of licensure |

***Pharmacy Site Information***

|                  |                                   |
|------------------|-----------------------------------|
|                  |                                   |
| Pharmacy name    | Pharmacist-In-Charge name         |
|                  |                                   |
| Mailing address  | City/State/Postal Code            |
|                  |                                   |
| Telephone number | License number/State of licensure |

**Pharmacy Applicant:** Be sure to copy this form once completed. Keep one copy for your files.

\* maximum of 40 hours per week.

## Hampton University School of Pharmacy

### Certification of Pre-Admission Experience - PART 2

To be completed by the pharmacy student applicant after completion of the Pre-Admission Experience. This form is due by August 1<sup>st</sup> of the year you plan to enter the professional level.

**Please print or type the following information. Attach additional paper if needed.**

**Today's Date** \_\_\_\_\_

**Name** \_\_\_\_\_  
Last First Middle

**Date of Birth** \_\_\_\_\_ **HUID#** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Local Mailing Address & Telephone No.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Permanent Mailing Address & Telephone No.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**With respect to the completion of the eighty (80) hours of pre-admission experience, please answer the following:**

Name of Pharmacy \_\_\_\_\_

City/State \_\_\_\_\_

When did you start working on your hours? \_\_\_\_\_

When did you complete your hours? \_\_\_\_\_

How many hours did you work per week? \_\_\_\_\_

How did you obtain the location that you completed the Pre-Admission Experience?

\_\_\_\_\_ Volunteered

\_\_\_\_\_ Prior Employment

\_\_\_\_\_ Applied for a pharmacy technician/support personnel position

\_\_\_\_\_ Other (please describe)

**The activities that I was involved in during the Pre-Admission Experience included (check all that apply):**

- |                                                          |                                                               |
|----------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Answering the telephone         | <input type="checkbox"/> Assisting customers                  |
| <input type="checkbox"/> Checking inventory              | <input type="checkbox"/> Removing meds from the shelves       |
| <input type="checkbox"/> Replenishing shelves            | <input type="checkbox"/> Inputting patient information in the |
| <input type="checkbox"/> Identifying expired medications | computer                                                      |

**Describe other activities that you were involved in that were not listed above.**

**Prior to your completing the Pre-Admission Experience, describe your understanding and familiarity with the activities of a pharmacist and the drug-use process?**

**Did participating in the Pre-Admission Experience expose you to information about the profession of pharmacy that you did not know before? If so, please describe.**

**Why did you choose pharmacy as your future profession (check all that apply)?**

- |                                                                        |                                                 |
|------------------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Prestige                                      | <input type="checkbox"/> Love of science        |
| <input type="checkbox"/> Professional Reputation                       | <input type="checkbox"/> Love of math           |
| <input type="checkbox"/> Desire to work in a health related profession | <input type="checkbox"/> Desire to help others  |
| <input type="checkbox"/> Job Security/Stability                        | <input type="checkbox"/> Financial Compensation |
| <input type="checkbox"/> Other, please list and/or describe below      |                                                 |

**Pharmacy Applicant:** Be sure to copy this form once completed. Keep one copy for your files.

## HUSOP PRE-REQUISITE CHECKLIST FOR INTERVIEWS

Applicant \_\_\_\_\_ Overall GPA \_\_\_\_\_

| Core Science/Math                     | Grade 1 | Grade 2 | Grade 3 | General Education | Grade 1 | Grade 2 | Grade 3 |
|---------------------------------------|---------|---------|---------|-------------------|---------|---------|---------|
| General Chemistry I                   |         |         |         | English 1         |         |         |         |
| General Chemistry I Lab               |         |         |         | English II        |         |         |         |
| General Chemistry II                  |         |         |         | History I         |         |         |         |
| General Chemistry II Lab              |         |         |         | History II        |         |         |         |
| General Biology I                     |         |         |         | Speech            |         |         |         |
| General Biology I Lab                 |         |         |         | Social Science*   |         |         |         |
| General Biology II                    |         |         |         | Humanities I**    |         |         |         |
|                                       |         |         |         | Humanities II**   |         |         |         |
| General Biology II Lab                |         |         |         | PE I              |         |         |         |
| Organic Chemistry I                   |         |         |         | PE II             |         |         |         |
| Organic Chemistry I Lab               |         |         |         |                   |         |         |         |
| Organic Chemistry II                  |         |         |         |                   |         |         |         |
| Organic Chemistry II Lab              |         |         |         |                   |         |         |         |
| Physics I                             |         |         |         |                   |         |         |         |
| Physics I Lab                         |         |         |         |                   |         |         |         |
| Physics II                            |         |         |         |                   |         |         |         |
| Physics II Lab                        |         |         |         |                   |         |         |         |
| Pre-Calculus                          |         |         |         |                   |         |         |         |
| Calculus                              |         |         |         |                   |         |         |         |
| <b>Other Pre-Professional Courses</b> |         |         |         |                   |         |         |         |
| University 101                        |         |         |         |                   |         |         |         |
| Prof. Pharmacy I                      |         |         |         |                   |         |         |         |
| Prof. Pharmacy II                     |         |         |         |                   |         |         |         |
| Prof. Pharmacy III                    |         |         |         |                   |         |         |         |
| CSC 120                               |         |         |         |                   |         |         |         |
| <b>Transfer Substituted Courses</b>   |         |         |         |                   |         |         |         |
|                                       |         |         |         |                   |         |         |         |

\* Social Science options for transfer students only: sociology, psychology, political science, geography, economics

\*\* Humanities options for transfer students only: religion, literature, philosophy, art, foreign language

revised 021408

# PRE-PROFESSIONAL CURRICULUM

| <b>FRESHMAN YEAR</b>         | <b>FALL</b> | <b>SPRING</b> |
|------------------------------|-------------|---------------|
| Inorganic Chemistry 201      | 4.0         |               |
| English 101                  | 3.0         |               |
| General Biology 105          | 4.0         |               |
| Math (Pre-Calculus) 117      | 3.0         |               |
| Speech 103                   | 3.0         |               |
| University 101               | 1.0         |               |
|                              | <b>18.0</b> |               |
| Inorganic Chemistry 202      |             | 4.0           |
| English 102                  |             | 3.0           |
| General Biology 106          |             | 4.0           |
| Math (Calculus) 130          |             | 3.0           |
| Social Science               |             | 3.0           |
| Prof Pharm I** PHA 102       |             | 1.0           |
|                              |             | <b>18.0</b>   |
|                              |             |               |
| <b>SOPHOMORE YEAR</b>        | <b>FALL</b> | <b>SPRING</b> |
| Organic Chemistry 301        | 4.0         |               |
| Physics 201                  | 4.0         |               |
| Physics Lab 215              | 1.0         |               |
| Humanities 201               | 3.0         |               |
| History I (106; 105 or 107)  | 3.0         |               |
| Prof Pharm II** PHA 201      | 1.0         |               |
| Physical Education           | 1.0         |               |
|                              | <b>17.0</b> |               |
| Organic Chemistry 302        |             | 4.0           |
| Physics 202                  |             | 4.0           |
| Physics Lab 216              |             | 1.0           |
| Humanities 202               |             | 3.0           |
| History II (106; 105 or 107) |             | 3.0           |
| Prof Pharm III** PHA 202     |             | 1.0           |
| Physical Education           |             | 1.0           |
|                              |             | <b>17.0</b>   |
|                              |             |               |
| <b>OTHER</b>                 |             |               |
| CSC 120 (3 credits)**        |             |               |

\*\*Hampton University required courses

*Revised June 2010*

**HAMPTON UNIVERSITY**

***SCHOOL OF PHARMACY***

*Hampton, Virginia*

**Professional  
Students**



**Dr. Wayne Harris, Ph.D.**

**Dean**

## **FREQUENTLY ASKED QUESTIONS**

### **If I withdraw from a course, will it affect my financial aid?**

Your financial aid may be affected by withdrawing from a course, but it depends on the conditions of your financial aid package. You should consult your financial aid counselor in the Hampton University Office of Financial Aid.

### **Do I have to pay for Introductory Pharmacy Practice Experiences (IPPEs) during the summer?**

Yes. PHA 370 (Community IPPE) will be taken in the summer between the first professional year (P1) and the second professional year (P2). PHA 470 (Institutional IPPE) will be taken in the summer between the second professional year (P2) and the third professional year (P3). PHA 570 (Elective IPPE) will be taken in the summer between the third professional year (P3) and fourth professional year (P4), prior to the beginning of Advanced Pharmacy Practice Experiences (APPEs). You must register for IPPEs in the summer session. Since an IPPE is only one credit hour, you will not be eligible for financial aid. A minimum of six credit hours is required in the summer to qualify for financial aid.

### **If I am having some problems, which affects my academic performance, who should I contact?**

You should first speak to your faculty advisor, who may refer you to the Assistant Dean of Academic and Student Affairs. The Assistant Dean may refer you to the Hampton University Counseling Center for further assistance with emotional or educational concerns.

### **If I fail a course, may I take it during the summer so I am able to stay on track?**

Summer school offerings are at the discretion of the Dean. The list of course offerings will be disclosed in May after spring semester grades have been submitted. There is no guarantee that a specific course will be offered in the summer.

### **If my parents call to inquire about my grades, will you share my academic record with them?**

The United States Family Educational Rights and Privacy Act II of 1974 states that a student must authorize the release of his/her academic record in writing. We will not disclose your grades or academic record unless you complete and sign a "Release of Student's Academic Record to Parents" form. This form is available in the Student Affairs Office in the School of Pharmacy.

## **GENERAL MATRICULATION RULES AND GUIDELINES**

1. Student attendance in classes is compulsory. A student accumulating one more unexcused absence from a class than the class carries semester credit hours will be dropped from the class and receive an "F" grade in the course.
2. Students are required to keep abreast of school/class activities by checking e-mail, bulletin boards and postal mail. Students are required to provide updated addresses to the Student Affairs Office and the Registrar's Office.
3. Students are required to follow the dress code of the School as an integral part of their training and professionalism.
4. Experiential programs – introductory and advanced pharmacy practice experiences – are provided on and off-campus. The site may be in an area distant to Hampton. Students are responsible for their transportation and possible relocation to their assigned site and for their own housing during this period.
5. It is required that all students undergo a background check and drug screening at their expense during the spring semester of the P1, P2, and P3 years.
6. Each student is assigned to a faculty member for advisement on academic matters and professional activities. The advisor will serve as the student's first line of communication in addressing registration and other academic or professional problems.
7. A requirement for candidacy for graduation is a NAPLEX-style Comprehensive Examination. Failure to take the examination may delay the graduation of the student.
8. A minimum grade of "C" is required in all pharmacy courses, including introductory and advanced pharmacy practice experiences.
9. The faculty of the School of Pharmacy reserves the right to revise the curriculum at any time to assure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the change and how it impacts their course of study. However, assurance of well-prepared graduates will prevail as the dominant concern.
10. The School of Pharmacy will graduate only those students it deems ready to accept morally, ethically, and professionally the practice of pharmacy, and consequently reserves the right to withhold the recommendation for graduation of any student who does not conform to those standards of readiness.
11. Students are required to enroll in and complete courses in sequence adhering at each level to all prerequisites. No student will be permitted to enroll in a course without having satisfied the prerequisites. A student must complete all courses in a professional level before advancing to the next professional level.
12. A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.



## POLICY ON ACADEMIC HONORS

The School of Pharmacy's Office of Academic and Student Affairs compiles a list of students who have demonstrated their academic excellence by achieving an outstanding grade point average. A student who earns a 3.0 grade point average during a term is given **Honor Roll** standing. A student who earns a 3.5 or better grade point average is given **Dean's List** standing.

## ACADEMIC POLICY STATEMENT

Failure to maintain good academic performance will result in some action by the School of Pharmacy's Admissions and Academic Standards Committee.

The curriculum is to be followed from a course prerequisite standpoint while maintaining the integrity of the courses based on the year offered in the curriculum (i.e. 3<sup>rd</sup> year courses must be completed before entering 4<sup>th</sup> year courses, etc.).

In addition to the Hampton University Academic Regulations, the following rules will be used to provide for the immediate intervention of the Admissions and Academic Standards Committee. Additionally, the Committee may intervene at times other than specifically stated below if it is deemed necessary in order to ensure the academic integrity of the School of Pharmacy.

### ACADEMIC PROGRESSION

Students must successfully pass each professional course in each year before enrolling in courses in the next year.

### PROBATION

A student will be placed on academic probation if EITHER of the following occurs:

1. Less than a C grade in any professional course in any semester,
2. A cumulative GPA less than 2.0 in any semester.

While on academic probation, the student will be required to meet with his/her advisor to determine what steps are needed to increase the student's performance. The student will be expected to adhere to the plan worked out with the student's advisor. The advisor will inform the Admissions and Academic Standards Committee of the student's compliance and progress.

Probation will be lifted when BOTH of the following occur:

1. A cumulative GPA above 2.0,
2. No additional grades less than C.

### SUSPENSION

A student will be placed on suspension or may be dismissed if ANY of the following occurs:

1. Two or more grades of F or 3 grades less than C in professional courses in one semester,

2. A total of three grades less than C in professional courses,
3. A cumulative GPA less than 2.0 for three semesters.

A student **may** reapply and **be considered** for readmission. The Admissions and Academic Standards Committee will review every case separately and reserves the right to determine the provisions for each individual situation. The Committee will define the conditions for each individual student and make recommendations to the Dean. **The final decision rests with the Dean.**

A student is eligible to reapply and be considered for readmission for the next regular offering of the failed course(s). If the failed course(s) is offered in the **Fall**, a request for readmission must be received by **July 31**. If the failed course(s) is offered in the **Spring**, a request for readmission must be received by **December 1**.

## **FINAL READMISSION**

If a request for readmission has been granted, the student **must** sign the School of Pharmacy Readmission Affidavit (See Appendices) prior to attending classes. If a student refuses to sign the Affidavit within 30 days of receipt, he/she will be administratively withdrawn from the course(s); thus jeopardizing their future with Hampton University School of Pharmacy. A copy of the Readmission Affidavit is in the Appendix.

It is the student's responsibility to ask to be withdrawn from a course in a timely manner and to complete a Course Withdrawal Form with appropriate signatures on or before the deadline. Failure to seek counseling or guidance in a situation that negatively impacts academic performance will not be accepted as a cause to prevent the imposition of the appropriate academic penalty.

## **ACADEMIC DISHONESTY**

It is the policy of the School of Pharmacy that academic dishonesty is inconsistent with good professional behavior. The School of Pharmacy has the responsibility of preparing students to enter a profession in which honesty is of utmost importance. The pharmacist is viewed as one of the most trusted professionals and students must understand the importance of being honest and trustworthy in all aspects of the profession. Accordingly, the penalty for academic dishonesty is severe and may include permanent dismissal from the program.

Plagiarism is defined as "taking and using as one's own the writing or ideas of another." All materials used to meet assigned requirements of a course, from any source, must be given proper credit by citing the source. A student caught plagiarizing shall be given an "F" in the course and will be subject to dismissal from the University.

## **REVIEW OF EXAMINATIONS**

Students will have ample opportunity to review their examinations. Challenges to test grades must be made **within 7 working days** of the return of the examination. Students must use the School of Pharmacy Grievance Form (**See Appendix**) to accomplish this process. NO review will be done without the necessary paperwork. An appointment should be made with the instructor for the review and challenge.

## **GRADE APPEAL PROCEDURE**

A student has the right to file an appeal if there is disagreement with the final grade that has been awarded in a course. The appeal must be in writing using the School of Pharmacy Grievance Form and must follow the procedures outlined in the section on Grievance Procedures. The appeal process must be initiated in writing within 10 days following the first day of classes of the following semester.

## **GRIEVANCE PROCEDURES POLICY**

### **STUDENT GRIEVANCE PROCEDURES**

#### **STEP ONE            AT THE SOURCE OF THE PROBLEM**

- A) Schedule a conference with the instructor of the course.
- B) Fill out the School of Pharmacy Grievance Form providing a written description of the grievance.
- C) Proceed to the next level of authority if the problem or concern is not resolved.

#### **STEP TWO            SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT**

- A) Bring a copy of the School of Pharmacy Grievance Form and other pertinent documentation to the conference.
- B) Proceed to the next level of authority if the problem or concern is not resolved.

#### **STEP THREE        SCHEDULE A CONFERENCE WITH ASSISTANT DEAN** Repeat A and B as stated in Step Two.

#### **STEP FOUR        SCHEDULE A CONFERENCE WITH DEAN OF THE SCHOOL** Repeat A and B as stated in Step Two.

#### **STEP FIVE        SCHEDULE A CONFERENCE WITH THE EXECUTIVE VICE PRESIDENT AND PROVOST OR DESIGNEE**

#### **STEP SIX            FILE A WRITTEN ACPE COMPLAINT**

- A) If the problem is the result of the School/University violating an ACPE accreditation standard<sup>1</sup>, the grievance form must cite the ACPE accreditation standard in question and include a detailed narrative of how the School/University has violated the standard. The student must follow steps one through five before filing the grievance with ACPE.
- B) Provide ACPE with a copy of the School of Pharmacy Grievance Form and other pertinent documentation.
- C) For information on filing a written complaint to ACPE go to [acpe-accredit.org](http://acpe-accredit.org) and click on the complaints button.

If steps one through four have been omitted, the Executive Vice President and Provost will refer the case back to the step that was omitted.

**PLEASE NOTE** Hampton University has policies that have been established to resolve student problems and issues in a fair and impartial manner. The University's most important business is to help students learn while maintaining high academic and ethical standards.

For a full description of the ACPE accreditation standards and guidelines, go to [www.acpe-accredit.org](http://www.acpe-accredit.org)

## **ADVISEMENT**

The Office of Academic and Student Affairs assigns each student an advisor. The advisor is the first person that should be consulted when academic problems arise. Faculty advisors have access to his/her advisee's transcripts and are prepared to discuss: career opportunities, academic policies, academic problems, curriculum and personal circumstances. Many advisors are prepared to go beyond the routine advising function and serve as mentors.

The Coordinator of Student Affairs is also available to assist with any of the above after the student has consulted with his/her advisor.

The student advisement process requires a coordinated effort between the following:

C. Office of Academic and Student Affairs

1. Provide faculty training programs
2. Assign students to individual faculty advisors
3. Monitor the advising process

D. Faculty Members

1. Participate in training programs provided by the Office of Academic and Student Affairs
2. Conduct mid-semester advisements
3. Advise students during Spring and Fall pre-registration
4. Meet with advisees at least twice per semester
5. Monitor academic progress and assist the student in seeking appropriate help
6. Provide copies of mid-semester and student registration advisement records on each advisee to the Office of Academic and Student Affairs

E. Student Advisees

1. Meet with faculty advisor or designee each semester at mid-semester
2. Meet with faculty advisor or designee during pre-registration
3. Meet with faculty advisor or designee at least twice per semester

## **SCHOOL COMMITTEES**

Students are assigned to operating committees of the School of Pharmacy. The Dean and the Office of Academic and Student Affairs will work in concert with the President of ASP/SNPhA, to determine who will be appointed to committees. Students interested in committee service should contact the President of ASP/SNPhA at the beginning of the academic year. Every effort will be made to schedule meetings at a time that student members can participate.

## **STUDENT EMPLOYMENT**

The School of Pharmacy recommends that students limit their employment during the academic semesters, especially during the first professional year.

The School does not expect students to work while they are enrolled in the advanced pharmacy practice experience courses in their last year. These courses require a full-time commitment (minimum 40 hours/week).

### **CPR CERTIFICATION**

All students must be certified in CPR prior to beginning the 4<sup>th</sup> year (The Advanced Pharmacy Practice Experiences). The School provides a training program for students prior to this experience. If a student fails to obtain the certification at that time he/she is responsible for the certification, enrollment in the advance clinical experience will not be allowed until the certification is completed and verified.

### **INSURANCE**

Health insurance is recommended while enrolled in the School of Pharmacy. The student assumes the cost for this insurance. All professional and graduate students are eligible to enroll in a plan offered by the University.

The School recommends that students obtain malpractice insurance when it is available.

|                                                                                          |
|------------------------------------------------------------------------------------------|
| <p><b>POLICY ON CHILDREN AND/OR DEPENDENTS IN CLASSROOM OR LEARNING ENVIRONMENTS</b></p> |
|------------------------------------------------------------------------------------------|

The pharmacy curriculum is a time-intensive, rigorous academic program that will require the student to balance their academic as well as their personal responsibilities. The School of Pharmacy at Hampton University recognizes the importance of strong social support and encourages the student to maintain positive social support through their family and friends. In addition students should actively participate in School sponsored activities and take advantage of the comfortable learning environment that fosters professional learning and growing. The School works very hard to ensure that the learning environment is free from unnecessary distractions or disruptions and requires students to assist in achieving a positive learning environment.

The school recognizes the diverseness of our student body and understands that many persons enrolled in the program may have responsibilities to/for their spouse and/or children. As a result the school makes every effort to schedule the majority of the academic coursework within the times of 8 am to 5 pm so that students may also balance their personal/family obligations. For those academic courses and/or school activities that occur outside of 5 pm, students will be provided advanced notice of the event so that appropriate arrangements can be made by the students to attend. **With respect to classrooms, labs, or other structured learning environments infants, small, young, or young-adult children are not permitted to attend classes under any circumstance. The School of Pharmacy does not provide childcare on-site, so students are strongly encouraged to obtain dependable childcare that will not interfere with their academic responsibilities.** This policy does not apply to those School of Pharmacy activities in which open invitations to family/friends, etc are extended.

# EXPERIENTIAL EDUCATION

The School of Pharmacy participates in the Virginia Board of Pharmacy's approved 1500-hour Supervised Experiential Program. This program allows the student to take the Virginia Pharmacy Licensure Examination, as well as other state examinations, upon completion of their college career. The experiential program allows the student to become a Registered Pharmacist (after successfully passing the State Board Examination) in a sequential and orderly process. The experiential program consists of a variety of clinical and non-clinical experiences designed to provide the student with professional experience through the use of a structured and supervised program of study. Students participating in the experiential program will receive a Hampton University School of Pharmacy Experiential Program Manual. Guidelines and policies are listed in the manual and must be adhered to for successful completion of the program.

Where didactic education is a systematic approach that is intended to convey instruction and information (classroom, laboratory, etc.), experiential education is related to or derived from providing experiences in real life settings. In pharmacy education, the experiential component is designed to provide in-depth exposure to and active participation in all pharmacy practice settings. Pharmacy students are exposed to prescription processing, compounding, documenting services, obtaining drug histories, drug therapy monitoring, counseling, evaluating drug usage, drug distribution systems, and academia.

Hampton University School of Pharmacy offers an integrated curriculum where experiential education is dispersed throughout the professional program. Introductory pharmacy practice experiences (IPPEs) begin early in the curriculum and are completed during the first three professional years and are interfaced with didactic course work that provides an introduction to the profession. Introductory experiences involve actual practice experiences in community and institutional settings and permit students, under appropriate supervision and as permitted by practice regulations, to assume direct patient care responsibilities. IPPEs serve to prepare students to function as self-directed learners as well as support their growth and strengthen their self-confidence as they progress towards advanced pharmacy practice experiences (APPEs). The fourth professional year is devoted to advanced practice experiences in a variety of clinical sites including clinics, hospitals and pharmacies. The introductory and advanced experiential component is designed to compliment the 3 years of core pharmacy didactic course work.

The ultimate goal of the experiential program is to produce a well-rounded, competent, responsible, professional, and caring pharmacy professional who can deliver exemplary pharmaceutical care as well as effectively communicate with diverse patients and colleagues.

To successfully complete the curriculum and graduate from the School of Pharmacy at Hampton University, the student is required to obtain over 2000 hours of experiential experiences. The Office of Experiential Education coordinates the following levels of experiential education:

## **Pre-admission experience hours**

## **Introductory pharmacy practice experiences (IPPEs)**

## **Internship**

## **Advanced pharmacy practice experiences (APPEs)**

**Pre-admission experience hours**— Students are required to complete 80 hours of experience in a licensed pharmacy prior to beginning the first professional year in the School. This experience affords prospective students an introduction to professionalism. It allows the student to survey the roles and



responsibilities of the pharmacist in the health care environment, and an opportunity to be supervised and mentored by a licensed practicing pharmacist. This experience is brief but immensely valuable in helping to assure the student that pharmacy is the correct career choice. Students failing to complete this experience will not be allowed to attend classes.

**Introductory pharmacy practice experiences**—Students are required to complete 600 hours of introductory pharmacy practice experiences, which may have various formats, including: shadowing of practitioners; interviews with real patients; service learning or real practice experiences in community, institutional, long-term care pharmacies, etc. The goal of introductory experiential education is to expose students to the practitioners who provide pharmaceutical care. Under the direction of a certified School of Pharmacy preceptor, the student will have exposure to direct patient care. Introductory pharmacy practice experiences help the student become familiar with the health care environment, learn the unwritten rules of how to navigate in a busy setting, and begin to develop the confidence that will be required in future clinical experiences.

**Internship**—Students are required to complete 300 hours outside of the official academic calendar year. The internship experience is a Virginia State Board of Pharmacy requirement for licensure and must be obtained under the direction of a licensed pharmacist.

**Advanced pharmacy practice experiences**—Students are required to complete eight, 5 week advanced pharmacy practice experiences, six (6) of which must be in the following areas: ambulatory care (2), internal medicine (2), community practice (1), and institutional practice (1). Students also have the opportunity to obtain advanced pharmacy practice experiences in areas such as pediatrics, psychiatry, drug information, geriatrics, nuclear pharmacy, home health care, industry, administration, nutrition, oncology, and neonatology. These experiences are part of the School of Pharmacy supervised program in which the student will be supervised by a certified pharmacy preceptor.

### **GENERAL GUIDELINES FOR EXPERIENTIAL EDUCATION**

The majority of the student's time during experiential experiences is obtained off-campus under the direct supervision of the School of Pharmacy approved preceptor. Although the student will be off campus, Hampton University's Code of Conduct and the guidelines found in the School of Pharmacy Student Handbook are in effect throughout the completion of this experience. In addition to the above-mentioned guidelines, the following items are to be followed by all professional pharmacy students assigned to experiential experiences:

- ❑ Students are required to undergo a background check and drug screening during the Spring semester of their P1, P2, and P3 years. The preceptors will be assured that background checks and drug screenings have been performed prior to the start of the rotations.
- ❑ CPR/First Aid training and certification is mandatory prior to starting APPE and some IPPE rotations. Each student is responsible for the expenses associated with this certification. The two (2) year certification offered by the American Heart Association is recommended.
- ❑ Attendance at experiential experiences is mandatory. Punctuality is expected and excessive tardiness will not be accepted.
- ❑ The dress code for experiential educational experiences consists of the School of Pharmacy professional attire along with the student nametag and white lab coat with the official School of Pharmacy insignia on the left arm (**The lab coat should be bright white, clean and freshly pressed/ironed, and waist length to signify student status**). The dress code is intended to contribute to the overall professional development of the pharmacy student and the cost

**and care of the items are the sole responsibility of the student.** Non-compliance to the dress code may result in an unexcused absence and subsequent failure of the experiences.

- ❑ Students must have a university e-mail account and are required to check the account daily to be apprised of important information or announcements regarding the experiential experience.
- ❑ **All** experiential educational assignments are made through the Office of Experiential Education and **are the responsibility** of the Director of Experiential Education. No student is allowed to change rotation sites **without the expressed written consent of the Director**. Switching of sites without the consent of the Director may result in student failure of the rotation.
- ❑ Students **are not** to function as an agent or employee of the site. The student must identify himself/herself as a pharmacy student from the School of Pharmacy at Hampton University. While participating in this graded experience, students **SHALL NOT UNDER ANY CIRCUMSTANCES** receive financial remuneration from the experiential site. ***Failure to adhere to this policy will result in suspension and removal from the experience.***

All financial obligations associated with the student's pharmacy education lies with the student including transportation, food, lodging, and any other incidental costs. Concurrent employment during the experiential experience is not encouraged and does not exclude or excuse students from any responsibilities associated with experience requirements.

Prior to the beginning of the fourth professional year and the experiential experiences, students are required to meet all pre-requisite coursework and requirements for clearance in accordance with the policies of the School of Pharmacy and Office of Experiential Education. At minimum, clearances include compliance with immunization guidelines, drug testing, and criminal background checks. Information regarding these clearances will be disseminated to the students well in advance of their due dates.

### **IMMUNIZATION REQUIREMENTS**

The nature of Experiential Education requires students to be trained under the supervision of a licensed pharmacist or other healthcare practitioner in the true healthcare environment. Consequently, these experiences are found in many instances in the environments where the chronically sick or ill patients are provided care, in hospitals, physician's offices, clinics, and pharmacies. As a result of being at risk for exposure and/or transmission of preventable diseases, HUSOP has immunity guidelines to protect the health of the student as well as the patients and other health care workers that the student may come into contact.

Students who have direct patient contact (i.e. advanced pharmacy practice experiences) are required to complete the HUSOP guidelines for immunizations. These guidelines follow the *Immunization Recommendations for Health-Care Workers* developed by the Centers for Disease Control, Division of Immunization, National Center for Prevention Services, Division of Viral, Division of Bacterial Diseases, Hospital Infections Program, and National Center for Infectious Diseases. The health and immunization status of the HUSOP student is extremely important; consequently adherence to these guidelines are **MANDATORY** for all students registering for Introductory and Advanced Pharmacy Practice Experiences for the Doctorate of Pharmacy degree at Hampton University's School of Pharmacy. **Non-adherence with the stated guidelines or any infraction of the immunization guidelines will result in failure to begin experiential curricular requirements, possible disciplinary action, and may result in a possible delay in the student's graduation date.**

Additional information regarding the immunization guidelines will be disseminated to students. Please forward any questions regarding the immunization guidelines to the Director of Experiential Education in a timely manner, well in advanced of stated deadlines.

### **IMMUNIZATION GUIDELINES**

- ❑ Students are required to show proof of immunity (titers) or vaccination records for the following:
  - **\*MMR (measles/mumps/rubella)**
  - **PPD (tuberculosis)**
  - **\*Diphtheria/pertussis/tetanus &**
  - **Hepatitis B**
  - **Varicella**
- ❑ Students with chronic diseases such as cardiovascular disease or diabetes mellitus are strongly encouraged to consider obtaining pneumococcal vaccinations.
- ❑ Students **will not** be assigned to experiential sites **or allowed to report** to the site without prior Immunization Health Clearance from the Office of Experiential Education.
- ❑ All costs associated with obtaining immunizations are the **sole responsibility** of the student.
- ❑ Students must have a copy of their immunization records and are responsible for providing this information to their preceptors.
- ❑ Female students are advised that **pregnancy** is a **contraindication** to administration of certain vaccinations and should consult their physician for specific and additional information regarding vaccine administration.
  - A copy of the Hampton University Student Health Services Medical Record – Part VII: Immunization Record submitted to the University Health Service Department upon admission to the University can suffice for this requirement
- ❑ The School of Pharmacy may be asked to show proof of immunizations to interested parties as a prerequisite to participation in advanced pharmacy practice experiences at a particular site. In that event, students are requested to sign the Student Release of Information Form and are bound by the stipulations included on the form. (See Appendices)

### **PORTFOLIOS**

Students are required to maintain a portfolio during their P1, P2, P3 and P4 years to document their progressive achievement of the competencies throughout the curriculum and the practice experiences. One personalized portfolio binder will be presented to each professional student during the White Coat Ceremony, which marks the beginning of their entry into the professional program. Additional binders must be purchased by students at their own expense.

The portfolios should be divided into five sections:

- 1) Curriculum Vitae/Resume/Service and Health Related Activities

- 2) Written Communication Skills
- 3) Evaluations/Competency Checklist
- 4) Personal Goals/Self Assessment
- 5) Reflective essays

P4 portfolios must include a curriculum vitae, personal goals, reflective essays, examples of written communication skills (e.g. Journal Club presentations, case presentations, SOAP notes, etc.), health-related service activities (e.g. health fairs, blood pressure screenings, glucose monitoring and cholesterol checks), a self-assessment, assessments by preceptors (Midpoint assessments and End-of-Rotation assessments), a concluding essay and Competency Checklist. The Competency Checklist documents the student's attainment of core inpatient medicine objectives, core ambulatory medicine objectives and skill-based competencies.

Faculty members will periodically review portfolios to ensure that students are keeping the portfolios up-to-date. The portfolios will demonstrate and document that graduates have attained the desired competencies, when measured in a variety of health care settings.

# **PROFESSIONAL PROGRAM APPENDIX**

# **SCHOOL OF PHARMACY READMISSION AFFIDAVIT**

I, \_\_\_\_\_, acknowledge receipt and agree to the following conditions for readmission into the School of Pharmacy:

1. I must achieve a C grade or better in each course taken. I understand that any grade less than C results in permanent dismissal. No further request for readmission will be considered.
2. I must meet with my advisor on a regularly scheduled basis. It is my responsibility to schedule the meetings. I must also make an appointment to see the Assistant Dean of Academic & Student Affairs. Failure to comply will result in permanent dismissal.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

*Revised 053107*

## Hampton University School of Pharmacy Grievance Form

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

| Issue at hand                                      | Instructor involved | Course | Date Occurred |
|----------------------------------------------------|---------------------|--------|---------------|
| Grading Error                                      |                     |        |               |
| Grading Challenge                                  |                     |        |               |
| Late assignment                                    |                     |        |               |
| In Class problem                                   |                     |        |               |
| Exam/Assignment date                               |                     |        |               |
| ACPE Standard Cited <sup>1</sup><br>(see attached) |                     |        |               |
| Other                                              |                     |        |               |

### Details as expressed by student:

| Student's request                                  | Instructor's/Dean's Response |          | Student's Response to Outcome |              |
|----------------------------------------------------|------------------------------|----------|-------------------------------|--------------|
| Correct Grade                                      | Agree                        | Disagree | Accept                        | Don't Accept |
| Asking for more points                             |                              |          |                               |              |
| Asking to allow late assignment                    |                              |          |                               |              |
| Resolve class problem                              |                              |          |                               |              |
| Change exam/assignment date                        |                              |          |                               |              |
| ACPE Standard Cited <sup>1</sup><br>(see attached) |                              |          |                               |              |
| Other                                              |                              |          |                               |              |

### Details as expressed by faculty/dean:

**Resolved:** Student please initial the appropriate box.

|     |    |
|-----|----|
| Yes | No |
|     |    |

If not resolved and you intend to speak to someone else please bring a copy of this form with you.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**If this complaint is related to the ACPE accreditation standards, this form must be reviewed and signed by the Department Chairs, Assistant Dean and Dean of the School of Pharmacy.**

Chair, Pharmacy Practice signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Chair, Pharmaceutical Sciences signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Assistant Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

For a full description of the ACPE accreditation standards and guidelines, go to [www.acpe-accredit.org](http://www.acpe-accredit.org)

## ACPE ACCREDITATION STANDARDS

|                                                                                       |
|---------------------------------------------------------------------------------------|
| <b>MISSION, PLANNING, AND EVALUATION</b>                                              |
| 1. College or school Mission and Goals                                                |
| 2. Strategic Plan                                                                     |
| 3. Evaluation of Achievement of Mission and Goals                                     |
| <b>ORGANIZATION AND ADMINISTRATION</b>                                                |
| 4. Institutional Accreditation                                                        |
| 5. College or school and University Relationship                                      |
| 6. College or school and other Administrative Relationships                           |
| 7. College or school Organization and Governance                                      |
| 8. Qualifications and Responsibilities of the Dean                                    |
| <b>CURRICULUM</b>                                                                     |
| 9. The Goal of the Curriculum                                                         |
| 10. Curricular Development, Delivery, and Improvement                                 |
| 11. Teaching and Learning Methods                                                     |
| 12. Professional Competencies and Outcome Expectations                                |
| 13. Curricular Core—Knowledge, Skills, Attitudes, and Values                          |
| 14. Curricular Core—Pharmacy Practice Experiences                                     |
| 15. Assessment and Evaluation of Student Learning and Curricular Effectiveness        |
| <b>STUDENTS</b>                                                                       |
| 16. Organization of Student Services                                                  |
| 17. Admission Criteria, Policies, and Procedures                                      |
| 18. Transfer of Credits and Waiver of Requisites for Admission with Advanced Standing |
| 19. Progression of Students                                                           |
| 20. Student Complaints Policy                                                         |
| 21. Program Information                                                               |
| 22. Student Representation and Perspectives                                           |
| 23. Professional Behavior and Harmonious Relationships                                |
| <b>FACULTY AND STAFF</b>                                                              |
| 24. Faculty and Staff—Quantitative Factors                                            |
| 25. Faculty and Staff—Qualitative Factors                                             |
| 26. Faculty and Staff Continuing Professional Development and Performance Review      |
| <b>FACILITIES AND RESOURCES</b>                                                       |
| 27. Physical Facilities                                                               |
| 28. Practice Facilities                                                               |
| 29. Library and Educational Resources                                                 |



## *Doctor of Pharmacy Curriculum*

| First Professional Year  |                                     | Fall Semester                   | Spring Semester |
|--------------------------|-------------------------------------|---------------------------------|-----------------|
| Course Number            | Course Title                        | Credit Hour                     | Credit Hour     |
| PHA 361                  | Pharmaceutics/Biopharmaceutics I    | 5.0                             |                 |
| PHA 361L                 | Pharmaceutics Laboratory            |                                 |                 |
| PHA 321                  | Anatomy and Physiology              | 5.0                             |                 |
| PHA 321L                 | Anatomy and Physiology Laboratory   |                                 |                 |
| PHA 301                  | Pharmaceutical Care I               | 3.0                             |                 |
| PHA 311                  | Physiological Chemistry             | 3.0                             |                 |
| PHA 204                  | Profession of Pharmacy IV           | 2.0                             |                 |
|                          |                                     | Total 18.0                      |                 |
| PHA 362                  | Pharmaceutics/Biopharmaceutics II   |                                 | 5.0             |
| PHA 362L                 | Pharmaceutics Laboratory            |                                 |                 |
| PHA 314                  | Medicinal Chemistry I               |                                 | 4.0             |
| PHA 332                  | Biostatistics/Literature Evaluation |                                 | 3.0             |
| PHA 302                  | Pharmaceutical Care II              |                                 | 3.0             |
|                          |                                     |                                 | Total 15.0      |
| <b>Summer Session</b>    |                                     |                                 |                 |
| PHA 370                  | Community IPPE                      | 1 credit hr. (5 weeks, 200 hrs) |                 |
| Second Professional Year |                                     |                                 |                 |
| PHA 463                  | Pharmacokinetics                    | 5.0                             |                 |
| PHA 413                  | Medicinal Chemistry II              | 4.0                             |                 |
| PHA 423                  | Microbiology/Immunology             | 4.0                             |                 |
| PHA 431                  | Health Care Administration I        | 2.0                             |                 |
| PHA 401                  | Pharmaceutical Care III             | 3.0                             |                 |
|                          |                                     | Total 18.0                      |                 |
| PHA 432                  | Health Care Administration II       |                                 | 3.0             |
| PHA 402                  | Pharmaceutical Care IV              |                                 | 3.0             |
| PHA 490                  | Introduction to Clerkships          |                                 | 2.0             |
| PHA 480                  | Drug and Disease Management I       |                                 | 3.0             |
| PHA 482                  | Drug and Disease Management II      |                                 | 3.0             |
| PHA 484                  | Drug and Disease Management III     |                                 | 4.0             |
|                          |                                     |                                 | Total 18.0      |
| <b>Summer Session</b>    |                                     |                                 |                 |
| PHA 470                  | Institutional IPPE                  | 1 credit hr. (5 weeks, 200 hrs) |                 |

## *Doctor of Pharmacy Curriculum*

| Third Professional Year               |                                              | Fall Semester                                               | Spring Semester |
|---------------------------------------|----------------------------------------------|-------------------------------------------------------------|-----------------|
| Course Number                         | Course Title                                 | Credit Hour                                                 | Credit Hour     |
| PHA 501                               | Pharmaceutical Care V                        | 3.0                                                         |                 |
| PHA 573                               | Patient Assessment                           | 2.0                                                         |                 |
| PHA 573L                              | Patient Assessment Lab                       |                                                             |                 |
| PHA 581                               | Drug and Disease Management IV               | 3.0                                                         |                 |
| PHA 583                               | Drug and Disease Management V                | 3.0                                                         |                 |
| PHA 585                               | Drug and Disease Management VI               | 4.0                                                         |                 |
| PHA 531                               | Introduction to Research Methods             | 1.0                                                         |                 |
|                                       | Elective                                     | 2.0                                                         |                 |
|                                       |                                              | Total 18.0                                                  |                 |
| PHA 532                               | Pharmacy Law and Ethics                      |                                                             | 2.0             |
| PHA 574                               | Pharmacy Practice Laboratory                 |                                                             | 4.0             |
| PHA 586                               | Drug and Disease Management VII              |                                                             | 4.0             |
| PHA 588                               | Drug and Disease Management VIII             |                                                             | 4.0             |
|                                       | Elective                                     |                                                             | 2.0             |
|                                       | Elective                                     |                                                             | <b>2.0</b>      |
|                                       |                                              |                                                             | Total 18.0      |
| Summer Session                        |                                              |                                                             |                 |
| PHA 570                               | Elective IPPE                                | 1 credit hr. (5 weeks, 200 hrs)                             |                 |
| Fourth Professional Year              |                                              | <b>Three-Semester Period:<br/>Summer, Fall &amp; Spring</b> |                 |
| PHA 650                               | Seminar I                                    | 1.0                                                         |                 |
| PHA 651                               | Seminar II                                   | 1.0                                                         |                 |
| PHA 652                               | Seminar III                                  | 1.0                                                         |                 |
| PHA 670                               | Community Pharmacy Externship*               | 5.0                                                         |                 |
| PHA 671                               | Institutional Pharmacy Externship*           | 5.0                                                         |                 |
| PHA 672                               | Community/Institutional Pharmacy Externship* | 5.0                                                         |                 |
| PHA 683                               | Geriatrics**                                 | 5.0                                                         |                 |
| PHA 685                               | Administration/Management**                  | 5.0                                                         |                 |
| PHA 690                               | Internal Medicine I                          | 5.0                                                         |                 |
| PHA 691                               | Ambulatory Care I                            | 5.0                                                         |                 |
| PHA 692                               | Ambulatory Care II                           | 5.0                                                         |                 |
| PHA 693                               | Pediatrics**                                 | 5.0                                                         |                 |
| PHA 694                               | Psychiatry**                                 | 5.0                                                         |                 |
| PHA 695                               | Drug Information**                           | 5.0                                                         |                 |
| PHA 696                               | Elective                                     | <b>5.0</b>                                                  |                 |
| PHA 699                               | Internal Medicine II                         | <b>5.0</b>                                                  |                 |
| * Any 2 of the 3<br>** Any 1 of the 5 |                                              | Total 43.0 over 3 semesters                                 |                 |

# HAMPTON UNIVERSITY SCHOOL OF PHARMACY

## *STUDENT RELEASE OF INFORMATION FORM*

I allow the Office of Experiential Education to release my medical or health related information to interested parties who have a legitimate reason to obtain this information. I understand by signing this form that a representative or designee of the Office of Experiential Education will make every effort to notify me in advance of releasing this information to a legitimate external party. I understand that if I initiate the release of my medical or health-related information to an external party that this signed form provides the Office of Experiential Education permission to release the requested information.

I acknowledge and understand that this Release of Information Form is in effect until written communication is provided to the Director of Experiential Education stating that this release of information should no longer be honored.

---

Student Name (Print)                      Anticipated Date of Graduation

---

Student Signature                                      Date

---

Director of Experiential Education                                      Date

*For Office Use Only*

RCD              INI \_\_\_\_\_  
FILE              Other \_\_\_\_\_

# **Hampton University**

**Hampton, VA 23668**

## **School of Science**



**Robert M. Dixon, Ph.D.  
Dean**

# School of Science

## Hampton University

### FREQUENTLY ASKED QUESTIONS

**1. Can I take a mathematics or science course at another institution?**

Yes, please visit the Department of Mathematics in the Science and Technology Building, Room 318 and fill out the Application to Take a Course at Another Institution.

**2. How do I complete an Override for a science class?**

Students must visit the respective department and fill out an Override form.

**3. Where is the mathematics tutorial located?**

Students can find the mathematics tutorial in the Science & Technology Building Room 246.

**4. What does the Naval ROTC scholarship cover?**

All tuition costs

Lab fees

Textbook voucher for \$375 per semester, or \$250 per quarter

Subsistence allowance, starting at \$250 per month freshman year, and increasing to \$300, \$350, and \$400 per month at the start of sophomore, junior, and senior years respectively

Individual universities may offer room and/or board incentives to NROTC students

**5. What are the eligibility requirements?**

Be a U.S. citizen

Affiliate as a Navy, Marine Corps, or Navy Nurse Corps Option “midshipman” (student)

Be 17 years old by September 1<sup>st</sup> and younger than 23 years old on June 30<sup>th</sup> of the year starting college; must be younger than 27 years old on June 30<sup>th</sup> of the year in which graduation/commissioning are anticipated

High school graduate (or equivalent diploma received)

Be physically qualified in accordance with Navy standards

Gain admission to a university with an NROTC affiliation

Typical minimum test scores\*

SAT, 530 Critical Reading/520 Mathematics

ACT 22 English/21 Mathematics

\* Minimums vary based on type of NROTC scholarship.

**6. What is expected of NROTC students?**

NROTC midshipmen are required to complete the course of study prescribed by their college or university major. Midshipmen are also required to take several Naval Science courses, which may also count as electives in their major field. Due to the increasing complexity of today's Navy, the Navy option midshipmen are required to complete the

equivalent of two semesters of calculus before the end of their sophomore year and two semesters of calculus-based physics before the end of their junior year.

**7. What happens after graduation?**

Upon graduation, NROTC midshipmen are commissioned as Ensigns in the United States Navy or Second Lieutenants in the United States Marine Corps. Navy officers may serve in Surface Warfare (ships), Nuclear Power (aircraft carriers or submarines), Aviation (Pilot or Naval Flight Officer), or Special Warfare (SEALs or Explosive Ordinance Disposal). Marine Corps officers may serve in a wide variety of Marine Air or Marine Ground jobs, which are determined after attending The Basic School after commissioning.

**8. What do I owe the Naval Service after graduation?**

Midshipmen must serve a combined total (active duty and reserve) of eight years. Scholarship midshipmen must serve at least four of those years in active duty status. College Program midshipmen must serve at least three years in active duty if they accept a commission. Marine Corps option college program midshipmen are obligated to three and a half years if they accept a commission. Service commitment times also vary according to what community the graduate has selected to serve in.

**9. When can I apply to the Pre-Health/Pre-Medical Program?**

Freshman and/or transfers must successfully complete one (1) semester of coursework with a GPA of 2.75 or higher to be eligible for participation in the Pre-Health Program. The application period lasts from February 15<sup>th</sup> through April 1<sup>st</sup> annually. Contact the Assistant to the Dean's Office in Turner Hall 102 for more information.

**10. How do I schedule a Pre-Health/Pre-Medical Committee Interview?**

Students applying to medical or health professions school must submit a personal portfolio to the Pre-Health Coordinator. Following receipt of this documentation the committee then schedules and conducts the interview and drafts the appropriate recommendation letter. Students are encouraged to use Interfolio for letter distribution.

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# Departmental Contact Numbers

## SCHOOL OF SCIENCE

### DEAN

**Dr. Robert M. Dixon**

**(757) 727-5239**

[robertm.dixon@hamptonu.edu](mailto:robertm.dixon@hamptonu.edu)

### ASSISTANT TO THE DEAN

**Mr. Michael D. Druitt**

**(757) 727-5795**

[michael.druitt@hamptonu.edu](mailto:michael.druitt@hamptonu.edu)

### FACULTY ADMINISTRATIVE INTERN

**Dr. Keinya Holmes**

**(757) 727-5795**

[keinya.holmes@hamptonu.edu](mailto:keinya.holmes@hamptonu.edu)

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| CHAIR                                         | DEPARTMENT                           | TELEPHONE #    | EMAIL ADDRESS                                                                          |
|-----------------------------------------------|--------------------------------------|----------------|----------------------------------------------------------------------------------------|
| Dr. Robert Loughman                           | Atmospheric and Planetary Sciences   | (757) 727-5137 | <a href="mailto:robert.loughman@hamptonu.edu">robert.loughman@hamptonu.edu</a>         |
| Dr. Edison Fowlks<br><i>Interim</i>           | Biological Sciences                  | (757) 727-5836 | <a href="mailto:edison.fowlks@hamptonu.edu">edison.fowlks@hamptonu.edu</a>             |
| Dr. Isai Urasa                                | Chemistry                            | (757) 727-5396 | <a href="mailto:isai.uras@hamptonu.edu">isai.uras@hamptonu.edu</a>                     |
| Dr. Dorian Lee-<br>Wilkerson - <i>Interim</i> | Communicative Sciences and Disorders | (757) 727-5435 | <a href="mailto:dorian.wilkerson@hamptonu.edu">dorian.wilkerson@hamptonu.edu</a>       |
| Dr. Jean Muhammad                             | Computer Science                     | (757) 727-5564 | <a href="mailto:jean.muhammad@hamptonu.edu">jean.muhammad@hamptonu.edu</a>             |
| Dr. David Torain                              | Mathematics                          | (757) 727-5352 | <a href="mailto:david.torain@hamptonu.edu">david.torain@hamptonu.edu</a>               |
| Dr. George Burbanck                           | Marine Science                       | (757) 727-5783 | <a href="mailto:george.burbanck@hamptonu.edu">george.burbanck@hamptonu.edu</a>         |
| Lt. James Burkett                             | Naval Science                        | (757) 728-6724 | <a href="mailto:james.burkett@hamptonu.edu">james.burkett@hamptonu.edu</a>             |
| Dr. Bernadette R.<br>Williams                 | Physical Therapy                     | (757) 727-5260 | <a href="mailto:bernadette.williams@hamptonu.edu">bernadette.williams@hamptonu.edu</a> |
| Dr. Donald Whitney<br><i>Interim</i>          | Physics                              | (757) 727-5277 | <a href="mailto:donald.whitney@hamptonu.edu">donald.whitney@hamptonu.edu</a>           |



# Faculty Directory

## Department of Atmospheric & Planetary Sciences

|                            | Office Phone# | Office Room #     |
|----------------------------|---------------|-------------------|
| Dr. Robert Loughman, Chair | 727-5137      | Phenix Hall 119   |
| Dr. Patrick McCormick      | 728-6867      | 23 Tyler Room 235 |
| Dr. James Russell          | 728-6893      | 23 Tyler Room 234 |
| Dr. Omar Torres            | 728-6745      | Phenix Hall 119E  |

## *Research Faculty (Atmospheric & Planetary Sciences)*

|                         | Office Phone# | Office Room#      |
|-------------------------|---------------|-------------------|
| Dr. John Anderson       | 727-5106      | 21 Tyler Room 211 |
| Dr. William Grose       | 728-6266      | 23 Tyler Room 232 |
| Dr. Michael Hill        | 5830          | Turner Hall 403   |
| Dr. Stanislav V. Kireev | 5675          | 21 Tyler Room 213 |
| Dr. Robert Loughman     | 5137          | 21 Tyler Room 213 |
| Dr. Hovakim Nazaryan    | 728-6368      | 21 Tyler Room 215 |
| Dr. Ping Ping Rong      | 5155          | Phenix Hall 119E  |
| Dr. Bill Smith          | 728-6743      | 21 Tyler Room 212 |
| Dr. Ismail Yucel        | 728-6729      | 21 Tyler Room     |

## Department of Biological Sciences

|                                  | Office Phone# | Office Room # |
|----------------------------------|---------------|---------------|
| Dr. Edison Fowlks, Interim Chair | 727-5836      | DU 204        |
| Dr. Abiodun O. Adibi             | 5017          | DU 107        |
| Dr. Barbara Abraham              | 5283          | DU 102        |
| Dr. Cecile Y. Andraos-Selim      | 5015          | DU 117        |
| Dr. Cornelius Bondzi             | 5492          | DU 108A       |
| Dr. Mark Davis                   | 5281          | DU 101        |
| Mr. Michael Druitt               | 728-6757      | DU 108A       |
| Dr. Elaine T. Eatman             | 5278          | DU 308        |
| Dr. Gibril Fadika                | 5031          | DU 104        |
| Dr. James E. Forbes              | 5419          | DU 101        |
| Dr. Edison Fowlks                | 5836          | TU 211        |
| Mr. Doug Gantt                   | 728-6953      | DU 108        |
| Dr. Deidre Gibson                | 5883          | MSB 134       |
| Dr. Keinya Holmes                | 5257          | DU 104        |
| Dr. Nicholas J. Kenney           | 728-6952      | DU 315        |
| Dr. Samuel Kisseadoo             | 5734          | DU 108        |
| Dr. Alfred P. McQueen            | 5282          | DU 101        |
| Mrs. Snehlata Pandey             | 5775          | DU 108        |
| Dr. Barbara G. Shipes            | 5578          | DU 203        |
| Dr. James A. Wise                | 5016          | DU 116        |

| <b>Department of Chemistry</b> | <b>Office Phone#</b> | <b>Office Room #</b> |
|--------------------------------|----------------------|----------------------|
| Dr. Isai Urasa, Chair          | 727-5396             | TU 220               |
| Dr. Charles M. Bump            | 5398                 | TU 220               |
| Dr. T. Larry Cheung            | 5330                 | TU 327               |
| Dr. Willie L. Darby            | 5397                 | TU 231               |
| Dr. Kesete Ghebreyessus        | 5249                 | TU 328               |
| Dr. Patricia Hatch             | 5475                 | TU 227               |
| Dr. Anael Kimaro               | 5833                 | TU 328               |
| Dr. Edmund Moses N. Ndip       | 5043                 | TU 227               |
| Dr. Godson C. Nwokogu          | 5276                 | TU 317               |
| Dr. Shanti Paranawithana       | 5837                 | TU 232               |
| Dr. Michelle K. Waddell        | 2164                 | TU 325               |
| Dr. Joseph C. Williams, Sr.    | 5429                 | TU 228               |

| <b>Department of Communicative Science and Disorders</b> | <b>Office Phone#</b> | <b>Room#</b> |
|----------------------------------------------------------|----------------------|--------------|
| Dr. Dorian Lee-Wilkerson, Interim Chair                  | 727-5436             | S&T 212      |
| Mrs. Katheryn Bush                                       | 5767                 | S&T 201 B    |
| Ms. Nichelle Porter                                      | 5767                 | S&T 201 B    |
| Mrs. Cheryl Freeman                                      | 5525                 | S&T 201 C    |
| Dr. Robert Screen                                        | 5431                 | S&T 201      |
| Dr. Katrina Brown-Bankins                                | 5013                 | S&T 216      |

| <b>Department of Computer Science</b> | <b>Office Phone#</b> | <b>Room#</b> |
|---------------------------------------|----------------------|--------------|
| Dr. Jean Muhammad, Chair              | 727-5552             | S&T 120      |
| Dr. Chutima Boonthum                  | 5082                 | S&T 120      |
| Mrs. Frances Hardy                    | 5965                 | S&T 128      |
| Ms. Angela Hayden                     | 5558                 | S&T 120      |
| Danielle Hilton                       | 5555                 | S&T 120      |
| Dr. Yen-Hung Hu                       | 5855                 | S&T 120      |
| Dr. Maria H. Lam                      | 5344                 | S&T 120      |
| Ms. Mitzi LaPaugh                     | 5965                 | S&T 128      |
| Mr. Leon Maximino                     | 5345                 | S&T 128      |
| Ms. DeShea Simon                      | 5964                 | S&T 120      |
| Dr. Stephen Providence                | 6406                 | S&T 120      |
| Mrs. Gracelene Shelton                | 5552                 | S&T 120      |
| Mr. Robert Willis                     | 5556                 | S&T 120      |
| Ms. Katina Johnson                    | 5555                 | S&T 120      |

**Department of Marine Science****Office Phone#****Office Room#**

Dr. George Burbank, Chair  
Dr. Benjamin Cuker  
Dr. Deidre Gibson  
Dr. Andrij Horodysky

727-5783  
722-0684  
867-0737  
728-6655

MSB 102  
MSB 132  
MSB 134  
MSB 113

**Department of Mathematics****Office Phone#****Office Room#**

Dr. David Torain, Chair  
Dr. Halima Ali  
Dr. Renee' Baggott  
Ms. Merle Byrd  
Mrs. Lillie Calloway  
Dr. Venkatesan Chakrapani  
Dr. Widad M. Elamahboub  
Dr. Hamidullah Farhat  
Dr. Michael Ganzburg  
Mrs. Marcy H. Khet-Hensley  
Dr. Hong Hu  
Dr. Frank Kozusko  
Dr. Andrzej Makagon  
Dr. Abolghassem Miamee  
Dr. Carolyn Morgan  
Dr. Dharendra Panday  
Dr. Alkesh R. Punjabi  
Ms. Savita Venkataramani  
Dr. Arun K. Verma  
Dr. Ira Walker  
Dr. Bryan Williams

5352  
728-6982  
2221  
5049  
5803  
5550  
728-6532  
5029  
5549  
5909  
6840  
5029  
6781  
5842  
5364  
5030  
5343  
5909  
728-6983  
5375  
5550

S&T 318  
AS 111-B  
S&T 329  
S&T 246  
S&T 331  
S&T 329  
S&T 248  
S&T 314 A  
S&T 333  
S&T 248  
S&T 314 B  
S&T 314 D  
S&T 333  
S&T 334  
S&T 318  
S&T 314 C  
AS 111 A  
S&T 348  
AS 111 C  
S&T 329  
Sa7T 329

**Department of Naval Science****Office Phone#****Office Room#**

Lt. James A. Burkett

727-5720

Academy 112

**Department of Physical Therapy****Office Phone#****Office Room#**

Dr. Bernadette R. Williams, Chair  
Dr. Stephen Owens  
Dr. Yolanda Rainey  
Dr. Anand Shetty  
Dr. Pamela Tucker

727-5260  
5847  
5092  
5624  
5072

Phenix 216  
Phenix 215  
Phenix 215  
Phenix 219 C  
Phenix 215

**Department of Physics**

|                                   | Office Phone# | Office Room# |
|-----------------------------------|---------------|--------------|
| Dr. Donald Whitney, Interim Chair | 727-5277      | Olin 102     |
| Dr. Andrei Afanasev               | 5826          | Olin 102 J   |
| Dr. M. Eric Christy               | 5336          | Olin 102 E   |
| Dr. Jose'Goity                    | 5827          | Olin 102 K   |
| Dr. Uwe H. Hommerich              | 5829          | Olin 102 D   |
| Dr. Cynthia Keppel                | 5823          | Olin 102     |
| Dr. Michael Kohl                  | 5153          | Olin 404     |
| Dr. Donald R. Lyons               | 5593          | Olin 302 C   |
| Dr. Kenneth McFarlane             | 6497          | AS 211       |
| Dr. Schkolnikov Natalia           | 5824          | Olin 102 A   |
| Dr. Jae Tae Seo                   | 5149          | Olin 102 F   |

***Research Faculty (Physics)***

|                  | Office Phone# | Office Room# |
|------------------|---------------|--------------|
| Dr. Eric Christy | 727-5823      | Olin 102 E   |
| Dr. Paul Gueye'  | 5542          | Wigwam 205 E |
| Dr. Quguang Yang | 5911          | GPRC*        |

\*Graduate Physics Research Center

# School of Science

## Mission Statement

The principal mission of the School of Science is to effectively coordinate and conduct undergraduate and graduate programs in the pure and applied sciences that promote active student learning and development, leading to academic excellence and distinction in research. These activities, in keeping with the mission of the University, create an environment that enables students and faculty to excel in their respective scientific endeavors.

The School of Science is comprised of the Division of Biological, Chemical and Environmental Sciences (Biological Sciences, Chemistry, and Marine and Environmental Science); the Division of Health Sciences (Communicative Sciences and Disorders and Physical Therapy); and the Division of Mathematical and Physical Sciences (Atmospheric and Planetary Sciences, Computer Science, Mathematics, Naval Science, and Physics). Naval Science offers the NROTC program, which leads to commissioning as an officer in the US Navy or Marine Corps. The Ph.D. degree is offered through the Departments of Atmospheric and Planetary Sciences and Physics, while the D.P.T. degree is offered through the Department of Physical Therapy. The other departments provide baccalaureate and graduate degrees in the respective disciplines.

The School of Science is committed to achieving excellence in its educational programs. The programs offered are designed to achieve the following objectives:

- To provide a formalized instructional program for majors at the baccalaureate, master's or doctoral levels;
- To offer discipline-specific research experiences to complement the instructional program;
- To serve all undergraduate students of the University by providing education in the basic sciences and mathematics;
- To provide technical training to prospective commissioned officers in the US Navy, Marine Corps, or Navy Nurses Corps;
- To provide didactic and clinical experiences for professional programs in Communicative Sciences and Disorders and Physical Therapy; and
- To offer outreach experiences and consumer services to the nearby community and surrounding geographic areas.

Approved School of Science Faculty  
November 18, 2002

# **Academic Policies and Regulations**

## **Social Science Requirements**

Each student has to complete two Social Science courses. Students can choose from: Geography (201,202), Economics (201, 202), Political Science (201, 202, 203, 304, 307, 308, 312, 499), Psychology (203, 205, 300, 302, 311), and Sociology (205, 210, 215, 305, 312, 314, 324, 406, 412, 414, 499).

## **Foreign Language Requirement**

Some students in the School of Science have to show proficiency in a foreign language. Students should consult with the Department of Modern Foreign Languages for proper placement.

## **Academic Probation**

A student with less than a 2.0 cumulative grade point average is placed in academic probation and must take a reduced class load of no more than 13 hours. Further details on academic probation and dismissal can be found in the University Academic Catalog.

## **Non-Credit Courses**

Students will not be given credit for the following courses: Math 100, Reading100, English 100, and Education 295. The registrar, however, will add the hours to the student's total for financial aid purposes. So be sure to subtract these hours from the total number of hours that count for graduation.

## **Advanced Placement Courses**

If you have taken Advanced Placement courses in high school and scored 3 or higher on the AP test, you should be sent directly to the Registrar's Office. Information on the International Baccalaureate Program (IBP) credits should be sent directly to the Office of Testing Services. It is the student's responsibility to make sure that the Registrar has the necessary information.

## **Returning Students**

If you are a returning student (i.e., have left for a semester or more) or have changed majors, you must adhere to the catalog that is in effect at the time of your return or change of major.

# School of Science Requirements

## MINIMUM GRADE REQUIREMENT

In addition to the minimum grade requirements established by Hampton University, all majors and minors within the School of Science must pass all required courses offered within the School of Science with a grade of “C” or better in order to satisfy degree requirements. The minimum grade requirement for all science courses became effective in the Fall 2001 semester.

## MASTERS IN TEACHING DEGREE

School of Science students contemplating a M.T. (Masters in Teaching) degree at Hampton University, must first complete requirements for the Bachelor of Science degree in their major in the School of Science. The undergraduate degree will be awarded in the major in the School of Science. At the same time, the student should consider the requirements for entry into the M.T. program by consulting the outline in the University catalog listed in the College of Education and Continuing Studies.

## COMPUTER LITERACY REQUIREMENT

All students must demonstrate competence with computer literacy skills. This is commonly done by completing the course, Computer Science 120 with a grade of “C” or better.

## WRITING ACROSS THE CURRICULUM

In support of the “Writing Across the Curriculum Initiative”, students will be required to submit writing assignments to strengthen their writing skills as outlined in each course syllabus.

## 504 COMPLIANCE

Students with disabilities which require accommodations should 1) inform the Instructor during the first week of class; 2) register during the first week of class with the Office of Testing Services and 504 Compliance to provide documentation; and 3) bring the instructor the necessary information indicating the need for and type of accommodation upon receipt of the information. **Retroactive accommodations will not be provided if the Instructor is not informed during the first week of class.**

# General Requirements for Baccalaureate Degrees

The graduation requirements of the University, which must be met for completion of an undergraduate degree program, are those published in the Academic Catalog in force at the time of the student's admission to the University. The department chairperson, with the school dean, may request to waive or substitute course work for departmental requirements subject to approval of the Provost. If the student's course of major, the student must then meet the university, school, and departmental graduation requirements in force at the time her or she re-enrolls and/or enters the new major. See departmental and school program listings (Curriculum Outlines) in the Catalog for specific major and additional requirements.

## University Baccalaureate Requirements:

1. A minimum of 120 semester hours. Although a student may have waivers for degree requirements, he or she must still meet the minimum of 120 semester hours of credit accepted by the University.
2. 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.
3. A minimum cumulative grade point average (GPA) of 2.00.
4. A grade of at least "C" (2.0) in all courses in the major area of study.
5. Courses in the General Education Sequence totaling 44-48 semester hours.
6. Courses in the major field, related subjects, and free electives totaling a minimum of 74 semester hours.
7. A minimum of 30 semester hours of credit earned at Hampton University; the student must be residence the final 30 semester hours prior to the completion of degree requirements.
8. Passing of English 101 – 102, Speech 103 and Computer Science 120 with grade of "C" (2.0) or better.
9. Developmental level courses (100 or below) – i.e., Reading, Mathematics, English 100- do not count towards graduation.
10. Learning to learn (EDU 295) does not count towards graduation.



# **SCHOOL OF SCIENCE**

## **GRIEVANCE PROCEDURES POLICY STUDENT GRIEVANCE PROCEDURES**

### **STEP ONE AT THE SOURCE OF THE PROBLEM**

- A) Schedule a conference with the Instructor of the course.
- B) Fill out the School of Science Grievance Form providing a written description of the grievance.
- C) Proceed to the next level of authority if the problem or concern is not resolved.

### **STEP TWO SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT**

- A) Bring a copy of the School of Science Grievance Form and other pertinent documentation to the conference.
- B) Proceed to the next level of authority if the problem or concern is not resolved.

### **STEP THREE SCHEDULE A CONFERENCE WITH ASSISTANT DEAN**

Repeat A and B as stated in Step Two.

### **STEP FOUR SCHEDULE A CONFERENCE WITH DEAN OF THE SCHOOL**

Repeat A and B as stated in Step Two.

### **STEP FIVE SCHEDULE A CONFERENCE WITH THE EXECUTIVE VICE PRESIDENT AND PROVOST OR DESIGNEE**

If steps one through four have been omitted, the Executive Vice President and Provost will refer the case back to the step that was omitted.

**PLEASE NOTE** Hampton University has policies that have been established to resolve student problems and issues in a fair and impartial manner. The University's most important business is to help students learn while maintaining high academic and ethical standards.

Revised Spring 2010

# HAMPTON UNIVERSITY SCHOOL OF SCIENCE GRIEVANCE FORM

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

| Issue at hand        |  | Instructor Involved | Course | Date Occurred |
|----------------------|--|---------------------|--------|---------------|
| Grading Error        |  |                     |        |               |
| Grading Challenge    |  |                     |        |               |
| Late assignment      |  |                     |        |               |
| In Class problem     |  |                     |        |               |
| Exam/Assignment date |  |                     |        |               |
| Other                |  |                     |        |               |

**Details as expressed by Student: (Please attach any supporting documentation)**

| Student's request                  |  | Instructor's/Dean's Response |                      | Student's Response to Outcome |               |
|------------------------------------|--|------------------------------|----------------------|-------------------------------|---------------|
| Correct Grade                      |  | Article I. Agree             | Article II. Disagree | Accept                        | Do Not Accept |
| Asking for more points             |  |                              |                      |                               |               |
| Asking to allow late assignment(s) |  |                              |                      |                               |               |
| Resolve class problem(s)           |  |                              |                      |                               |               |
| Change exam/assignment date (s)    |  |                              |                      |                               |               |
| Other                              |  |                              |                      |                               |               |

**Details as expressed by Instructor/Chair/Assistant Dean/Dean: (Please attach any supporting documentation)**

**Resolved:** Student please Initial the appropriate box.

|              |     |    |
|--------------|-----|----|
| Section 2.01 | Yes | No |
|              |     |    |

If not resolved and you intend to proceed to the next step, please bring a copy of this form with you.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**If this complaint is not resolved within the Department, this form must be reviewed and signed by the Department Chair, Assistant Dean and Dean of the School of Science.**

**Assistant Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

# **ACADEMIC DEPARTMENTS**

**DIVISION OF BIOLOGICAL,  
CHEMICAL AND ENVIRONMENTAL  
SCIENCES**

# Department of Biological Sciences

Dr. Edison Fowlks, Interim Chair

(757) 727-5836

## Introduction to the major

The Department of Biological Sciences offers the Bachelor's and Master's degrees in Biological Sciences, and the Master's in Medical Science. The major objectives of the department that extend through the graduate program are: 1) to prepare students who plan to become professional biologists or biology teachers; 2) to provide basic preparation for students contemplating health professional careers; 3) to provide all students with an understanding of the fundamental importance of biology in daily life through basic general courses; 4) to emphasize and strengthen basic concepts in biology majors; 5) to develop more efficient research skills by providing a research environment conducive to analytical and creative thinking; 6) to coordinate and foster external experiences in environments such as national laboratories and private industry; 7) to produce high ability students with necessary backgrounds and skills to be successful in doctoral and professional programs; and 8) to provide experiences that will still be significant and relevant upon graduation from Hampton University.

The program for Biological Science majors is designed to meet the needs of students who plan to enter diverse, specialized areas of study or employment. Two sequences (concentrations) are offered: 1) Cellular and Molecular Biology and 2) Organisms, Ecology, and Biodiversity. Either concentration can be extended to the graduate level at HU or other institutions. New courses and new activities in present courses in both curricula are continually being developed to assure currency of student knowledge and skills, for example, in Cancer Biology and Bioinformatics.

In addition to serving its majors, the Department of Biological Sciences continues to provide service courses to undergraduate students from other disciplines across the University as a part of the general education program and specialized service courses for other departments (i.e., Physical Therapy, Pharmacy, Nursing and Physical Education). Computer Science, Chemistry and Marine Science students are required to take several biology courses in their curriculum. The department also offers outreach and continuing education service to the general community by providing courses for 1) a local firefighters program; 2) secondary school science teachers; and 3) a science enrichment program for high school and pre-college students.

## Program Highlights

The department emphasizes research, and approximately 80% of the faculty is involved in supervising student research projects at both the graduate and undergraduate levels. Student participants have been supported under a variety of grants including the National Science Foundation (NSF-UPS), Ecological Society of America (SEEDS) and the Alliance for Minority Participation (WBHR-AMP). In most cases grants support students only at junior, senior, and graduate levels. Many biology majors not supported under a funded program enroll in research courses to take advantage of research training at the undergraduate level and to improve their chances for acceptance to summer, graduate, and professional programs.

## Profile of Faculty

|                             |    |
|-----------------------------|----|
| Number of Full-time Faculty | 19 |
| Number of Ph.D. Faculty     | 17 |

## Profile of Graduating Students

Alumni of the biology program enter graduate school, health-care professional schools, or the work force as teachers, research scientists, or other professionals.

Pre-Health Club  
Beta Kappa Chi (National Scientific Honor Society)  
Biology Club  
Journal Club  
SEEDS Ecology Chapter/Environmental Science Club  
(jointly with Marine & Environmental Sci. Dept.)

Scholarships are awarded to freshman students through the University Scholarship Program: Trustee, Presidential, Hampton Scholars, Achievement, and Merit Scholarships. Other support is available through grants, cooperative education (internships), Army and Navy ROTC Scholarships, government, industry and private organizations. Financial assistance is available through the University Financial Aid Office (Pell Grant, work study, Federal Direct Loan Programs, etc.)

| <u>Freshman Year</u>            |                 | <u>Semester</u> |                             | <u>Sophomore Year</u> |           | <u>Semester</u> |                 |
|---------------------------------|-----------------|-----------------|-----------------------------|-----------------------|-----------|-----------------|-----------------|
|                                 | 1 <sup>st</sup> | 2 <sup>nd</sup> |                             |                       |           | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Biology 105/106 or 106/105      | 4               | 4               | Bio 210/220 or 220/210      | 4                     | 4         |                 |                 |
| English 101-102                 | 3               | 3               | Chemistry 201-202           | 4                     | 4         |                 |                 |
| Foreign Language (Intermediate) | 3               | 3               | Health Education 200        | 2                     | -         |                 |                 |
| History 106 and (105 OR 107)    | 3               | 3               | Humanities 201-202          | 3                     | 3         |                 |                 |
| Mathematics 117-118             | 3               | 3               | Mathematics 130*, 205       | 3                     | 3         |                 |                 |
| Physical Education Activity     | -               | 1               | Physical Education Activity | 1                     | -         |                 |                 |
| University 101                  | 1               | -               | Communication 103           | -                     | 3         |                 |                 |
| <b>Total</b>                    | <b>17</b>       | <b>17</b>       | <b>Total</b>                | <b>17</b>             | <b>17</b> |                 |                 |

## CURRICULUM OUTLINE – CELLULAR AND MOLECULAR BIOLOGY

Recommended Biology Electives for the Cellular and Molecular Biology concentration are Bio 336, 404, 405, 406, 423, 424, 502, 513, or higher.

## CURRICULUM OUTLINE – ORGANISMS, ECOLOGY, AND BIODIVERSITY

| <u>Junior Year</u> | <u>Semester</u> |                 | <u>Senior Year</u>                 | <u>Semester</u> |                 |
|--------------------|-----------------|-----------------|------------------------------------|-----------------|-----------------|
|                    | 1 <sup>st</sup> | 2 <sup>nd</sup> |                                    | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Biology 304, 305   | 4               | 3               | Biology 413-414                    | 1               | 1               |
| Biology 450,420    | 3               | 4               | Biology 503                        | 4               | -               |
| Chemistry 301-302  | 4               | 4               | Biology Electives from List I      | 3               | 3               |
| Physics 201-202    | 4               | 4               | Biology Electives from List II     | 2-3             | 2-3             |
| Physics 215-216    | 1               | 1               | Biology Elective from List I or II | -               | 3               |
|                    |                 |                 | Social Science Electives           | 3               | 3               |
| <b>Total</b>       | <b>16</b>       | <b>16</b>       | <b>Total</b>                       | <b>13-14</b>    | <b>12-13</b>    |
|                    |                 |                 | <b>Total Credits</b>               | <b>124-127</b>  |                 |

**Biology Elective List I: (Ecology, Evolution and Biodiversity)** BIO 400, 408, 504, 505, 509, 515, 516, 517, 518, 519, 521, 524, 525, 526, 538, 540, 541, 542, 543, 544, CHE 509, ESC 301, ESC 510; MAS 400, SEA 333.

## CURRICULUM OUTLINE – B.S. BIOLOGY SCHOLARS – 1<sup>ST</sup> TWO YEARS

| <u>Freshman Year</u>        | <u>Semester</u> |                 | <u>Sophomore Year</u>           | <u>Semester</u> |                 |
|-----------------------------|-----------------|-----------------|---------------------------------|-----------------|-----------------|
|                             | 1 <sup>st</sup> | 2 <sup>nd</sup> |                                 | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Biology 105/106 or 106/105  | 4               | 4               | Biology 210/220 or 220/210      | 4               | 4               |
| Chemistry 201-202           | 4               | 4               | Chemistry 301 – 302             | 4               | 4               |
| English 101-102             | 3               | 3               | Foreign Language (Intermediate) | 3               | 3               |
| Health Education 200        | -               | 2               | History 106                     | -               | 3               |
| Mathematics 151-152         | 4               | 4               | Humanities 201-202              | 3               | 3               |
| Physical Education Activity | 1               | -               | Mathematics 205                 | 3               | -               |
| University 101              | 1               | -               | <b>Total</b>                    | <b>17</b>       | <b>17</b>       |
| <b>Total</b>                | <b>17</b>       | <b>17</b>       |                                 |                 |                 |

### *Freshman or Sophomore Summer Term*

|                             |          |
|-----------------------------|----------|
| Communication 103           | 3        |
| History 105 or 107          | 3        |
| Physical Education Activity | 1        |
| <b>Total</b>                | <b>7</b> |

Biology Scholars must maintain a minimum GPA of 3.0 throughout their undergraduate curriculum. All Biology Scholars must participate in at least one research experience (internal or external) during the four years and present this research at the School of Science Research Day

**Biology Elective List II: (Cellular and Molecular Biology and Related Electives)** Bio 301, 302, 306, 336, 391, 403, 404, 405, 406, 408, 410, 412, 422, 423, 424, 425, 501, 502, 505, 506, 510, 512, 513, 514, 520, 523, 546, CHE 303/304 or 501/502.

**Minor in Biology Requirements:** BIO 105-106, BIO 210, BIO 220, BIO 304, and BIO 305.

rev.8/21/06

## Department of Chemistry

Dr. Isai Urasa, Chair  
(757) 727-5396

The Department of Chemistry is committed to providing an educational environment that allows the student to acquire essential knowledge and skills for future careers in research, education, industry, and health-related professions. The Department offers an undergraduate program leading to the degree of Bachelor of Science and a graduate program leading to the degree of Master of Science in Chemistry. The undergraduate program is on the list of programs *Approved by the Committee on Professional Training (CPT) of the American Chemical Society*.

Students are encouraged to participate in undergraduate research here on campus, and at other sites during the summer. Students are also encouraged to participate in professional organizations such as the American Chemical Society Student Affiliate, Beta Kappa Chi National Scientific Honor Society, the National Organization for the Professional Advancement of Black Chemists and Chemical Engineers, and others. The department requires chemistry majors to take the Graduate Record Examination (GRE) and the Major Field Achievement Test (MFAT) and achieve scores placing them at the 50th percentile ranking or above in both tests. At least eighty percent of chemistry graduates pursue doctoral studies.

The Department of Chemistry provides service and maintains collaboration with other disciplines including the departments of Biological Sciences, Computer Science, Engineering, Marine Science, Nursing, Pharmacy, Psychology, Physical Therapy and Physics. Over 1200 students take chemistry courses each term.

### The Curriculum

#### Curriculum Outline – B.S. Chemistry (American Chemical Society Certification)

| Freshman Year                         | Semester |     |
|---------------------------------------|----------|-----|
|                                       | 1st      | 2nd |
| Chemistry 201-202                     | 4        | 4   |
| Computer Science 120                  | -        | 3   |
| English 101-102 3                     | 3        |     |
| Foreign Language (Intermediate level) | 3        | -   |
| History 106, 105/107                  | 3        | 3   |
| Mathematics 118,151                   | 3        | 4   |
| Physical Education                    | 1        | 1   |
| University 101 1                      | -        |     |
| Total                                 | 18       | 18  |



**Sophomore Year****Semester**

|                      | 1st | 2nd |
|----------------------|-----|-----|
| Chemistry 301-302    | 4   | 4   |
| Mathematics 152,251  | 4   | 4   |
| Physics 203-204 3    | 3   |     |
| Physics 215-216 1    | 1   |     |
| Communication 103    | 3   | -   |
| Humanities 201-202   | 3   | 3   |
| Computer Science 221 | -   | 3   |
| Total                | 18  | 18  |

**Junior Year Semester**

|                      | 1st | 2nd |
|----------------------|-----|-----|
| Chemistry 313        | 4   | -   |
| Biology 105-106      | 4   | 4   |
| Chemistry 401-402    | 4   | 4   |
| Health Education 200 | -   | 2   |
| Mathematics 260      | -   | 3   |
| Social Science       | 3   | 3   |
| Total                | 15  | 16  |

**Senior Year****Semester**

|                      | 1st | 2nd |
|----------------------|-----|-----|
| Chemistry 405-406    | 1   | 1   |
| Chemistry 419,       | 4   |     |
| Chemistry 408        | 4   |     |
| Chemistry 501-502    | 4   | 4   |
| Chemistry Elective** | -   | 3   |
| Chemistry 407        | 3   |     |
| Total                | 12  | 12  |

**Total Credits****127**

## Forensic Chemistry Concentration: Curriculum Outline Leading to American Chemical Society Certified B.S. degree

As a concentration within the Chemistry program, the Forensic Chemistry Option expands the field of career options for chemistry and other science students. Forensic Science is an applied science, the practice of which requires the integration of scientific knowledge and skills in the examination, analysis, interpretation, reporting, and testimonial support of physical evidence. Forensic Science plays a crucial role in the criminal justice system. Most practicing Forensic Scientists are employed in crime laboratories associated with law enforcement and criminal investigations, or government agencies. Private laboratories also employ a few. While there are agencies that accredit forensic laboratories and certify Forensic Science degrees, neither accreditation nor certification is a necessary requirement for employment as a forensic scientist.

Forensic Science requires a strong foundation in the natural sciences with extensive laboratory experience and the ability to apply these sciences to practical problems. Our chemistry curriculum provides the essential knowledge, skills and abilities that are a foundation of a career in Forensic Science. The curricula for the regular chemistry degree and the forensic chemistry option are presented below. Both programs lead to ACS certified Bachelor of Science degree. **Intent to pursue the Forensic Chemistry option must be declared during the fall semester of the sophomore year. Consultation with the Department Chairman and completion of an intent form are required**

### Curriculum Outline – B.S. Chemistry (American Chemical Society Certification- Forensic Chemistry Concentration)

| Freshman Year                         | Semester        |                 |
|---------------------------------------|-----------------|-----------------|
|                                       | 1st             | 2nd             |
| Chemistry 201-202                     | 4               | 4               |
| Computer Science 120                  | -               | 3               |
| English 101-102                       | 3               | 3               |
| Foreign Language (Intermediate level) | 3               | -               |
| History 106, 105/107                  | 3               | 3               |
| Mathematics 118,151                   | 3               | 4               |
| Physical Education                    | 1               | 1               |
| University 101                        | 1               | -               |
| Total                                 | 18              | 18              |
|                                       |                 |                 |
| Sophomore Year                        | Semester        |                 |
|                                       | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Chemistry 301-302                     | 4               | 4               |
| Computer Science 221                  | -               | 3               |
| Communication 103                     | 3               | -               |
| Mathematics 152,251                   | 4               | 4               |
| Physics 203-204                       | 3               | 3               |

|                    |    |    |
|--------------------|----|----|
| Physics 215-216    | 1  | 1  |
| Humanities 201-202 | 3  | 3  |
| Total              | 18 | 18 |

**Sophomore Year (Summer) CHE 314** **3**

| <b>Junior Year</b>     | <b>Semester</b> |     |
|------------------------|-----------------|-----|
|                        | 1st             | 2nd |
| Chemistry 401-402      | 4               | 4   |
| Biology 105-106        | 4               | 4   |
| Health Education 200   | -               | 2   |
| Chemistry 313          | 4               | -   |
| Mathematics 205        | -               | 3   |
| Social Science 205,215 | 3               | 3   |
| Total                  | 15              | 16  |

**Junior Year (Summer) CHE 315** **3**

| <b>Senior Year</b>                 | <b>Semester</b> |     |
|------------------------------------|-----------------|-----|
|                                    | 1st             | 2nd |
| Chemistry 405-406                  | 1               | 1   |
| Chemistry 419                      | 4               | -   |
| Chemistry 501-502                  | 4               | 4   |
| Microtechniques***                 | -               | 2   |
| Chemistry 420 (Forensic Chemistry) | 3               | -   |
| Chemistry 421 (PMFC)               | -               | 4   |
| Social Science 305                 | -               | 3   |
| Total                              | 12              | 14  |
| <b>Total Credits</b>               | <b>129</b>      |     |

### **Curriculum Outline – B.S. Biochemistry (American Chemical Society Certification)**

| <b>Freshman Year</b> | <b>Semester</b> |     |
|----------------------|-----------------|-----|
|                      | 1st             | 2nd |
| Chemistry 201-202    | 4               | 4   |
| Computer Science 120 | -               | 3   |

|                      |    |    |
|----------------------|----|----|
| English 101-102      | 3  | 3  |
| Foreign Language 202 | 3  | -  |
| History 106, 105/107 | 3  | 3  |
| Mathematics 118,151  | 3  | 4  |
| Physical Education   | 1  | 1  |
| University 101       | 1  | -  |
| Total                | 18 | 18 |

### **Sophomore Year**

|                      | <b>Semester</b> |                 |
|----------------------|-----------------|-----------------|
|                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Chemistry 301-302    | 4               | 4               |
| Computer Science 221 | -               | 3               |
| Communication 103    | 3               | -               |
| Mathematics 152,251  | 4               | 4               |
| Physics 203-204      | 3               | 3               |
| Physics 215-216      | 1               | 1               |
| Humanities 201-202   | 3               | 3               |
| Total                | 18              | 18              |

### **Junior Year**

|                      | <b>Semester</b> |     |
|----------------------|-----------------|-----|
|                      | 1st             | 2nd |
| Chemistry 401        | 4               | -   |
| Biology 105-106      | 4               | 4   |
| Health Education 200 | -               | 2   |
| Chemistry 313        | 4               | -   |
| Mathematics 305      | -               | 3   |
| Social Science       | -               | 3   |
| Biochemistry 303-304 | 4               | 4   |
| Total                | 16              | 16  |

### **Senior Year**

|                   | <b>Semester</b> |     |
|-------------------|-----------------|-----|
|                   | 1st             | 2nd |
| Chemistry 405-406 | 1               | 1   |
| Chemistry 501-502 | 4               | 4   |
| Biology 305       | 3               | -   |
| Biology 430       | -               | 3   |
| Social Science    | -               | 3   |

|                        |            |              |
|------------------------|------------|--------------|
| *Physical Biochemistry | 3          | -            |
| Chemistry 509          | -          | 3            |
| **Chemistry Elective   | (3)        | (3)          |
| Total                  | 11(14)     | 14(17)       |
| <b>Total Credits</b>   | <b>129</b> | <b>(132)</b> |

\*CHE 314-315: Students in the Forensics program will enroll in CHE 314-315 as a mechanism for fulfilling the required Internship Experience.

\*\***PMFC** = Physical Methods in Forensic Chemistry.

\*\*\*Microtechniques (BIO 422A/422B) will serve as required chemistry elective for Forensic Chemistry students.

**Forensic Chemistry Intent Declaration Form**

Name of student:\_\_\_\_\_SSN:\_\_\_\_\_

Classification:\_\_\_\_\_

Current major area of study:\_\_\_\_\_

Local address:\_\_\_\_\_

Local/cell phone number:\_\_\_\_\_e-mail address:\_\_\_\_\_

Permanent (home) address:\_\_\_\_\_

Home telephone number:\_\_\_\_\_

Academic advisor:\_\_\_\_\_

I have reviewed the attached curriculum for the Forensic Chemistry Concentration and hereby declare my intent to pursue this program of study.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Advisor's signature Date

\_\_\_\_\_  
Chairman's signature Date

## **Department of Marine/Environmental Science**

Dr. George P. Burbank, Chair  
(757) 727-5752

### **An Introduction to the Major**

An interdisciplinary major in Marine and Environmental Science is offered through the Hampton University Center for Marine and Coastal Environmental Studies, with the conferral of the Bachelor of Science in Marine and Environmental Science. The major program is drawn from the disciplines of marine and environmental science, chemistry, geology, physics, biology and mathematics. Students may transfer into the program at any time during the first two years of undergraduate training in another science major.

There are two basic tracks of concentration in the degree program: the environmental science track and the oceanography track. For both tracks, there is a basic core of required courses. The principal difference between the two tracks is the selection of science-area electives during the senior year. The oceanography track has an increased emphasis on mathematics and physics area courses for entry into graduate school.

### **Facilities**

The main physical plant consists of a dedicated building with six research laboratories, a teaching laboratory, class room, a large conference room and faculty offices. In addition, the department operates a laboratory on the Eastern Shore of Virginia. There are two research vessels which support academic and research activities. The Aquaria is a motor sailor designed for trawling and the 53' Chesapeake. There are also a variety of smaller boats, a 21' Privateer and a 13' Boston Whaler, as well as canoes, kayaks and prams to explore the small inlets and creeks in the area.

### **Research Programs**

There are several active research programs operated by the department. Dr. B. Cuker studies the dynamics of inland lakes and does water quality work on the Chesapeake Bay. Dr. G. Burbank is interested in estuarine ecology and marshes. Dr. D. Gibson investigates soft-bodied zooplankton ecology. Dr. A. Horodysky is an ichthyologist who examines the sensory capability of fish. Departmental research has been supported by the National Science Foundation, the U.S. Environmental Protection Agency, the U.S. Geological Survey, the Pew Foundation, Sea Grant, and the National Oceanographic Atmospheric Administration.

### **Academic Programs**

The department offers a B.S. degree in Marine and Environmental Science. Students may select an environmental science or oceanography track to suit their interests.

The M.S. degree is offered as an environmental track within biological sciences.

### **Profile of Faculty**

George P. Burbank, Ph.D., Chair, Univ. of Delaware

Benjamin E. Cuker, Ph.D., North Carolina State Univ.

Deidre Gibson, Ph.D., University of Georgia

Andrij Horodysky, Ph.D., Virginia Institute of Marine Science

## **Student Enrollment 32**

### **Profile of Graduating Students**

Fifty-four percent (54%) of the graduates of the Marine Science program attend graduate school GPA 2.92 overall.

### **Program Highlights**

The Center of Marine and Environmental Coastal Studies, a fully equipped research and instructional facility, is located on Jones Creek, adjacent to the Hampton Roads, Chesapeake Bay and Atlantic Ocean. The center has a 32 foot, certified research vessel, the R/V Aquaria, the 53' R/V Chesapeake and a number of smaller boats in the research fleet. One of the unique opportunities of the program is the internship, usually taken in the summer between the junior and senior years, where students spend ten weeks in an off-campus research experience, preparing them for their own careers in Marine and Environmental Science. ALSO (American Society of Limnology and Oceanography) brings minority students from across the nation to the annual meeting of the society. NOAA, Living Marine Resources Cooperative Science Center (LMRCSC) supports the departmental research infrastructure and provides student stipends for research and travel to conferences and internship locales.

### **Student Organizations**

Beta Kappa Chi (National Scientific Honor Society)  
Anita B. Hall Marine and Environmental Science Club

### **Scholarships/Financial Assistance**

Scholarships are awarded for qualifying students through the University Scholarship Program include the Presidential Scholars, Academic Achievers, and various departmental scholarships through current grants from the National Oceanographic Atmospheric Administration, the Environmental Protection Agency and other organizations. The Department of Marine and Environmental Science can now provide funds for qualifying, second-semester freshmen, as well as, continuing majors who are willing to work in our department. Other financial assistance information is available through the University Financial Aid Office, (Pell Grant, work study, Federal Direct Loan Programs, etc.).



**SEQUENCE FOR MAJORS IN  
MARINE AND ENVIRONMENTAL SCIENCE**

| Freshman Year  |        |             |        | Sophomore Year               |         |                          |        |
|----------------|--------|-------------|--------|------------------------------|---------|--------------------------|--------|
| Fall Term      |        | Spring Term |        | Fall Term                    |         | Spring Term              |        |
| Course         | Credit | Course      | Credit | Course                       | Credit  | Course                   | Credit |
| ENG 101        | 3      | BIO 105     | 4      | CHE 201                      | 4       | BIO 210                  | 4      |
| ESC 202        | 4      | ENG 102     | 3      | MAS 301                      | 4       | CHE 202                  | 4      |
| HEA 200        | 2      | ESC 204/211 | 3/1    | BIO 220                      | 4       | HUM 202                  | 3      |
| For Lang. 102* | 3      | CSC Elect.  | 3      | HUM 201                      | 3       | ESC 301                  | 3      |
| MAT 118*       | 3      | MAT 130/151 | (3)4   | P.E. ACT.                    | 1       |                          |        |
| P.E. ACT.      | 1      |             |        |                              |         |                          |        |
| UNV 101        | 1      |             |        |                              |         |                          |        |
| TOTAL          | 17     | TOTAL       | (17)18 | TOTAL                        | 16      | TOTAL                    | 14     |
|                |        |             |        |                              |         |                          |        |
| Junior Year    |        |             |        | Senior Year                  |         |                          |        |
| Fall Term      |        | Spring Term |        | Fall Term                    |         | Spring Term              |        |
| Course         | Credit | Course      | Credit | Course                       | Credit  | Course                   | Credit |
| MAS 400        | 4      | BIO 450     | 3      | ESC 513/MAS 300 <sup>1</sup> | (3)     | ESC 514                  | 4      |
| CHE 301        | 4      | CHE 302     | 4      | MAS 401                      | 3       | PHY 202                  | 4      |
| HIS 106        | 3      | ESC 511     | 1      | MAS 304/414                  | 3       | PHY 216                  | 1      |
| HIS 105/107    | 3      | PHY 303     | 3      | PHY 201                      | 4       | SCI. Elect. <sup>2</sup> | 4      |
|                |        | SPD 103     | 3      | PHY 215                      | 1       | SOC. SCI.                | 3      |
|                |        |             |        | SOC. SCI.                    | 3       |                          |        |
| TOTAL          | 14     | TOTAL       | 14     | TOTAL                        | 14/(17) | TOTAL                    | 16     |

**TOTAL REQUIRED HOURS: 123**

\*MAT 118 and For Lang 102 have prerequisites (MAT 117 and For Lang 101) that must be taken if students do not PLACE into the courses listed in the Sequence.

<sup>1</sup>ESC 513 or MAS 300 usually taken during Junior/Senior year summer.

<sup>2</sup>Must be 200-level or higher or appear on an approved 100-level course list (i.e. MAT 152).

Courses in *Major Area of Study*:

BIO 500, ESC 202,204,211,301,511,513,514; MAS 300,301,304/414, MAS 400, are computed for  
Departmental Honors (Greater than 3.5 GPA).

# **DIVISION OF HEALTH SCIENCES**

# Department of Communicative Sciences and Disorders

Dr. Dorian Lee-Wilkerson, Interim Chair

(757) 727-5435

## An Introduction to the Major

The mission of the Department of Communicative Sciences and Disorders is to prepare undergraduate and graduate students to meet the needs of children and adults with communication impairment in a changing multicultural society. In so doing, the academic programs are designed to disseminate existing knowledge of speech, language and hearing disorders, and to provide clinical experience in the recognition, assessment/diagnosis and treatment of speech, language and hearing disorders. The academic program in the Department of Communicative Sciences and Disorders offers undergraduate and graduate training in the specialization of speech-language pathology.

The major objectives of the undergraduate curriculum are (1) to disseminate existing knowledge of speech, language and hearing disorders using a multidisciplinary approach; (2) to provide clinical experience in the appropriate procedures for recognition, assessment/diagnosis, and treatment of organic and nonorganic speech, language and hearing disorders; (3) to prepare students for successful study at the graduate level in speech-language pathology or audiology and (4) to prepare students to meet the minimum requirements for subsequent professional certification by the American Speech-Language-Hearing Association.

The undergraduate degree (B.A.) in Communicative Sciences and Disorders is granted by the School of Science. Undergraduate students are responsible for meeting academic requirements as stated in the Hampton University Academic Catalog for the year/term that they enter the major.

The academic and clinical training requirements for the master's degree provide the necessary background to qualify students for the Certificate of Clinical Competence (CCC) by the American Speech-Language-Hearing Association. The graduate degree (M.A.) is conferred by the Graduate College of the University.

## Profile of Faculty

|                             |     |
|-----------------------------|-----|
| Student/Teacher Ratio       | 7:1 |
| Number of full time Faculty | 7   |

## Student Enrollment

|               |    |
|---------------|----|
| Undergraduate | 54 |
| Graduate      | 47 |

## Profile of Graduating Students

Sixty percent of program graduates pursue Master degrees. Students from the Department have been successful in being admitted to the ASHA Minority Leadership Program which selects only twenty five students per year from programs across the country.

## Program Accreditation

The graduate program is accredited by the Council on Academic Accreditation of the American Speech-Language Hearing Association.

**Program Highlights**

The clinical training facilities that serve the program in Communicative Sciences and Disorders are located in the Department's Speech, Language and Hearing Clinic, as well as in the numerous external practica sites (i.e., rehabilitative facilities, hospitals, private clinics, etc.) that serve the program. The undergraduate program at Hampton University is one of a few programs in the nation that require seniors to require clinical clock hours for graduation.

The department maintains a speech science laboratory that also houses the clinic's monitoring playback system. The speech science laboratory contains instrumentation used in academic, clinical and/or research pursuits by faculty and students. The Department of Communicative Sciences and Disorders Learning Resource Center (LRC) located in room 240 of the Science Technology Building, is available to students as a study room, computer lab and information center.

**Student Organizations**

The National Student Speech, Language and Hearing Association is the student affiliate of the American Speech-Language-Hearing Association. It is a professional organization with membership open to students who are interested in or are currently studying communicative sciences and disorders.

**Scholarship/Financial Assistance**

Scholarships awarded to qualifying students through the University Scholarship Program include the Presidential Scholars, Academic Achievers, and various departmental scholarships obtained through grants from the Department of Education, National Institutes of Health, projects, and organizations. Other financial assistance information is available through the University Financial Aid Office (Pell Grants, work study, Federal Loan Programs, etc.)

## Communicative Sciences and Disorders

### *UNDERGRADUATE CURRICULUM OUTLINE*

| FRESHMAN YEAR           | SEMESTER        |                 | SOPHOMORE YEAR        | SEMESTER        |                 |
|-------------------------|-----------------|-----------------|-----------------------|-----------------|-----------------|
|                         | 1 <sup>st</sup> | 2 <sup>nd</sup> |                       | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| English 101-102         | 3               | 3               | Social Sciences       | 3               | 3               |
| Mathematics 109, 110    | 3               | 3               | Health Education 200  | -               | 2               |
| University 101          | 1               | -               | Psychology 203        | 3               | -               |
| History 105 or 107, 106 | 3               | 3               | Special Education 307 | -               | 3               |
| P.E. Activity           | 1               | 1               | Speech 103            | 3               | -               |
| Biology 103             | 4               | -               | Comm. Dis. 224        | 3               | -               |
| Comm. Dis. 201          | -               | 3               | Comm. Dis. 227        | 3               | -               |
| Physical Science 102 or |                 |                 | Comm. Dis. 228        | -               | 3               |
| Phys. Sci. elective     | -               | 3               | Comm. Dis. 300        | -               | 3               |
|                         |                 |                 | Humanities 201, 202   | 3               |                 |
|                         | 15              | 16              |                       | 18              | 17              |
| JUNIOR YEAR             | SEMESTER        |                 | SENIOR YEAR           | SEMESTER        |                 |
|                         | 1 <sup>st</sup> | 2 <sup>nd</sup> |                       | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Comm. Dis. 301          | 3               | -               | Comm. Dis. 418        | -               | 3               |
| Comm. Dis. 310          | 1               | -               | Comm. Dis. 425        | 4               | -               |
| Comm. Dis. 311          | -               | 1               | Comm. Dis. 429        | -               | 3               |
| Comm. Dis. 315          | 3               | -               | Comm. Dis. 426*       | -               | 4               |
| Comm. Dis. 316          | -               | 3               | Comm. Dis. 432        | 3               | -               |
| Psychology 346          | -               | 3               | Comm. Dis. 436        | 3               | -               |
| Foreign Language        | 3               | 3               | Comm. Dis. 430        | 3               | -               |
| Psychology 311          | 3               | -               | Free Elective(s)      | 3               | 3               |
| Comm. Dis. 320          | 3               |                 |                       |                 |                 |
| Comm. Dis. 332          | -               | 3               |                       |                 |                 |
| Comm. Dis. 331          | 3               | -               |                       |                 |                 |
|                         | <hr/>           | <hr/>           |                       | <hr/>           | <hr/>           |
|                         | 16              | 16              |                       | 16              | 13              |

TOTAL HOURS ----- 127 semester hours

\*Successful completion requires one hundred twenty-five clock hours of supervised clinical experience.

Rev. 7/03

## **Department of Physical Therapy**

Dr. Bernadette R. Williams, Chair

(757) 727-5260

Physical Therapy is a dynamic health care profession dedicated to the prevention, development and restoration of maximum physical functions. Practitioners are skilled in evaluating, organizing and planning programs of care for individuals whose potential or actual impairment is related to the neuromuscular, musculoskeletal, sensory-motor, pulmonary and cardiovascular systems. Physical Therapists work in a variety of settings such as hospitals, nursing homes, schools, outpatient clinics, community health centers, industry, sports teams and homes.

Hampton University offers a Doctor of Physical Therapy (DPT) Degree to be completed in three years. The DPT will constitute the initial professional preparation for students desiring to become Physical Therapists. The program's objective is to prepare graduates to carry out the expanding role of the autonomous practitioner in areas of prevention, evaluation, treatment and maintenance in acute care, rehabilitation, home care settings, sports medicine centers, industry, and in educational and research environments. In addition, the program prepares graduates to contribute to the profession of Physical Therapy through community service, research and other scholarly activities.

The Department of Physical Therapy has full approval to confer the DPT degree by the State Council in Higher Education for the State of Virginia (SCHEV). The Program in Physical Therapy at Hampton University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). For further information, please contact the Program Director or see the APTA website: [www.apta.org/educational/accreditation](http://www.apta.org/educational/accreditation).

### **Admission Requirements**

The Physical Therapy Admissions (PTA) Committee selects students for admission. The following criteria must be met to enter the DPT Program:

**Bachelor's Degree;****Completion, with a C or better, of the following courses or their equivalent:**

|                          |         |                           |         |
|--------------------------|---------|---------------------------|---------|
| Intro to Psychology      | 3 hrs   | Intro to Physics II w/lab | 4-5 hrs |
| Human Physiology         | 3 hrs   | Chemistry I w/lab         | 4 hrs   |
| Intro Statistics         | 3 hrs   | Chemistry II w/lab        | 4 hr    |
| *Intro to PT             | 2 hrs   | Gen. Biology w/lab        | 8 hrs   |
| Intro to Physics I w/lab | 4-5 hrs | Human Anatomy w/lab       | 4 hrs   |

A minimum of 40 hours of volunteer or work experience in Physical Therapy (hospital, clinic etc.) with documentation signed by a licensed Physical Therapist. \*Introduction to Physical Therapy Course (PHT 201) substitutes for 40 hours of volunteer time (Hampton University Students Only)

A 3.0 cumulative GPA of all coursework with a minimum GPA of 2.8 in the sciences and math pre-requisite courses;

A knowledge of the profession as evidenced by the following: an essay detailing the reasons for professional choice;

Two letters of recommendation addressing the applicant's moral character and suitability for a Physical Therapy career;

A personal interview with two members of the PT Admission Committee;

Results of the Graduate Record Examination;

All science and math pre-requisites must have been completed within the past eight (8) years.

Provisional admission to the DPT Program is according to the guidelines of the Graduate College.

Preference will be given to graduates of Hampton University who meet **all** criteria for admission.

Applications for admission are reviewed as they are received until April 15th for classes starting in the fall of each year. Applications received after that date will be considered on a space available basis. All pre-requisite courses must be completed by the end of the spring semester, prior to starting the program.

## Doctor of Physical Therapy - Curriculum

| Year I-Fall                                                                                                                                                                           | Credits                                       | Year II-Fall                                                                                                                                         | Credits                         | Year III-Fall                                                                                                                                                                                          | Credits                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Anatomy PHT 600<br>Kinesiology PHT 602<br>Tests & Measurements PHT 604<br>PT Seminar I PHT 609<br>Neuroscience PHT 614                                                                | 5.0<br>4.0<br>5.0<br>1.0<br>4.0               | Pharmacology PHT 620<br>Clinical Education I PHT 631<br>Cardiopulmonary PT PHT 635<br>Case Management Lab III PHT 640<br>Neuro Management II PHT 651 | 2.0<br>4.0<br>4.0<br>1.0<br>3.0 | Administration & Mgmt. PHT 653<br>Clinical Education III PHT 661<br>Special Topics PHT 663<br>Differential Diagnosis PHT 664<br>Comp. Exam. Part I PHT 665<br>Sports PT PHT 666<br>Research IV PHT 673 | 3.0<br>4.0<br>3.0<br>3.0<br>1.0<br>2.0<br>1.0 |
| <b>Total</b>                                                                                                                                                                          | <b>19</b>                                     | <b>Total</b>                                                                                                                                         | <b>14</b>                       | <b>Total</b>                                                                                                                                                                                           | <b>17</b>                                     |
| Year I-Spring                                                                                                                                                                         | Credits                                       | Year II-Spring                                                                                                                                       | Credits                         | Year III-Spring                                                                                                                                                                                        | Credits                                       |
| Motor Control PHT 607<br>Basic Skills in PT PHT 611<br>Pathology PHT 612<br>Case Management I PHT 615<br>Physical Agents PHT 617<br>Research I PHT 618<br>Teaching & Learning PHT 675 | 2.0<br>4.0<br>3.0<br>1.0<br>4.0<br>2.0<br>2.0 | Clinical Education II PHT 641<br>PT Seminar III PHT 642<br>Musculoskeletal Management I PHT 643<br>Pediatrics PHT 645<br>Research II PHT 655         | 4.0<br>2.0<br>3.0<br>4.0<br>2.0 | Clinical Education IV PHT 669<br>Clinical Education V PHT 677<br>Comp. Exam Part II PHT 679<br>Independent study PHT 678 ( optional)<br><br><b>Total</b>                                               | 4.0<br>4.0<br>1.0<br><br><b>9</b>             |
| <b>Total</b>                                                                                                                                                                          | <b>18</b>                                     | <b>Total</b>                                                                                                                                         | <b>15</b>                       | <b>Total for Year III</b>                                                                                                                                                                              | <b>26</b>                                     |
| Year I-Summer                                                                                                                                                                         |                                               | Year II-Summer                                                                                                                                       |                                 | <b>Total Accumulated-Hours<br/>112 Credits<br/>Graduation</b>                                                                                                                                          |                                               |
| Exercise Physiology PHT 606<br>Case Management II PHT 623<br>PT Seminar II PHT 625<br>Prosthetics/Orthotics PHT 630<br>NeuroManagement I PHT 634                                      | 3.0<br>1.0<br>1.0<br>3.0<br>3.0               | Community Health PHT 647<br>Musculoskeletal Management II PHT 649<br>Case Management Lab IV PHT 659<br>Research III PHT 668                          | 3.0<br>3.0<br>1.0<br>2.0        |                                                                                                                                                                                                        |                                               |
| <b>Total</b>                                                                                                                                                                          | <b>11</b>                                     | <b>Total</b>                                                                                                                                         | <b>9</b>                        |                                                                                                                                                                                                        |                                               |
| <b>Total for Year I</b>                                                                                                                                                               | <b>48</b>                                     | <b>Total for Year II</b>                                                                                                                             | <b>38</b>                       |                                                                                                                                                                                                        |                                               |



**DIVISION OF MATHEMATICAL  
AND  
PHYSICAL SCIENCES**

## Department of Atmospheric and Planetary Sciences

Dr. Robert Loughman, Chair  
(757) 727-5137

### Space, Earth, and Atmospheric Sciences (SEAS) Minor

Hampton University's Department of Atmospheric and Planetary Sciences offers *an undergraduate minor concentration* in Space, Earth, and Atmospheric Sciences (SEAS Minor) for students interested in careers where knowledge in these areas is an advantage, for examples, at government agencies such as NASA and NOAA, and in aerospace and aviation industries. Students from a variety of academic disciplines are welcome, and the curriculum maintains flexibility to match the interests of individual students. Research activity and expertise are major strengths of the department and its associated Center for Atmospheric Sciences (CAS), providing opportunities for student participation.

#### The SEAS Minor:

- Prepares students for careers and graduate studies in Space, Earth, and Atmospheric Sciences.
- Addresses the national need to educate and employ in these important areas
- Develops the next generation of explorers and scientists
- Courses within the minor address some of the most important current scientific issues including global warming, ozone depletion, and the exploration of space.

#### Research areas within CAS include:

- Ozone Trends & Atmospheric Chemistry
- Polar Stratospheric & Mesospheric Clouds
- Lidar and Related Technologies
- Solar Variability & Effects on Earth
- Remote Sensing
- Satellite Data Assimilation in Weather Forecast Models
- Planetary Interiors

#### **SEAS Minor Requirements    18 hours of coursework to include:**

**6-12 hours selected from:** SCI 102, ESC 202, SEA 101, SEA 105, SEA 106, SEA 303, SEA 304, SEA 333, SEA 345, SEA 399

**3-6 hours selected from:** SEA 307, SEA 350, SEA 351, SEA 411, CHE 509

**3-6 hours selected from:** SEA 401, SEA 410

## Graduate Program

Hampton University's Department of Atmospheric and Planetary Sciences offers a course of study leading to Ph.D. and M.S. degrees. Students from a variety of academic disciplines are welcome, and the curriculum maintains flexibility to match individual interests. Research activity and expertise are major strengths of the department and its associated Center for Atmospheric Sciences (CAS), providing opportunities for student participation. The Department also offers an undergraduate minor concentration in Space, Earth, and Atmospheric Sciences (SEAS Minor) for students interested in careers where knowledge in these areas is an advantage, for examples, at government agencies such as NASA and NOAA, and in aerospace and aviation industries.

CAS is devoted to increasing the participation of minorities in the fields of Atmospheric, Space, and planetary sciences. The center works closely with the National Aeronautics and Space Administration, the National Oceanic and Atmospheric Administration, the National Science Foundation, and other agencies.

## Degree Plans

### **M.S. Atmospheric Sciences Track**

#### **Core Courses      9 Hours**

APS 645 Atmospheric Physics  
APS 649 Atmospheric Radiative Transfer  
APS 662 Geophysical Fluid Dynamics

#### **Other Required Courses    12 Hours**

APS 697 Research  
APS 698 Thesis  
APS 660 Intro to Structure & Dynamics  
APS 746 Atmospheric Chemistry

#### **Approved electives      9 Hours**

**Total      30 Hours**

### **M.S. Planetary Sciences Track**

#### **Core Courses      9 Hours**

APS 645 Atmospheric Physics  
APS 649 Atmospheric Radiative Transfer  
APS 662 Geophysical Fluid Dynamics

#### **Other Required Courses    12 Hours**

APS 697 Research  
APS 698 Thesis  
APS 604 Principles of Planetary Science  
APS 607 Space Weather

#### **Approved electives      9 Hours**

**Total      30 Hours**

### **Ph.D. Atmospheric Sciences Track**

#### **Core Courses      13 Hours**

APS 645 Atmospheric Physics  
APS 649 Atmospheric Radiative Transfer  
APS 662 Geophysical Fluid Dynamics  
APS 700 Writing & Presenting  
APS 750 Atmospheric Measurements

#### **Other Required Courses    10 Hours**

APS 600 Seminar  
APS 660 Intro to Structure & Dynamics  
APS 746 Atmospheric Chemistry  
APS 798 Final Oral Exam

#### **APS 797 Research 36 Hours**

#### **Approved electives      15 Hours**

**Total          74 Hours**

### **Ph.D. Planetary Sciences Track**

#### **Core Courses      13 Hours**

APS 645 Atmospheric Physics  
APS 649 Atmospheric Radiative Transfer  
APS 662 Geophysical Fluid Dynamics  
APS 700 Writing and Presenting  
APS 750 Atmospheric Measurements

#### **Other Required Courses    10 Hours**

APS 600 Seminar  
APS 604 Principles of Planetary Science  
APS 607 Space Weather  
APS 798 Final Oral Exam

#### **APS 797 Research 36 Hours**

#### **Approved electives      15 Hours**

**Total          74 Hours**

### **Research areas include:**

- Ozone Trends & Atmospheric Chemistry
- Polar Stratospheric & Mesospheric Clouds
- Lidar and Related Technologies
- Solar Variability & Effects on Earth
- Remote Sensing
- Satellite Data Assimilation in Weather Forecast Models
- Space Weather
- Planetary Magnetospheres & Aurorae

## **Department of Computer Science**

Dr. Jean Muhammad, Chair

(757) 727-5564

The Department of Computer Science offers course work leading to the Bachelor of Science degree in Computer Science, and Computer Information Systems. These two programs are designed for students who plan to pursue in-depth training in one or more application areas for employment or further education in computer and information sciences. Course work leading to the Master of Science degree in Computer Science is provided. The Department is located in the Science and Technology Building and has state-of-the-art computer resources, and an enviable record of placing its students in positions of employment or in graduate school.

### **Program Highlights (Computing Facilities)**

The Department of Computer Science maintains the Academic Computer Center. The Center contains key technology for distributed computing, Windows 2000 Advanced Server. Advanced Server characteristics are intended for high-end enterprise networks with up to eight-processor servers, clustered servers, or both. The Computer Science Dept offers 1- Gigabyte uplink speed to faculty and (3) labs. The multiple 2950 Cisco switches have a fiber transceiver module that interfaces multimode fiber to the aggregate switch providing Gigabyte uplink speed to the network infrastructure backbone. A Wireless lab supports the Computer Literacy Program. Redundant Access points provide up to 120 users access to the University Portal. All workstations and laptops use Orinoco and Dell wireless A/B cards. An HP printer offers wireless and cat V access.

The CSC Department consist of (6) Servers an HP LXR 8000, with two memory boards 8 GB of ram, and (3) Intel Pentium II Xeon processors. Dell Precision Workstations run Dual-boot Windows and Linux, supporting Java, Visual Studio, C#, C++, FORTRAN, Rational Rose, DB2, the Microsoft Office Suite, Visio, Project and Studio with Dream weaver, Fireworks and Flash MX Professional.

Two computer laboratories (open daily from 7 a.m. to 12 a. m.) are available for student and faculty use. Lab 127 contains 23 Dell Precision Workstations with Dual-boot Windows and Linux operating systems and (1) HP 8150 Network Printer. Lab 126 has 29 Dell Precision Workstation's running WindowsXp; supported by (1) Lexmark Optra N Network Printer.

The Wireless Lab is open for classes from (8 a. m. to 5 p. m.). The Wireless systems consist of (15) Dell Optiplex system and (7) Compaq EVO laptops. Both Orinoco and Dell Wireless cards are used. This lab enables students to master the Microsoft Office Suite applications. Providing print is (1) HP laser jet 4200 printer.

The Artificial Intelligence Lab contains (4) Robotic Dogs, (4) Imac's, (2) Sun stations and (1) Wireless Access point. This lab supports students in the development and understanding of the concepts of Artificial Intelligence, Robotics, and Gaming. All of the labs have either Surveillance Cameras and/or both motion sensors.

## **Research Activity**

Research in computer science is focused in the areas of Artificial Intelligence & Robotics, Software Design, Parallel Processing, Data Mining, and High Performance Computing. Supporters of these interests include the National Science Foundation, AT&T Bell Laboratories, NASA-Langley Research Center, the Office of Naval Research, and the Department of Defense.

## **Affiliations**

The Department sponsors a certified student chapter of the Association for Computing Machinery. Membership (local and national) is open to all full-time Computer Science and Computer Information Systems majors. The Department also sponsors Upsilon Pi Epsilon (Computer Science honor society) for all Computer Science/Information Systems majors with a GPA of 3.0 or above. Any student having completed 64 semester hours of course work (18 credit hours of core Computer Science courses) is eligible for induction into the society.

## **Scholarships/Financial Assistance**

University scholarship/financial aid programs are provided for all qualified students who matriculate at Hampton. In addition, the Department of Computer Science offers:  
competitive partial scholarships under the National Science Foundation's CSEMS Program;  
Lockheed Martin scholarships and internship programs;  
Student Laboratory Monitors/Tutors;  
Research positions with Computer Science faculty;  
Corporate scholarships, when available.

## **The Computer Science Major**

The computer science major is software-oriented and prepares the student for tasks involving the design, development, and maintenance of software in industry. It also provides the necessary quantitative background for graduate studies and/or employment in research-oriented institutions. The core courses involve close study of computer architecture, organization, and assembly languages, along with algorithm design, problem solving techniques, software design and development and structured programming concepts. After completing the core, students choose advanced courses of interest such as Artificial Intelligence and Robotics, Object Oriented Programming, Automata, Data Communication, Data Mining, Network Security, and Parallel Processing to round out their computer science curriculum. This program is accredited by the Computing Accreditation Commission (CAC) of the Accreditation Board for Engineering and Technology (ABET), a specialized accrediting body recognized by the Council for Higher Education Accreditation (CHEA).

## **The Computer Information Systems Major**

This major is systems-oriented and prepares the student for tasks involving all aspects of business information systems. Students are prepared to provide the link between users in everyday business situations and the technical world of computers. These students take the same core courses as Computer Science majors. In addition, they take Data Communications, Database Management, and COBOL programming. Advanced requirements are courses related to the definition, design, construction, and management of information systems. Requirements in related areas focus on commercial topics and include courses in mathematics, economics, management, accounting, finance, marketing, and psychology.

## Curriculum Outline - B. S. Computer Science

| <u>Freshman Year</u>                   |  | <u>Semester</u> |                 | <u>Sophomore Year</u>          |  | <u>Semester</u> |                 |
|----------------------------------------|--|-----------------|-----------------|--------------------------------|--|-----------------|-----------------|
|                                        |  | 1 <sup>st</sup> | 2 <sup>nd</sup> |                                |  | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Computer Science 151-152.....          |  | 4               | 3               | Biology 103-210/220 .....      |  | 4               | 4               |
| English 101-102.....                   |  | 3               | 3               | Computer Science 204-205 ..... |  | 3               | 3               |
| History 105/107, 106 .....             |  | 3               | 3               | Computer Science 215 .....     |  | 3               | -               |
| Mathematics <sup>1</sup> 151-152 ..... |  | 4               | 4               | Computer Science 251-252 ..... |  | 3               | 3               |
| Physical Education Activities .....    |  | 1               | 1               | Humanities 201-202 .....       |  | 3               | 3               |
| Social Science Elective.....           |  | -               | 3               | Social Science Elective .....  |  | -               | 3               |
| University 101 .....                   |  | 1               | -               |                                |  |                 |                 |
| Total .....                            |  | 16              | 17              | Total.....                     |  | 16              | 16              |

| <u>Junior Year</u>              |  | <u>Semester</u> |                 | <u>Senior Year</u>                                     |  | <u>Semester</u> |                 |
|---------------------------------|--|-----------------|-----------------|--------------------------------------------------------|--|-----------------|-----------------|
|                                 |  | 1 <sup>st</sup> | 2 <sup>nd</sup> |                                                        |  | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Computer Science 301, 308 ..... |  | 3               | 3               | Computer Science 404-405 .....                         |  | 3               | 3               |
| Computer Science Electives..... |  | 3               | 3               | Computer Science 510, 425 .....                        |  | 3               | 2               |
| Health Education 200.....       |  | -               | 2               | Computer Science Advanced Electives <sup>2</sup> ..... |  | 3               | 6               |
| Mathematics 208, 305 .....      |  | 3               | 3               | English 218 .....                                      |  | 3               | -               |
| Physics 203-204.....            |  | 3               | 3               | Technical Elective <sup>3</sup> .....                  |  | 3               | 3               |
| Physics 215-216.....            |  | 1               | 1               |                                                        |  |                 |                 |
| Speech 103.....                 |  | 3               | -               |                                                        |  |                 |                 |
| Total .....                     |  | 16              | 15              | Total.....                                             |  | 15              | 14              |

Total

Credits125

## Curriculum Outline - B. S. Computer Science

| <u>Freshman Year</u>                   |  | <u>Semester</u> |                 | <u>Sophomore Year</u>          |  | <u>Semester</u> |                 |
|----------------------------------------|--|-----------------|-----------------|--------------------------------|--|-----------------|-----------------|
|                                        |  | 1 <sup>st</sup> | 2 <sup>nd</sup> |                                |  | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Computer Science 151-152.....          |  | 4               | 3               | Biology 103-210/220 .....      |  | 4               | 4               |
| English 101-102.....                   |  | 3               | 3               | Computer Science 204-205 ..... |  | 3               | 3               |
| History 105/107, 106 .....             |  | 3               | 3               | Computer Science 215 .....     |  | 3               | -               |
| Mathematics <sup>1</sup> 151-152 ..... |  | 4               | 4               | Computer Science 251-252 ..... |  | 3               | 3               |
| Physical Education Activities .....    |  | 1               | 1               | Humanities 201-202 .....       |  | 3               | 3               |
| Social Science Elective.....           |  | -               | 3               | Social Science Elective .....  |  | -               | 3               |
| University 101 .....                   |  | 1               | -               |                                |  |                 |                 |
| Total .....                            |  | 16              | 17              | Total.....                     |  | 16              | 16              |

| <u>Junior Year</u>              |  | <u>Semester</u> |                 | <u>Senior Year</u>                                     |  | <u>Semester</u> |                 |
|---------------------------------|--|-----------------|-----------------|--------------------------------------------------------|--|-----------------|-----------------|
|                                 |  | 1 <sup>st</sup> | 2 <sup>nd</sup> |                                                        |  | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Computer Science 301, 308 ..... |  | 3               | 3               | Computer Science 404-405 .....                         |  | 3               | 3               |
| Computer Science Electives..... |  | 3               | 3               | Computer Science 510, 425 .....                        |  | 3               | 2               |
| Health Education 200.....       |  | -               | 2               | Computer Science Advanced Electives <sup>2</sup> ..... |  | 3               | 6               |
| Mathematics 208, 305 .....      |  | 3               | 3               | English 218 .....                                      |  | 3               | -               |
| Physics 203-204.....            |  | 3               | 3               | Technical Elective <sup>3</sup> .....                  |  | 3               | 3               |
| Physics 215-216.....            |  | 1               | 1               |                                                        |  |                 |                 |
| Speech 103.....                 |  | 3               | -               |                                                        |  |                 |                 |
| Total .....                     |  | 16              | 15              | Total.....                                             |  | 15              | 14              |

Total Credits.....12

## Minor in Computer Science

The Computer Science minor requires 16 credit hours as listed below. The remaining three credits may be chosen from other selected 300 level or above (see catalog for approved courses). The recommended sequence is as follows:

| <u>Freshman Year</u>       | <u>Semester</u> |                 | <u>Junior Year</u>         | <u>Semester</u> |                 |
|----------------------------|-----------------|-----------------|----------------------------|-----------------|-----------------|
|                            | 1 <sup>st</sup> | 2 <sup>nd</sup> |                            | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Computer Science 151 ..... | 4               | -               | Computer Science 215 ..... | 3               |                 |
| Computer Science 152 ..... | -               | 3               |                            |                 |                 |
| <br><u>Sophomore Year</u>  |                 |                 |                            |                 |                 |
| Computer Science 251 ..... | 3               | -               |                            |                 |                 |
| Computer Science 204 ..... | -               | 3               |                            |                 |                 |

### Curriculum Outline - B. S. Computer Information Systems

| <u>Freshman Year</u>                  | <u>Semester</u> |                 | <u>Sophomore Year</u>            | <u>Semester</u> |                 |
|---------------------------------------|-----------------|-----------------|----------------------------------|-----------------|-----------------|
|                                       | 1 <sup>st</sup> | 2 <sup>nd</sup> |                                  | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Biology 103 .....                     | -               | 4               | Computer Science 204-205 .....   | 3               | 3               |
| Computer Science 151-152 .....        | 4               | 3               | Computer Science 215 .....       | 3               | -               |
| English 101-102 .....                 | 3               | 3               | Computer Science 251-252 .....   | 3               | 3               |
| Health Education 200 .....            | 2               | -               | Economics 201 .....              | -               | 3               |
| History 105/107, 106 .....            | 3               | 3               | Humanities 201-202 .....         | 3               | 3               |
| Mathematics 117, 130 .....            | 3               | 3               | Psychology 203 .....             | 3               | -               |
| Physical Education Activities .....   | 1               | 1               | Science 104 .....                | -               | 4               |
| University 101 .....                  | 1               | -               | Speech 103 .....                 | 3               | -               |
| Total .....                           | 17              | 17              | Total .....                      | 18              | 16              |
| <br><u>Junior Year</u>                |                 |                 |                                  |                 |                 |
|                                       | <u>Semester</u> |                 | <u>Senior Year</u>               | <u>Semester</u> |                 |
|                                       | 1 <sup>st</sup> | 2 <sup>nd</sup> |                                  | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Accounting 203-204 .....              | 3               | 3               | Computer Info. Systems 410 ..... | 3               | -               |
| Computer Info. Systems 310, 320 ..... | 3               | 3               | Computer Science 325, 425 .....  | 3               | 2               |
| Computer Science 301, 308 .....       | 3               | 3               | Computer Science 404-405 .....   | 3               | 3               |
| Computer Science 323, 200 .....       | 3               | 3               | Elective .....                   | -               | 3               |
| Economics 202 .....                   | 3               | -               | English 218 .....                | 3               | -               |
| Mathematics 205 .....                 | -               | 3               | Finance 304 .....                | -               | 3               |
|                                       |                 |                 | Management 305 .....             | 3               | -               |
|                                       |                 |                 | Marketing 305 .....              | -               | 3               |
| Total .....                           | 15              | 15              | Total .....                      | 15              | 14              |

Total

Credits 127

Note: Any student not qualifying for MAT 151 (Calculus I) must start at the appropriate level of mathematics. Majors must earn a grade of "C" or better in each computer science, biology, mathematics and physics course.



Advanced Computer Science Electives include any three (3) approved courses from the 300-500 Computer Science Sequence. Excluded are CSC 300, 323, 325, 391, 410, 411, 421, 425, 491, and any advanced programming language course.

Technical electives must be approved by the advisor and/or chair.

Social and ethical implications of computing will be integrated into courses at all levels in the curriculum. Instructors are required to present topics applicable to the respective courses and to evaluate students on these issues.

### **Minor in Computer Information Systems**

The Computer Information Systems minor requires 19 credit hours as listed below. The recommended sequence is as follows:

| <u><b>Freshman Year</b></u>      | <u><b>Semester</b></u> |                 | <u><b>Junior Year</b></u>  | <u><b>Semester</b></u> |                 |
|----------------------------------|------------------------|-----------------|----------------------------|------------------------|-----------------|
|                                  | 1 <sup>st</sup>        | 2 <sup>nd</sup> |                            | 1 <sup>st</sup>        | 2 <sup>nd</sup> |
| Computer Science 151 .....       | 4                      | -               | Computer Science 570 ..... | 3                      |                 |
| Computer Science 152 .....       | -                      | 3               | Computer Science 571 ..... |                        | 3               |
| <br><u><b>Sophomore Year</b></u> |                        |                 |                            |                        |                 |
| Computer Science 251             | 3                      | -               |                            |                        |                 |
| Computer Information Science 310 | -                      | 3               |                            |                        |                 |

# Department of Mathematics

Dr. David Torain, Chair  
(757) 727-5352

## An Introduction to the Major

The Department of Mathematics offers programs leading to the Bachelor of Science in Mathematics and Master of Science in Applied Mathematics.

The major objectives of the department are to offer courses and programs that: 1) enable students to develop a mastery of reasoning and analytic processes; 2) enable students to develop an appreciation for, understanding of, and skills in practical applications of mathematics; 3) assist students in developing a broad, thorough and comprehensive mathematical base for a career in the mathematical sciences; 4) prepare students to pursue successful graduate study; and 5) prepare students in the mathematics education endorsement sequence to become excellent teachers of mathematics.

The department adheres to the admissions requirements established by the University Admissions Office. Based upon the university mathematics placement guidelines, entering freshmen will be placed into the appropriate course(s). Courses below calculus cannot be used towards the mathematics major requirements. Students who major in mathematics should plan their schedule in consultation with a faculty advisor.

### Profile of Faculty

|                          |    |
|--------------------------|----|
| Number of faculty        | 21 |
| Number of faculty w/PhDs | 17 |

### Student Enrollment

|                              |    |
|------------------------------|----|
| Number of Mathematics Majors | 40 |
| Average Class Size           | 20 |

## Program Highlights

The Department of Mathematics houses the Center for Fusion Energy Research and Training, which is supported through the Department of Energy. The center has programs for talented students to conduct research activities in conjunction with the research faculty members.

The department also participates in the Alliance for Minority Participation in Science and Engineering (AMPS) and in the Student Enhancement in Mathematics and Science (SEMS) Programs. These programs provide some financial support for students with high academic averages to serve as tutors and researchers. Students are encouraged to pursue a broad spectrum of research and applied mathematics project opportunities both on and off campus.

## Student Organizations

Beta Kappa Chi Scientific Honor Society  
Math Club

## Scholarships/Financial Assistance

Scholarships are awarded for qualifying students through the University Scholarship Program. These include Presidential Scholars, Academic Achievers, and various departmental scholarships as obtained through grants, and Army and Navy scholarships. Other financial aid assistance information is available through the University Financial Aid Office. Qualified sophomore and junior students may also apply for summer internship programs at government, industrial and academic institutions.

## Mathematics Department Curriculum Outline

| Freshman Year              |           |                             |           |
|----------------------------|-----------|-----------------------------|-----------|
| Fall                       |           | Spring                      |           |
| Mathematics 151 Calculus I | 4         | Mathematics 152 Calculus II | 4         |
| History 106                | 3         | History 105/107             | 3         |
| English 101                | 3         | English 102                 | 3         |
| University 101             | 1         | Speech 103                  | 3         |
| Foreign Language (Inter.)  | 3         | Foreign Language (Inter.)   | 3         |
| Physical Education         | 1         | <b>TOTAL</b>                | <b>16</b> |
| <b>TOTAL</b>               | <b>15</b> |                             |           |

| Sophomore Year                   |           |                                        |           |
|----------------------------------|-----------|----------------------------------------|-----------|
| Fall                             |           | Spring                                 |           |
| Mathematics 251 Calculus III     | 4         | Mathematics 260 Differential Equations | 3         |
| Mathematics 206 Math Foundations | 3         | Mathematics 208 Linear Algebra         | 3         |
| Humanities 201                   | 3         | Humanities 202                         | 3         |
| Computer Science                 | 3         | Computer Science                       | 3         |
| Social Science                   | 3         | Biology                                | 3         |
| <b>TOTAL</b>                     | <b>16</b> | Social Science                         | 3         |
|                                  |           | <b>TOTAL</b>                           | <b>18</b> |

| Junior Year                     |           |                                 |           |
|---------------------------------|-----------|---------------------------------|-----------|
| Fall                            |           | Spring                          |           |
| Mathematics 311 Probability     | 3         | Mathematics 312 Math Statistics | 3         |
| Mathematics 310 Modern Geometry | 3         | Mathematics 320 Modern Algebra  | 3         |
| Physics 203                     | 3         | Physics 204                     | 3         |
| Physics 215                     | 1         | Physics 216                     | 1         |
| Physical Education              | 1         | Technical Elective              | 3         |
| Health Education 200            | 2         | Elective                        | 3         |
| Technical Elective              | 3         | <b>TOTAL</b>                    | <b>16</b> |
| <b>TOTAL</b>                    | <b>16</b> |                                 |           |

| Senior Year                              |           |                                       |           |
|------------------------------------------|-----------|---------------------------------------|-----------|
| Fall                                     |           | Spring                                |           |
| Mathematics 416 Foundation of Analysis I | 3         | Mathematics 417 Found. of Analysis II | 3         |
| Mathematics 425 Seminar I                | 1         | Mathematics 426 Seminar II            | 1         |
| Mathematics Elective                     | 3         | Mathematics 431 Advanced Calculus     | 3         |
| Mathematics Elective                     | 3         | Elective                              | 3         |
| Elective                                 | 3         | <b>TOTAL</b>                          | <b>10</b> |
| <b>TOTAL</b>                             | <b>13</b> |                                       |           |

**Hampton University students interested in pursuing a Master of Arts in Teaching-Mathematics must first complete the degree requirements for the B.S. in Mathematics in the School of Science as outlined above.**

**TOTAL CREDIT HOURS – 120**

## **CHOOSING A MATH COURSE**

You will be permitted to enroll in the math course required by your major if you meet the following criteria. Otherwise, you must begin at a lower level math course to prepare for the required entry-level course. Your course selections will be monitored by the University, and you will be required to change your schedule if you do not meet the requirements outlined below. Pay close attention to the majors designed for each math course. Please choose carefully.

| <b>MATH COURSE</b> | <b>Determining SAT/ACT</b>                      | <b>Required Prerequisite</b>                                                          | <b>Math GPA</b>          | <b>Other</b>                                                                                  |
|--------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------|
| <b>MAT 100</b>     | Less than 390 math SAT or less than 16 math ACT | Algebra I, Algebra 2, Geometry                                                        | Less than a "C"          | All majors                                                                                    |
| <b>MAT 105</b>     | At least 400 math SAT or at least 17 math ACT   | Algebra I, Algebra 2, Geometry                                                        | At least a "C"           | For Science, business, and engineering major                                                  |
| <b>MAT 109</b>     | At least 400 math SAT or at least 17 math ACT   | Algebra I, Algebra 2, Geometry                                                        | At least a "C"           | For liberal arts majors                                                                       |
| <b>MAT 117</b>     | At least 450 math SAT or at least 20 math ACT   | Algebra I, Algebra 2, Geometry, Pre-Calculus or Math Analysis or Elementary Functions | At least a "B"           | For science, business, and engineering majors. You must have had pre-cal within last 2 years  |
| <b>MAT 118</b>     | At least 470 math SAT or at least 22 math ACT   | Calculus                                                                              | At least a "C"           | For science and business majors. You must have had calculus within last 2 years               |
| <b>MAT 130</b>     | At least 490 math SAT or at least 23 math ACT   | Calculus                                                                              | At least a "B"           | For science, business, and engineering majors. You must have had calculus within last 2 years |
| <b>MAT 151</b>     | At least 500 math SAT or at least 26 math ACT   | Calculus                                                                              | At least a "B" or better | For science, business, and engineering majors. You must have had calculus within last 2 years |

## **Department of Physics**

Dr. Donald Whitney, Interim Chair  
(757) 727-5277

### **An Introduction to the Major**

The Department of Physics offers programs leading to the Bachelor of Science, Master of Science (with tracks in physics and medical physics), and Doctor of Philosophy (with tracks in nuclear physics, optical physics, medical physics, and atmospheric sciences) degrees; as well as a minor in Physics. The Bachelor of Science program is designed to prepare students for graduate studies in physics and related areas and for a career in physics.

### **Profile of Faculty**

There are currently 13 full time faculty, 3 research professors, 6 post doctoral researchers, and 4 adjunct faculty. They conduct research in the following areas: experimental and theoretical nuclear physics, particle physics, laser physics, optical physics, material science, atmospheric sciences, medical imaging and instrumentation, fusion, and nanotechnology.

### **Program Highlights**

The Department of Physics is actively involved in a wide variety of research programs which receive funding of well over \$20 million a year. Research is conducted in the following research centers - the Center for Atmospheric Sciences (CAS), the Center for Advanced Medical Instrumentation (CAMI), the Center for the Study of the Origin and Structure of Matter (COSM), the Center for Particle Physics (CPP), and the Center for Laser Science and Spectroscopy (CLASS) or in the research groups in nuclear and optical physics. Faculty and students also conduct research at national and international facilities, such as the Jefferson Lab Accelerator Facility, NASA Langley Research Center, Brookhaven National Laboratory, CERN accelerator facility in Switzerland, the DESY accelerator facility in Germany and J-PARC in Japan. Nearly all undergraduate physics majors and all graduate students are involved in research. Some undergraduate students receive financial support through grants as researchers. Graduate students receive tuition support and living stipends either through the department's research grants or other sources of external funding.

### **Student Organization**

Society of Physics Students and Sigma Pi Sigma, National Physics Honor Society

### **Student Enrollment**

|               |    |
|---------------|----|
| Undergraduate | 20 |
| Graduate      | 40 |

### **Scholarships/Financial Assistance**

Scholarships are awarded to qualified students through the University Scholarship Program. These include Presidential Scholars, Academic Achievers, and various departmental scholarships as obtained through grants, projects, Army and Navy ROTC, government, industry, and organizations. Other financial aid assistance information is available through the University Financial Aid Office (Pell Grant, work study, Federal Loan Programs etc.). For more information on the faculty, students, academic programs, and research in the Physics Department, please visit our web page: <http://science.hamptonu.edu/physics/>

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## Department of Physics-Curriculum Outline

| Freshman Year        | Semester        |                 |
|----------------------|-----------------|-----------------|
|                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Physics 110-117      | 1               | 1               |
| Physics 120-121      | 2               | 2               |
| Computer Science 120 |                 | 3 -             |
| English 101-102      | 3               | 3               |
| Mathematics 151-152* | 4               | 4               |
| Physics 203-204      | 3               | 3               |
| Physics 230-231      | 1               | 1               |
| University 101       | 1               | -               |
| Physical Education   | -               | 1               |
| <b>Total</b>         | <b>18</b>       | <b>15</b>       |

| Sophomore Year       | Semester        |                 |
|----------------------|-----------------|-----------------|
|                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Chemistry 201        | 4               | -               |
| Biology 101          | -               | 3               |
| Physics 210-217      | 1               | 1               |
| Physics 220-221      | 2               | 2               |
| Mathematics 251, 260 | 4               | 3               |
| Physics 211, 212     | 3               | 3               |
| Physics 330-331      | 1               | 1               |
| Communications 103   | -               | 3               |
| Physical Education   | 1               | -               |
| <b>Total</b>         | <b>16</b>       | <b>16</b>       |

| Junior Year          | Semester        |                 |
|----------------------|-----------------|-----------------|
|                      | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Health Education 200 | 2               | -               |
| History 105/107-106  | 3               | 3               |
| Humanities 201-202   | 3               | 3               |
| Physics 301-302      | 3               | 3               |
| Physics 310-317      | 1               | 1               |
| Physics 501-502      | 3               | 3               |
| Technical Elective** | -               | 3               |
| <b>Total</b>         | <b>15</b>       | <b>16</b>       |

| Senior Year              | Semester        |                 |
|--------------------------|-----------------|-----------------|
|                          | 1 <sup>st</sup> | 2 <sup>nd</sup> |
| Physics 410-412          | 1               | 3               |
| Physics 505-506          | 3               | 3               |
| Physics 491-500          | 3               | 3               |
| Social Science Electives | 3               | 3               |
| Technical Electives **   | 6               | 3               |
| <b>Total</b>             | <b>16</b>       | <b>15</b>       |

**Total Credits                    127**

\* Mathematics placement is based upon the student's academic preparation.

\*\* Technical Electives include any elective course above the required entry level in aviation, biology, chemistry, computer science, education, engineering, marine science, mathematics, naval science, space, earth, and atmospheric sciences, and physics.

***Minor in Physics***

The physics minor requires at least 21 credit hours. Students must complete the following courses: PHY 203 with PHY 215 or 230, PHY 204 with PHY 216 or 231, PHY 211 with PHY 330.

Additionally, the student must choose at least three elective courses from the following list of courses:

PHY 212 with PHY 331, SEA/APS 105, PHY 301, PHY 312, PHY 501, or PHY 505. Other suitable courses may be substituted for elective courses with approval of the chair.

***Minor in Space, Earth and Atmospheric Sciences***

The minor in Space, Earth, and Atmospheric Sciences requires 18 credit hours from the following list of courses.

9-12 hours selected from:

SCI 102, ESC 202, APS/SEA 105, 106, 303, 304, 333, 345

3-6 hours selected from:

APS/SEA 307, 350, 351, 411 and CHE 509

3-6 hours selected from:

APS/SEA 401, 410

**Department of Physics**  
 Dr. Donald Whitney, Interim Chair  
 (757) 727-5277

**Department of Physics-Curriculum Outline  
 (for Pre-Med Students)**

| <b>Freshman Year</b> | <b>Semester</b>       |                       |
|----------------------|-----------------------|-----------------------|
|                      | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> |
| Physics 110-117      | 1                     | 1                     |
| Physics 120-121      | 2                     | 2                     |
| Computer Science 120 |                       | 3 -                   |
| English 101-102      | 3                     | 3                     |
| Mathematics 151-152* |                       | 4 4                   |
| Physics 203-204      | 3                     | 3                     |
| Physics 230-231      | 1                     | 1                     |
| University 101       | 1                     | -                     |
| Physical Education   | -                     | 1                     |
| <b>Total</b>         | <b>18</b>             | <b>15</b>             |

| <b>Sophomore Year</b> | <b>Semester</b>       |                       |
|-----------------------|-----------------------|-----------------------|
|                       | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> |
| Chemistry 201-202     | 4                     | 4                     |
| Physics 210-217       | 1                     | 1                     |
| Physics 220-221       | 2                     | 2                     |
| Mathematics 251, 260  | 4                     | 3                     |
| Physics 211-212       | 3                     | 3                     |
| Physics 330-331       | 1                     | 1                     |
| Communication 103     | -                     | 3                     |
| Physical Education    | 1                     | -                     |
| <b>Total</b>          | <b>16</b>             | <b>17</b>             |

| <b>Junior Year</b> | <b>Semester</b>       |                       |
|--------------------|-----------------------|-----------------------|
|                    | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> |
| Biology 105-106    | 4                     | 4                     |
| Humanities 201-202 | 3                     | 3                     |
| Physics 310-317    | 1                     | 1                     |
| Physics 301-302    | 3                     | 3                     |
| Chemistry 301-302  | 4                     | 4                     |
| Health 200         | -                     | 2                     |
| <b>Total</b>       | <b>15</b>             | <b>17</b>             |

| <b>Senior Year</b> | <b>Semester</b>       |                       |
|--------------------|-----------------------|-----------------------|
|                    | <b>1<sup>st</sup></b> | <b>2<sup>nd</sup></b> |
| Physics 410-312    | 1                     | 3                     |



|                          |           |           |
|--------------------------|-----------|-----------|
| Physics 501-502          | 3         | 3         |
| Physics 505-506          | 3         | 3         |
| Physics 491-500**        | 3         | 3         |
| Social Science Electives | 3         | 3         |
| History 105/107-106      | 3         | 3         |
| <b>Total</b>             | <b>16</b> | <b>18</b> |

**Total Credits: 132**

\*Mathematics placement is based upon the student's academic preparations.

\*\* Students who have completed all required biology and chemistry courses and have taken the MCAT by the end of their junior year may substitute PHY 491 and PHY 500 with two courses in biochemistry, physical chemistry, anatomy or physiology.



*Division of Professional Education*  
*Division of Continuing Studies*

**Dr. Cassandra Herring, Ed.D.**  
**Dean**

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## College of Education and Continuing Studies Faculty Directory

|                                                                                                |                                                                                                |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Dr. Cassandra Herring, Dean<br>Phenix Hall, Suite 305                                          | 637-2072<br><a href="mailto:Cassandra.Herring@hamptonu.edu">Cassandra.Herring@hamptonu.edu</a> |
| Dr. Jerrold Roy, Assistant Dean<br>Phenix Hall, Suite 305                                      | 727-2176<br><a href="mailto:Jerrold.Roy@hamptonu.edu">Jerrold.Roy@hamptonu.edu</a>             |
| Dr. Ava W. Marrow, Assistant to the Dean<br>Phenix Hall, Suite 305                             | 637-2036<br><a href="mailto:Ava.Marrow@hamptonu.edu">Ava.Marrow@hamptonu.edu</a>               |
| <b>Department of Education</b>                                                                 |                                                                                                |
| Dr. Spencer R. Baker, Coordinator of Graduate Program in Counseling,<br>Phenix Hall, Suite 130 | 637-2809<br><a href="mailto:Spencer.Baker@hamptonu.edu">Spencer.Baker@hamptonu.edu</a>         |
| Dr. Clair Berube, Assistant Professor,<br>Phenix Hall, Suite 304                               | 637-5434<br><a href="mailto:Clair.Berube@hamptonu.edu">Clair.Berube@hamptonu.edu</a>           |
| Dr. Sandra Cherry, Assistant Professor Counseling, W.O. Lawton Building,<br>Room 202           | 727-5164<br><a href="mailto:Sandra.Cherry@hamptonu.edu">Sandra.Cherry@hamptonu.edu</a>         |
| Mrs. Linda Claggion, Coordinator-Field Experiences & PK 12 Outreach,<br>Phenix Hall, Suite 304 | 637-2810<br><a href="mailto:Linda.Claggion@hamptonu.edu">Linda.Claggion@hamptonu.edu</a>       |
| Dr. Gertrude Henry, Associate Professor-Education, Phenix Hall,<br>Suite 304                   | 727-5538<br><a href="mailto:Gertrude.Henry@hamptonu.edu">Gertrude.Henry@hamptonu.edu</a>       |
| Dr. Michael McIntosh, Assistant Professor, College of Virginia Beach                           | 637-2412<br><a href="mailto:Michael.McIntosh@hamptonu.edu">Michael.McIntosh@hamptonu.edu</a>   |
| Dr. Kianga Thomas, Assistant Professor, Phenix Hall, Suite 304                                 | 637-2817<br><a href="mailto:Kianga.Thomas@hamptonu.edu">Kianga.Thomas@hamptonu.edu</a>         |
| <b>Professional Staff</b>                                                                      |                                                                                                |
| Mrs. Heather Evans, PRAXIS Center Coordinator, Phenix Hall, Room 303                           | 728-6735<br><a href="mailto:Heather.Evans@hamptonu.edu">Heather.Evans@hamptonu.edu</a>         |
| Ms. Tambra Pope, PRAXIS Center Staff, Phenix Hall, Room 303                                    | 728-6735<br><a href="mailto:Vernell.Patillo@hamptonu.edu">Vernell.Patillo@hamptonu.edu</a>     |
| Dr. Martha Jallim-Hall, Adjunct Counseling Faculty                                             |                                                                                                |
| Dr. Vanessa Whitaker, Adjunct Counseling Faculty, Phenix Hall Room 130                         | 728-6914                                                                                       |
|                                                                                                |                                                                                                |
|                                                                                                |                                                                                                |

|                                                                                                        |                                                                                                          |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Department of Health, Physical Education and Recreation</b>                                         |                                                                                                          |
| Dr. Chevelle Hall, Assistant Professor and Chair, Sport Management, Holland Hall, Room 130             | 727-5785<br><a href="mailto:Chevelle.Hall@hamptonu.edu">Chevelle.Hall@hamptonu.edu</a>                   |
| Dr. Bill Becker, Associate Professor, Recreation, Holland Hall, Room 152                               | 727-5207<br><a href="mailto:Bill.Becker@hamptonu.edu">Bill.Becker@hamptonu.edu</a>                       |
| Mrs. Jamean Southall, Assistant Professor, Health, Holland Hall Room 161                               | 727-5642<br><a href="mailto:Jamean.Alexander@hamptonu.edu">Jamean.Alexander@hamptonu.edu</a>             |
| Ms. Valeria Burge-Hall, Assistant Professor, Health Education, Holland Hall, Room 204                  | 728-6994<br><a href="mailto:Valeria.Burge-Hall@hamptonu.edu">Valeria.Burge-Hall@hamptonu.edu</a>         |
| Dr. Ralph Charlton, Assistant Professor, Sports Management Holland Hall, Room 129                      | 728-6956<br><a href="mailto:Ralph.Charlton@hamptonu.edu">Ralph.Charlton@hamptonu.edu</a>                 |
| Dr. Beatrice Darden-Melton, Assistant Professor, Physical Education, Holland Hall, Room 167            | 727-5706<br><a href="mailto:Beatrice.Darden-Melton@hamptonu.edu">Beatrice.Darden-Melton@hamptonu.edu</a> |
| Ms. Beverly Cordova Duane, Assistant Professor, Director of Dance Holland Hall, Room 120               | 727-5317<br><a href="mailto:Beverly.Duane@hamptonu.edu">Beverly.Duane@hamptonu.edu</a>                   |
| Dr. Faye Gallop, Assistant Professor, First Aide, Fitness Holland Hall, Room 169                       | 727-5517<br><a href="mailto:Faye.Gallop@hamptonu.edu">Faye.Gallop@hamptonu.edu</a>                       |
| Dr. David Hunter, Associate Professor, Health, Phys. Ed. Exercise Physiology, Holland Hall, Room 151-A | 727-5305<br><a href="mailto:David.Hunter@hamptonu.edu">David.Hunter@hamptonu.edu</a>                     |
| Ms. Joetta Jensen, Assistant Professor, Director of Aquatics, Holland Hall, Room 170                   | 727-5725<br><a href="mailto:Joetta.Jenson@hamptonu.edu">Joetta.Jenson@hamptonu.edu</a>                   |
| Dr. Audrea Lyons, Assistant Professor, Sport Management, Holland Hall, Room 199                        | 637-2278<br><a href="mailto:Audrea.Lyons@hamptonu.edu">Audrea.Lyons@hamptonu.edu</a>                     |
| <b>Accelerated Evening Programs - Hampton Harbors</b>                                                  |                                                                                                          |
| Ms. Tunisha George-Twine, Lecturer/Education Specialist, W.O. Lawton Building, Room 204                | 727-5584<br><a href="mailto:Tunisha.Twine@hamptonu.edu">Tunisha.Twine@hamptonu.edu</a>                   |
| Mrs. Linda Meadows, Academic Advisor, W.O. Lawton Building, Room 203                                   | 727-5796<br><a href="mailto:Linda.Meadows@hamptonu.edu">Linda.Meadows@hamptonu.edu</a>                   |

|                                                                                                  |                                                                                          |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Ms. Drusilla Pair, Distance Education and Technology Coordinator, W.O. Lawton Building, Room 201 | 727-5103<br><a href="mailto:Drusilla.Pair@hamptonu.edu">Drusilla.Pair@hamptonu.edu</a>   |
| Rev. Debra Haggins-O'Bryant, Director of Religious Studies, Clark Hall                           | 727-5340<br><a href="mailto:Debra.Haggins@hamptonu.edu">Debra.Haggins@hamptonu.edu</a>   |
| <b><u>Hampton U Online</u></b>                                                                   |                                                                                          |
| Dr. Cristi Ford, Director of Distance Education                                                  | 637-2057<br><a href="mailto:Cristi.Ford@hamptonu.edu">Cristi.Ford@hamptonu.edu</a>       |
| Mrs. Batanya Gipson, Assistant Director of Education                                             | 637-2097<br><a href="mailto:Batanya.Gipson@hamptonu.edu">Batanya.Gipson@hamptonu.edu</a> |

## Frequently Asked Questions

### ***Where do I receive my PIN for registration?***

Typically, your advisor will provide you with your PIN for registration. The registrar's office provides academic advisors with student PIN numbers and students receive advisement on courses prior to receiving their PIN.

### ***Is education a major?***

Not necessarily in the State of Virginia. Education is not a major nor minor; however, we do provide programs for teacher licensure. Students who enter our program either enter as Interdisciplinary Studies (IDS) (PreK-6), Master of Teaching (M.T.), or Health & Physical Education (HPER) students. Students who desire to be elementary school teachers will enter the IDS degree program, which offers a Bachelor of Arts. Students who wish to teach on the secondary level (grades 6-12) will enter our M.T. program. They are to claim a major in the area of Mathematics, Biology, English, or Music as their concentration and complete a one-year graduate level program to receive their Virginia Teaching Licensure. Students who desire to teach Health & Physical Education (K-12) will enter the HPER program, which is a Bachelor of Arts program.

### ***Why classes aren't offered every semester?***

Most general education courses (freshman and sophomore level) are offered every semester for students. However, once students begin matriculating within their major, the courses are usually not offered as frequently as the general education courses. Some courses are offered in the Fall or Spring semester only.

### ***How do I change my major?***

You need to obtain a "change of major" form from the registrar. Take the form to your current major department and receive the appropriate signature(s). You will then take the form to your new major and have the chair or dean, in that department sign in the appropriate area. Once you have received all required signatures, you will then submit the form to the registrar's office. The registrar's office will then change your major so that it is reflected in the university's system.

### ***Do I have to apply to the College of Education and Continuing Studies?***

YES! Each student who desires to matriculate through the College of Education as a student in the Interdisciplinary Studies (IDS), Masters in Teaching (M.T.) or Health and Physical Education (HPER) programs must apply to the College during their spring semester, sophomore year. Students who plan to apply during their sophomore year must meet the Division of Professional Education's academic requirements. Students must meet the following: enrolled as an IDS, M.T., or HPER major; passing score on the PRAXIS I exam (Reading – 174, Math – 174, Writing – 173 or a composite score of 521) or in lieu of this exam, a student may submit SAT scores with a minimum 1100 (math and verbal) with at least a 530-math and 530 verbal or ACT scores with a composite score of 25, math score of 22 or higher, and an English plus Reading combine score of 46 or higher; at least a 2.5 GPA; minimum 45 course hours; a C or better in the following five courses – ENG 101/ENG 102, MAT 109/MAT 110 or higher,



and COM 103; an unofficial copy of your transcript that displays all academic work; a type-written essay (prompt is provided); and two letters of recommendation from professors outside the department. Students are to submit a complete application during their spring semester to the department in a given time frame.

***Will I get a chance to visit schools?***

YES! Our students are required to do a significant number of hours in the public school setting during their tenure in the College. Prior to their student-teaching practicum, students enrolled in specific courses are required to observe classroom settings, collaborate with classroom teachers, and work closely with public school students in an effort to provide them with “real-world” experiences prior to their student-teaching experience. These opportunities are referred to as “clinical experiences”.

***Where can I find a list of courses or the curriculum(s) offered in the College of Education?***

You may log onto the university’s website – [www.hamptonu.edu](http://www.hamptonu.edu) – and click on “academics”. Once you are on the “academics” page, you will then click on College of Education & Continuing Studies. This link will take you to the College’s webpage. Once you are on the College’s page, click on “academic programs”. This page will supply you with a list of all programs offered in the College of Education and Continuing Studies. You can then click on a specific academic program to view the course offerings and a link, with the professors involved, is provided next to the program.

## **Mission Statement**

The College of Education and Continuing Studies is an innovative learning community where faculty and staff of diverse cultures and perspectives work collaboratively to educate and motivate learners of all ages and to generate and disseminate knowledge that will improve and enrich the lives of individuals, families, and communities in a global society. To this end, we strive to provide a student-centered, intellectually challenging learning environment, to engage in meaningful research and service activities that address compelling social purposes, and to maintain and enhance our position as leaders in our respective fields.

### **The College of Education and Continuing Studies**

Division of Professional Education

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#### **The Division of Professional Education**

##### **Introduction**

The Division of Professional Education houses the Department of Education and the Department of Health, Physical Education and Recreation and the program in education. This Division offers a Bachelor of Arts degree in Interdisciplinary Studies for Elementary Education and Bachelor of Science degrees in Health and Physical Education, Recreation and Tourism, Sport Management and an undergraduate minor in Aquatics. All licensure programs meet Virginia State Certification requirements and are state-approved programs. The Division of Professional Education collaborates with the College of Virginia Beach and the Graduate College to offer a Masters of Arts degree program in Educational Leadership and the following graduate program on the main campus; The Master in Teaching degree program in English, mathematics and music plus three Master of Arts degree programs in Education (Elementary Education, Montessori Education and Gifted Education).

##### **Department of Education**

The goal of the Department of Education is to equip students with the knowledge, skills, and disposition that will prepare them to become effective educators. The Department offers an undergraduate Bachelor of Arts (BA) degree in Interdisciplinary Studies for Elementary Education with teacher endorsement at the PreK-6 level and Master in Teaching (M.T) degrees with Secondary Education endorsement at the 6-12 level in the areas of English, Mathematics and PK-12 endorsement in the area of Music.

## **Admission (Interdisciplinary Studies Program)**

Entry into the Bachelor of Arts degree in Interdisciplinary Studies program for Elementary Education begins with the declaration of this projected major upon admission to the University. The Office of Freshman Studies advises the students on the initial courses that are appropriate to the program through the freshman years. Students will make application for admission to the Teacher Education program during the sophomore year.

### ***Entry:***

Upon completion of the sophomore year, candidates apply for admission into Hampton University's state-approved teacher preparation program. Applicants are to meet the following criteria in order to be officially accepted into the Department of Education teacher preparation programs.

- Successfully complete 45 hours of coursework
- Possess an overall GPA of at least 2.5 in all courses
- Earn a grade of C or better in the following courses  
ENG 101 and ENG 102  
COM 103  
MAT 109 and 110 OR higher
- Achieve a passing score on the Praxis I
- Submit the "Why I Want to Teach" statement
- Complete the "Disposition Survey"
- Submit a current unofficial copy of his/her transcript
- Submit two sealed reference forms.

Each semester, the Professional Education Admissions Committee will evaluate the applications, and the candidates will be notified in writing whether they have been accepted or denied admission into the teacher preparation program. Students that are not admitted into the Program will need to complete any unmet requirement before reapplying to the program.

### ***Continuation:***

Continuation in the Interdisciplinary Studies for Elementary Education Program requires successful completion of major coursework with a grade of C or better, the maintenance of at least 2.5 cumulative grade point average, and passing the Praxis II: Specialty Examination, the Virginia Communication and Literacy Assessment (VCLA), the Virginia Reading Assessment (VRA), and the Child Abuse Certification. Failure to accomplish these requirements will result in probationary status. The conditions of probationary status and time lines for full reinstatement will be determined by the department chair. No student will be allowed more than two semesters in probationary status without dismissal from the Interdisciplinary Studies for Elementary Education

Program. Students may apply or petition for re-entry upon meeting the requirements for continuation.

Upon completion of the continuation requirements, candidates will enter clinical practice and complete the student teaching experience. Candidates will be assessed throughout the student teaching experience. At the end of the student teaching experience, candidates meeting all requirements will exit from clinical practice.

### ***Completion:***

Exit requirements for the Interdisciplinary Studies for Elementary Education program are:

1. Maintenance of a 2.5 cumulative grade point average
2. Successful completion of all state and program required examinations
3. Successful completion of the Student Teaching Experience
4. Successful completion of the ePortfolio

### **Curriculum Outline – Interdisciplinary Studies for Elementary Education – B.A.**

| <b>Freshman Year</b>                       | <b>Semester</b> |     |
|--------------------------------------------|-----------------|-----|
|                                            | 1st             | 2nd |
| Biology 101 .....                          | 3               | -   |
| Computer Science 120.....                  | -               | 3   |
| English 101-102 .....                      | 3               | 3   |
| Foreign Language (Intermediate) .....      | 3               | 3   |
| History 106, 105/107 .....                 | 3               | 3   |
| Mathematics 109-110.....                   | 3               | 3   |
| Physical Education Activity Elective ..... | 1               | 1   |
| University 101 .....                       | 1               | -   |
| Total.....                                 | 17              | 16  |

| <b>Sophomore Year</b>          | <b>Semester</b> |     |
|--------------------------------|-----------------|-----|
|                                | 1st             | 2nd |
| Communications 103.....        | -               | 3   |
| Economics 200.....             | -               | 3   |
| Education 200 .....            | -               | 3   |
| English 209 .....              | 3               | -   |
| Environmental Science 203..... | -               | 4   |
| Geography 201 .....            | 3               | -   |
| Health Education 200 .....     | 2               | -   |
| Humanities 201-202 .....       | 3               | 3   |
| Political Science 203 .....    | 3               | -   |
| Science 102 .....              | 3               | -   |
| Total.....                     | 17              | 16  |

| Junior Year                 | Semester |     |
|-----------------------------|----------|-----|
|                             | 1st      | 2nd |
| Education 301, 315 .....    | 3        | 3   |
| Education 302, 550 .....    | 3        | 3   |
| English 320 .....           | 3        | -   |
| History 314, 315 .....      | 3        | 3   |
| Math 520-521 .....          | 3        | 3   |
| Political Science 316 ..... | -        | 3   |
| Sociology 310.....          | 3        | -   |
| Total.....                  | 18       | 15  |

| Senior Year                | Semester |            |
|----------------------------|----------|------------|
|                            | 1st      | 2nd        |
| Education 502, 441 .....   | 3        | 12         |
| Education 517 .....        | 3        | -          |
| English 303 .....          | 3        | -          |
| Mathematics 522.....       | 3        | -          |
| Science 306 .....          | 3        | -          |
| Total                      | 15       | 12         |
| <b>Total Credits .....</b> |          | <b>126</b> |

### ***Masters in Teaching (M.T.) Program***

Students enrolled in the M.T. Program complete a B.A. or B.S. in English, mathematics or music. While completing the undergraduate degree, students enroll in 3 introductory education courses. After completion of these courses and the Praxis I exam, students may apply for admission to the Pre-professional State of the Master in Teaching program.

#### **Admission – (Masters in Teaching)**

##### ***Entry:***

Applicants are to meet the following criteria in order to be officially accepted into the Pre-professional stage of the Master in Teaching program. These admission criteria are required in order for a student to continue taking required Education courses beyond EDU 200, EDU 300, and EDU 302. Without meeting these criteria, students will not be permitted to take required 500 level Education courses and above.

1. Successfully complete 45 hrs of coursework
2. Possess an overall GPA of at least 2.5 in all courses
3. Earn a grade of C or better in the following courses  
ENG 101 and ENG 102  
COM 103  
MAT 109 and 110 or higher
4. Achieve a passing score on the Praxis I

5. Submit the "Why I Want to Teach" statement
6. Complete the "Disposition Survey".
7. Submit a current unofficial copy of his/her transcript
8. Submit two sealed reference forms.

***Continuation:***

Continuation in the M.T. Program requires successful completion of professional education coursework with a grade of C or better, the maintenance of at least 2.5 cumulative grade point average, and passing the Praxis II: Specialty Examination, the Virginia Communication and Literacy Assessment (VCLA), the Virginia Reading Assessment (VRA), and the Child Abuse Certification. Failure to accomplish these requirements will result in probationary status. The conditions of probationary status and time lines for full reinstatement will be determined by the department chair. No student will be allowed more than two semesters in probationary status without dismissal from the Interdisciplinary Studies for Elementary Education Program. Students may apply or petition for re-entry upon meeting the requirements for continuation.

During the Senior year, students are required to apply for admission to the Graduate College for the Professional stage of the Master's in Teaching Programs. Admission requires:

1. 2.5 cumulative grade point average and 2.5 in the major program and in teacher education.
2. Successful completion of the Graduate Record Examination.
3. Successful completion of all state licensure requirements.
4. Achievement of the Bachelor's Degree.
5. Two letters of recommendation.
6. Personal Statement.

Continuation in the program extends to the acceptance into the Graduate College and the professional state of the program. In the Professional stage of the program, candidates are required to maintain a 3.0 grade point average in graduate courses and complete all other Graduate College requirements.

***Completion:***

Exit requirements from the Professional stage of the M.T. program are:

1. Maintenance of a 3.0 cumulative grade point average.
2. Successful completion of all state and program testing requirements.
3. Successful completion of the Student Teaching Experience
4. Successful completion of the ePortfolio.

## Curriculum Outline - English - B.A./M.T. (Secondary English)

| Freshman Year                                     | Semester |     |
|---------------------------------------------------|----------|-----|
|                                                   | 1st      | 2nd |
| Biology 103 .....                                 | -        | 4   |
| Communication 103 .....                           | 3        | -   |
| English 101-102 .....                             | 3        | 3   |
| English 210-211 .....                             | 3        | 3   |
| History 106, 105/107 .....                        | 3        | 3   |
| Mathematics 109 (or higher) -110 (or higher) .... | 3        | 3   |
| Physical Education Activity .....                 | -        | 1   |
| University 101 .....                              | 1        | -   |
| Total.....                                        | 16       | 17  |

| Sophomore Year                  | Semester |     |
|---------------------------------|----------|-----|
|                                 | 1st      | 2nd |
| Education 200 .....             | -        | 3   |
| English 201-202 .....           | 3        | 3   |
| English 203-204 .....           | 3        | 3   |
| English 215-216 .....           | 3        | 3   |
| English 220 .....               | 3        | -   |
| Int. Foreign Language 202 ..... | 3        | -   |
| Humanities 201-202 .....        | 3        | 3   |
| Sociology 205.....              | -        | 3   |
| Total.....                      | 18       | 18  |

| Junior Year                | Semester |     |
|----------------------------|----------|-----|
|                            | 1st      | 2nd |
| Computer Science 120.....  | -        | 3   |
| Education 302, 300 .....   | 3        | 3   |
| English 300 .....          | 3        | -   |
| English 303/304 .....      | 3        | -   |
| English 311-312 .....      | 3        | 3   |
| English 313, 320 .....     | 3        | 3   |
| Health Education 200 ..... | 2        | -   |
| Science 104 .....          | -        | 4   |
| Total.....                 | 17       | 16  |

| Senior Year                       | Semester |     |
|-----------------------------------|----------|-----|
|                                   | 1st      | 2nd |
| Education 517, 506 .....          | 3        | 3   |
| Education 556, 550 .....          | 4        | 3   |
| English 322, .....                | 3        | -   |
| English 419-420 .....             | 3        | 3   |
| English Elective .....            | -        | 3   |
| Geography Elective .....          | -        | 3   |
| Political Science 305 .....       | 3        | -   |
| Physical Education Activity ..... | -        | 1   |
| Total.....                        | 16       | 16  |

| Fifth Year          | Semester |     |
|---------------------|----------|-----|
|                     | 1st      | 2nd |
| Education 608 ..... | 3        | -   |
| Education 610 ..... | 3        | -   |
| Education 623 ..... | 3        | -   |

|                            |   |            |
|----------------------------|---|------------|
| Education 647 .....        | - | 9          |
| Total.....                 | 9 | 9          |
| <b>Total Credits .....</b> |   | <b>152</b> |

### Curriculum Outline - Mathematics - B.S./M.T. (Secondary Level, 6-12)

| Freshman Year                         | Semester |     |
|---------------------------------------|----------|-----|
|                                       | 1st      | 2nd |
| Biology 101 .....                     | -        | 3   |
| Communication 103 .....               | 3        | -   |
| English 101-102 .....                 | 3        | 3   |
| Foreign Language (Intermediate) ..... | 3        | 3   |
| History 106, 105/107 .....            | 3        | 3   |
| Mathematics 151-152 .....             | 4        | 4   |
| Physical Education Activity .....     | -        | 1   |
| Physical Education Activity .....     | -        | 1   |
| University 101 .....                  | 1        | -   |
| Total.....                            | 17       | 18  |

| Sophomore Year                  | Semester |     |
|---------------------------------|----------|-----|
|                                 | 1st      | 2nd |
| Computer Science 151, 120 ..... | 4        | 3   |
| Education 200 .....             | -        | 3   |
| History 108 .....               | -        | 3   |
| Humanities 201-202 .....        | 3        | 3   |
| Mathematics 206-208 .....       | 3        | 3   |
| Mathematics 251-260 .....       | 4        | 3   |
| Sociology 205 .....             | 3        | -   |
| Total.....                      | 17       | 18  |

| Junior Year                | Semester |     |
|----------------------------|----------|-----|
|                            | 1st      | 2nd |
| Education 302, 300 .....   | 3        | 3   |
| Mathematics 310, 320 ..... | 3        | 3   |
| Mathematics 311-312 .....  | 3        | 3   |
| Mathematics 315, 340 ..... | 3        | 3   |
| Physics 203-204 .....      | 3        | 3   |
| Physics 215-216 .....      | 1        | 1   |
| Total.....                 | 16       | 16  |

| Senior Year                            | Semester |     |
|----------------------------------------|----------|-----|
|                                        | 1st      | 2nd |
| Computer Science 152 (or higher) ..... | -        | 3   |
| Education 508, 550 .....               | 4        | 3   |
| Education 517, 506 .....               | 3        | 3   |
| Health Education 200 .....             | -        | 2   |
| Mathematics 416-417 .....              | 3        | 3   |
| Mathematics 425-426 .....              | 1        | 1   |
| Mathematics 431, 450/504 .....         | 3        | 3   |
| Political Science 201 .....            | 3        | -   |
| Total.....                             | 17       | 18  |



| Fifth Year                 | Semester   |     |
|----------------------------|------------|-----|
|                            | 1st        | 2nd |
| Education 608 .....        | 3          | -   |
| Education 610 .....        | 3          | -   |
| Education 623 .....        | 3          | -   |
| Education 647 .....        | -          | 9   |
| Total.....                 | 9          | 9   |
| <b>Total Credits .....</b> | <b>155</b> |     |

### Curriculum Outline – Music - B.A. / M.T. (Pre K-12)

| Freshman Year                                | Semester |     |
|----------------------------------------------|----------|-----|
|                                              | 1st      | 2nd |
| English 101-102 .....                        | 3        | 3   |
| History 105/107, 106 .....                   | 3        | 3   |
| Major Ensemble (BAN/CHO/ORC).....            | 1        | 1   |
| Major Performance 107-108.....               | 2        | 2   |
| Minor Performance PIA/VOI 103/105, 104/106 . | 1        | 1   |
| Mathematics 109-110.....                     | 3        | 3   |
| Music 119-120.....                           | 1        | 1   |
| Music 121-122.....                           | 2        | 2   |
| Physical Education Elective .....            | -        | 1   |
| Recital Attendance 101, 101 .....            | 0        | 0   |
| University 101 .....                         | 1        | -   |
| Total.....                                   | 17       | 17  |

| Sophomore Year                               | Semester |     |
|----------------------------------------------|----------|-----|
|                                              | 1st      | 2nd |
| Communication 103 .....                      | -        | 3   |
| Computer Science 120.....                    | 3        | -   |
| Education 200 .....                          | -        | 3   |
| Health Education 200 .....                   | 2        | -   |
| Humanities 201-202 .....                     | 3        | 3   |
| Major Ensemble (BAN/CHO/ORC).....            | 1        | 1   |
| Major Performance 207-208.....               | 2        | 2   |
| Minor Performance PIA/VOI 203/205, 204/206 . | 1        | 1   |
| Music 211-212 .....                          | 2        | 2   |
| Music 222-233.....                           | 1        | 1   |
| Music Education 202, 201 .....               | 1        | 1   |
| Music Education 207 .....                    | 3        | -   |
| Physical Education Elective .....            | -        | 1   |
| Recital Attendance 101, 101 .....            | 0        | 0   |
| Total.....                                   | 19       | 18  |

| Junior Year                       | Semester |     |
|-----------------------------------|----------|-----|
|                                   | 1st      | 2nd |
| Education 302, 300 .....          | 3        | 3   |
| Education 506 .....               | -        | 3   |
| Major Ensemble (BAN/CHO/ORC)..... | 1        | 1   |
| Major Performance 307-308.....    | 2        | 2   |
| Music 305-306.....                | 3        | 3   |
| Music 311 .....                   | 2        | -   |
| Music Education 204 .....         | 1        | -   |

|                                          |    |    |
|------------------------------------------|----|----|
| Music Education 302-303/304 .....        | 2  | 2  |
| Recital Attendance 101, 101 .....        | 0  | 0  |
| Science w/Lab (SCI 104 or BIO 103) ..... | -  | 4  |
| Social Science.....                      | 3  | -  |
| Total.....                               | 17 | 18 |

| Senior Year                            | Semester |     |
|----------------------------------------|----------|-----|
|                                        | 1st      | 2nd |
| Education 517, 550 .....               | 3        | 3   |
| Foreign Language .....                 | 3        | 3   |
| Major Ensemble (BAN/CHO/ORC).....      | 1        | 1   |
| Major Performance 407-408.....         | 2        | 2   |
| Music 401 .....                        | 2        | -   |
| Music Education 203 .....              | -        | 1   |
| Music Education 205/206 .....          | -        | 1   |
| Music Education 318, 416/417/418 ..... | 2        | 2   |
| Music Education 530, 535 .....         | 3        | 3   |
| Recital Attendance 101, 101 .....      | 0        | 0   |
| Science (BIO 101 or SCI 102).....      | -        | 3   |
| Social Science.....                    | 3        | -   |
| Total.....                             | 19       | 19  |

| Fifth Year               | Semester |     |
|--------------------------|----------|-----|
|                          | 1st      | 2nd |
| Education 608 .....      | 3        | -   |
| Education 610 .....      | 3        | -   |
| Education 623, 648 ..... | 3        | 9   |
| Total.....               | 9        | 9   |

**Total Credits ..... 162**

## ***Health and Physical Education***

### **Admission – (Health and Physical Education Program)**

Entry to the Health and Physical Education Program begins with the student's declaration of this projected major upon admission. The Office of Freshman Studies advises students on the initial courses/program sequence through the freshman year.

Students will make application for admission to the Teacher Education Program during the sophomore or junior year.

#### ***Entry:***

Upon completion of the sophomore year, candidates apply for admission into the Division of Professional Education. Applicants are to meet the following criteria in order to be officially accepted into the Department of Education teacher preparation program.

- Successfully complete 45 hours of coursework

- Possess an overall GPA of at least 2.5 in all courses
- Earn a grade of C or better in the following courses  
ENG 101 and ENG 102  
COM 103  
MAT 109 and 110 OR higher
- Achieve a passing score on the Praxis I
- Submit the “Why I Want to Teach” statement
- Complete the “Disposition Survey”
- Submit a current unofficial copy of his/her transcript
- Submit two sealed reference forms.

Each semester, the Professional Education Admissions Committee will evaluate the applications, and the candidates will be notified in writing whether they have been accepted or denied admission into the teacher preparation program. Students that are not admitted into the Program will need to complete any unmet requirement before reapplying to the program.

### ***Continuation:***

Continuation in the Health and Physical Education Program requires successful completion of major coursework, the maintenance of at least a 2.5 cumulative grade point average, and passing the Praxis II: Specialty Examination, the Virginia Communication and Literacy Assessment (VCLA), the Virginia Reading Assessment (VRA), and the Child Abuse Certification. Failure to accomplish these requirements will result in probationary status. The conditions of probationary status and time lines for full reinstatement will be determined by the department chair. No student will be allowed more than two semesters in probationary status without dismissal from the Health and Physical Education Program. Students may apply or petition for re-entry upon meeting the requirements for continuation.

Upon completion of the continuation requirements, candidates will enter clinical practice and complete the student teaching experience. Candidates will be assessed throughout the student teaching experience. At the end of the student teaching experience, candidates meeting all requirements will exit from clinical practice.

Candidates who do not achieve passing scores on state required assessments will not be allowed to teach.

### ***Completion:***

Exit requirements for the Health and Physical Education program:

1. Maintenance of a 3.0 cumulative grade point average.
2. Successful completion of all state and program testing requirements.
3. Successful completion of the Student Teaching Experience

4. Successful completion of the ePortfolio.

### Curriculum Outline – Health and Physical Education, PreK - 12

| Freshman Year                                    | Semester |     |
|--------------------------------------------------|----------|-----|
|                                                  | 1st      | 2nd |
| Biology 103 .....                                | -        | 4   |
| Communication 103 .....                          | 3        | -   |
| Computer Science 120.....                        | -        | 3   |
| English 101-102 .....                            | 3        | 3   |
| Health Education 200 .....                       | 2        | -   |
| History 106, 105/107 .....                       | 3        | 3   |
| Mathematics 109 (or higher)-110 (or higher)..... | 3        | 3   |
| University 101 .....                             | -        | 1   |
| Total.....                                       | 15       | 16  |

| Sophomore Year                           | Semester |     |
|------------------------------------------|----------|-----|
|                                          | 1st      | 2nd |
| Biology 336 .....                        | -        | 3   |
| Education 200 .....                      | -        | 3   |
| Health Education 211 .....               | -        | 3   |
| Health/Physical Education Elective ..... | -        | 3   |
| Humanities 201-202 .....                 | 3        | 3   |
| Physical Education 203 .....             | 2        | -   |
| Physical Education 214, 215 .....        | 2        | 1   |
| Physical Education 221 .....             | 2        | -   |
| Physical Education (Swimming) .....      | 1        | 1   |
| Psychology 203 .....                     | 3        | -   |
| Sociology 205.....                       | -        | 3   |
| Total.....                               | 16       | 17  |

| Junior Year                              | Semester |     |
|------------------------------------------|----------|-----|
|                                          | 1st      | 2nd |
| Education 302 .....                      | 3        | -   |
| Education 314 .....                      | 3        | -   |
| Education 517 .....                      | -        | 3   |
| Health Education 204 .....               | -        | 3   |
| Health Education 550 .....               | -        | 3   |
| Health/Physical Education Elective ..... | -        | 3   |
| Physical Education 201 .....             | 2        | 0   |
| Physical Education 202, .....            | 2        | -   |
| Physical Education 301 .....             | 3        | -   |
| Physical Education 306 .....             | 3        | -   |
| Physical Education 365 .....             | -        | 3   |
| Physical Education 427 .....             | -        | 3   |
| Total.....                               | 16       | 18  |

| Senior Year              | Semester |     |
|--------------------------|----------|-----|
|                          | 1st      | 2nd |
| Education 371, 440 ..... | 3        | 6   |
| Education 550, 441 ..... | 3        | 6   |

|                                          |    |            |
|------------------------------------------|----|------------|
| Health Education 323 .....               | 3  | -          |
| Health/Physical Education Elective ..... | 3  | -          |
| Physical Education 230 .....             | 3  | -          |
| Physical Education 407 .....             | 2  | -          |
| Physical Education 440 .....             | -  | 2          |
| Total.....                               | 17 | 14         |
| <b>Total Credits .....</b>               |    | <b>129</b> |

## ***Recreation and Tourism Management Degree***

The Recreation and Tourism Management Degree includes major coursework, electives, and a culminating internship experience. Requirements for the internship and graduation include a grade of “C” or higher in all Departmental courses (prefixes of HEA, PED, and REC); an overall Grade Point Average of 2.0 or higher; and other Department, Division, School, and University requirement.

### **Curriculum Outline - Recreation and Tourism Management**

| <b>Freshman Year</b>                              | <b>Semester</b> |     |
|---------------------------------------------------|-----------------|-----|
|                                                   | 1st             | 2nd |
| Biology 101 .....                                 | 3               | -   |
| Communication 103 .....                           | -               | 3   |
| English 101-102 .....                             | 3               | 3   |
| Health Education 200 .....                        | 2               | -   |
| History 106, 105/107 .....                        | 3               | 3   |
| Mathematics 109 (or higher), 110 (or higher) .... | 3               | 3   |
| Physical Education Elect. (Individ/Dual Sport) .. | -               | 1   |
| Physical Education Elect (Team Sport) .....       | 1               | -   |
| Physical Science Elective.....                    | -               | 3   |
| University 101 .....                              | 1               | -   |
| Total.....                                        | 16              | 16  |

| <b>Sophomore Year</b>                       | <b>Semester</b> |     |
|---------------------------------------------|-----------------|-----|
|                                             | 1st             | 2nd |
| Computer Science 120.....                   | 3               | -   |
| English 218 .....                           | -               | 3   |
| Humanities 201-202 .....                    | 3               | 3   |
| Physical Education 113, 104 (Fitness) ..... | 1               | 1   |
| Physical Education 203 .....                | 2               | -   |
| Physical Education 405 .....                | 2               | -   |
| Psychology 203.....                         | -               | 3   |
| Recreation 203, 204 .....                   | 3               | 3   |
| Recreation 314.....                         | -               | 3   |
| Sociology 205.....                          | 3               | -   |
| Total.....                                  | 15              | 16  |

| <b>Junior Year Semester</b>       |     |     |
|-----------------------------------|-----|-----|
|                                   | 1st | 2nd |
| Elective .....                    | -   | 3   |
| Physical Education 230, 365 ..... | 3   | 2   |

|                                                   |    |    |
|---------------------------------------------------|----|----|
| Physical Education 405 .....                      | 3  | -  |
| Physical Education Elect. (Individ/Dual Sport) .. | -  | 1  |
| Physical Education Elect. (Team Sport) .....      | 1  | -  |
| Physical Education Activity (Swimming) .....      | -  | 1  |
| Recreation 310, 312 .....                         | 3  | 3  |
| Recreation 313, 390 .....                         | 3  | 3  |
| Recreation 403, 419 .....                         | 3  | 3  |
| Total.....                                        | 16 | 16 |

### Senior Year Semester

|                                   | 1st | 2nd        |
|-----------------------------------|-----|------------|
| Elective.....                     | 3   | -          |
| Health Education 211 .....        | 3   | -          |
| Physical Education Elective ..... | 1   | -          |
| Recreation 401, 400 .....         | 3   | 12         |
| Recreation 402 .....              | 3   | -          |
| Recreation 404 .....              | 3   | -          |
| Recreation 405 .....              | 1   | -          |
| Total.....                        | 17  | 12         |
| <b>Total Credits .....</b>        |     | <b>124</b> |

## *Sport Management Degree*

The Sport Management program is accredited by the International Assembly for Collegiate Business Education, (IACBE), "the premier professional accreditor for business programs in student-centered colleges and universities throughout the world." Requirements for the internship and graduation include a grade of "C" or higher in all Departmental courses (prefixes of HEA, PED, and REC); an overall Grade Point Average of 2.0 or higher; and other Department, School, and University requirements.

### Curriculum Outline - Sport Management

| Freshman Year                    | Semester |     |
|----------------------------------|----------|-----|
|                                  | 1st      | 2nd |
| Biology 103 .....                | 4        | -   |
| Communication 103 .....          | 3        | -   |
| Computer Science 120.....        | -        | 3   |
| English 101-102 .....            | 3        | 3   |
| Health Education 200 .....       | -        | 2   |
| History 106 .....                | -        | 3   |
| Mathematics 109-110.....         | 3        | 3   |
| Physical Education Activity..... | 1        | -   |
| Physical Science .....           | -        | 3   |
| University 101 .....             | 1        | -   |
| Total.....                       | 15       | 17  |

| <b>Sophomore Year</b>                         | <b>Semester</b> |            |
|-----------------------------------------------|-----------------|------------|
|                                               | 1st             | 2nd        |
| Accounting 203 .....                          | -               | 3          |
| Economics 200/201 .....                       | 3               | -          |
| Elective .....                                | -               | 3          |
| History 105/107 .....                         | 3               | -          |
| Humanities 201-202 .....                      | 3               | 3          |
| Physical Education 225, 240 .....             | 3               | 3          |
| Physical Education 360 .....                  | -               | 3          |
| Physical Education Activity .....             | 1               | -          |
| Psychology 203 .....                          | -               | 3          |
| Sociology 205 .....                           | 3               | -          |
| Total .....                                   | 16              | 18         |
| <b>Junior Year</b>                            |                 |            |
|                                               | <b>Semester</b> |            |
|                                               | 1st             | 2nd        |
| Computer Science/Management 323 .....         | -               | 3          |
| English 218 or Management 340 .....           | 3               | -          |
| Finance 304 .....                             | -               | 3          |
| Management 301 .....                          | 3               | -          |
| Management 305, 312 .....                     | 3               | 3          |
| Marketing 305 .....                           | 3               | -          |
| Physical Education 340 .....                  | -               | 3          |
| Physical Education 345 .....                  | -               | 3          |
| Physical Education Elective (Sport Mgt) ..... | 3               | -          |
| Total .....                                   | 15              | 15         |
| <b>Senior Year</b>                            |                 |            |
|                                               | <b>Semester</b> |            |
|                                               | 1st             | 2nd        |
| Elective .....                                | 3               | -          |
| Physical Education 341 .....                  | 3               | -          |
| Physical Education 491 .....                  | 3               | -          |
| Physical Education 492 .....                  | 3               | -          |
| Physical Education 493, 494 .....             | 1               | 12         |
| Physical Education Elective (Sport Mgt) ..... | 3               | -          |
| Total .....                                   | 16              | 12         |
| <b>Total Credits .....</b>                    |                 | <b>124</b> |

## **Division of Continuing Studies**

### **Academic Advisement Frequently Asked Questions**

#### **Q: When am I supposed to see an advisor?**

**A:** Students must see their advisor prior to registration each session. Your academic advisor will help you choose your classes for the following session and can answer any questions you have about requirements and your progress. You may also make an appointment to see your advisor during the session to discuss any other academic issues.

#### **Q: How do I declare or change a major?**

**A:** If you wish to declare or change your major, you need to fill out a Declaration/Change of Major Form, available at the Division of Continuing Studies. You fill out what major you would like to declare, sign your name and submit the form to your current advisor for processing. The Registrar for the Division of Continuing Studies will change it in the system and you will be assigned a new advisor for the next course selection period.

#### **Q: What does GPA and Cum GPA mean? How does GPA affect my studies at Hampton University?**

**A:** Your GPA is your Grade Point Average. It is the numeric indicator of how you have performed academically each session. Each grade you receive in a course is awarded Quality Points (i.e. grade of A = 4.00 quality points), which are used to calculate an "average" of your grades in a given session. The session GPA only takes into account the grades for courses taken in that particular session. The "Cum" or cumulative GPA (also called cumulative index) takes into account all your semesters at Hampton University and calculates your performance to date. Transfer credits or courses you've taken at other institutions are not computed in the GPA.

There are a number of good reasons to monitor your GPA and cumulative index. In order to maintain good academic standing at Hampton University, you must maintain a cumulative index of at least 2.0. If you go below 2.0, you will be placed on academic probation and may face dismissal if you do not raise your GPA within a prescribed period of time. Also, it's important to note that you need a minimum index of 2.0 to graduate.



**Q: What does it mean to be on Academic Probation? What do I have to do to be removed from probationary status?**

**A:** All matriculated students must maintain a cumulative GPA of at least 2.0 in order to remain in good academic standing. If you fall below a 2.0 cumulative GPA, you will be placed on academic probation. To be removed from probationary status, you need to raise your cumulative GPA to 2.0 or higher within the next academic year. Failure to do so puts the student in danger of dismissal from the University.

If you have been placed on academic probation, it's important that you speak to your Academic advisor who can help you identify your academic problems and assist you in finding the support you need to have a successful academic career at Hampton University

**Q: I need to withdraw from a class (or classes). How and where can I do this?**

**A:** Once registered and once the Add/Drop date has passed, students may withdraw from a course or courses up until the last day of classes prior to the final examination week. Please see Withdrawal Policy.

**Q: If I withdraw from a class (or classes) am I entitled to a refund?**

**A:** Students are not entitled to a refund after the Add/Drop period and passed.

**Q: What happens when I repeat a course?**

**A:** When a student repeats a course, only the higher grade is used to calculate the cumulative grade point average (GPA). If the same grade is earned both times, it is only counted once in the students average. Although only the higher grade is used to calculate the cumulative GPA, both grades appear on the official transcript.

**Q: Is there a foreign language requirement?**

**A:** Yes, students enrolled in the Division of Continuing Studies must enroll in 12 semester hours of foreign language.

**Q: What is the maximum number of hours that a student can enroll in during a session?**

**A:** The maximum number of hours per session that a student may enroll in per session is 6 semester hours.

# **The College of Education and Continuing Studies**

## **Division of Continuing Studies**

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### **The Division of Continuing Studies**

#### **Introduction**

The Division of Continuing Studies is comprised of the Accelerated Evening Programs and HamptonU-Online. The Division serves working adults, aged 21 and over, and offers associate and bachelor degrees, certificate programs, and limited graduate courses at an affordable price. The Division offers academic credit and non-credit programs, both online and in the traditional classroom. The Division of Continuing Studies has broadened the scope of its services to serve our diverse student population wherever, whenever, and however they choose. Continuing Education is a lifelong learning process, which builds upon the knowledge, skills, and attitudes of individuals who have the ultimate responsibility for their own learning. The College understands community needs and has a well-defined strategy for strengthening the job skills of the individual by (1) operating independently, (2) identifying the needs of the local labor market, and (3) responding to those needs, the Division of Continuing Studies has carved out a niche for its continuing education program that is unrivaled in the Hampton Roads area.

The Division of Continuing Studies offers degree and certificate program courses at the following locations:

- Hampton Harbor complex adjacent to the main campus of Hampton University, at Hampton, Virginia
- [Langley](#) Air Force Base, Hampton Virginia

The Division of Continuing Studies offers five nine week academic sessions throughout the year. Academic sessions are held during the following periods: August - October; October - December; January - March; March - May; and May - July. Students enjoy a winter break before classes resume in January.

## **Admission Policies**

All students desiring admission to the Division of Continuing Studies must present a high school diploma and be at least 21 years of age, or emancipated. The Division accepts satisfactory scores on the GED Test in those cases where a high school transcript is not presented. Students accepted for admission will receive a Certificate of Admission following an official evaluation of all credentials. Every candidate for admission must make formal application to the Division of Continuing Studies, Hampton University, Hampton, Virginia 23668. An Application for Admission form must be completed and sent with the application fee of \$35.00 (cashier's check, or money order payable to the College of Education and Continuing Studies). This fee is non-refundable.

### **Special Students**

Special students may be undergraduate or graduate students who apply for admission for specific undergraduate or graduate courses but are not enrolled in a certificate or degree program. Special students must present acceptable evidence of their ability to engage in academic work at the appropriate level of the course in which they will enroll. Admission into courses as a Special Student does not imply admission into a Division of Continuing Studies degree or certificate program. When Special Students desire admission to a degree program, the student must meet the admissions requirements in effect at the time of application.

### **Transfer Students**

Students who have satisfactorily completed courses at an accredited institution may be admitted to regular standing with such advanced standing as their previous records may warrant.

Requirements for advanced standing are:

1. Satisfactory credit from previous colleges as shown on official transcripts.
2. Grade point average of "C" or better at previous college(s).
3. Honorable dismissal from previous college(s). If students are suspended from any previous college, but are eligible to return, they may be considered for enrollment at the Division of Continuing Studies after the lapse of six months. The University reserves the right, based upon the student's record, to revise the academic classification given such students at entrance.

Academic credits are non-transferable between the Division of Continuing Education and the Undergraduate College. Any exception to this policy will be considered.

## **Academic Standing**

Continued enrollment in the Division of Continuing Studies is a privilege, which will be granted as long as the student meets the following criteria:

1. The student has maintained a cumulative average of 2.00 or better.
2. The student is not in violation of the Academic Honesty Code.
3. The student has fulfilled the attendance requirements for each course.
4. The student has demonstrated significant personal growth in each course attempted.
5. The student is not in violation of the University Code of Conduct.

## **Advising, of Students**

In order to enable students to achieve their educational goals, the Division of Continuing Studies and Hampton University provide; academic advising by Academic Advisors who guide students through the course, certificate or degree program selection and maintenance process; and personal counseling by professional individuals trained to assist students with problems. This confidential resource is available through the University's Student Counseling Center (727-5617).

## **Career Center**

The primary objective of Career Center is to help students and alumni secure permanent employment upon graduation from Hampton University. The Career Center receives more than 1,000 requests each year for Hampton-trained men and women. This office also assists to secure part-time or temporary employment, such as summer work experience. In addition, the Career Center also manages the Cooperative Education and Internship Program. A placement file is a part of the facilities, and career counseling is available to students. For more information, call 727-5831.

## **Application for Graduation**

Seniors are required to submit an Application for Graduation to the College of Continuing Education ONE YEAR PRIOR to the anticipated date of graduation, or upon the completion of ninety (90) semester hours of credit. Individuals failing to meet the deadline are not likely to be processed in time to participate in commencement ceremonies. Applications for Graduation may be secured from the Division of Continuing Studies or from any advisor. Completed forms are to be submitted to your advisor for certification by the Dean of the College of Education and Continuing Studies.

## Comprehensive Examination Policy

The Comprehensive Examination measures the student's mastery of key components of his/her academic major. The examination will be administered at the Division of Continuing Studies three times a year, once in the fall, spring and summer. Successful completion of this examination is a graduation requirement.

### Course Load, Academic

The normal course load for a CCE student is 6 semester hours per session (12 credit hours per semester). Only under compelling circumstances may a student, with the approval of his or her advisor and Dean, be granted an exception to this policy; however, such student must have at least a 3.5 GPA, or be a candidate for graduation. Exceptions are made on a case-by-case basis. **The online addition of courses beyond those initially approved by the academic advisor is prohibited.**

## Credit Course Information

### Numbering System

001 – 099 Remedial Courses  
100 – 199 Freshman Level Courses  
200 – 299 Sophomore Level Courses  
300 – 399 Junior Level Courses  
400 – 499 Senior Level Courses  
500 – 699 Graduate Level Courses

### Repeating a Course

All courses taken and grades for them will appear on the student's record. A student may not elect the Satisfactory/Unsatisfactory basis for a repeated course. Repeated course grades are calculated in the cumulative grade point average. A course may be counted only once toward the degree regardless of the number of times taken. ENGL 101, 102 and COMM 103 and all required major courses must be passed with a grade of "C" (2.0) or better. A grade of "C-" or below in these courses will require repeated enrollment until the required minimum grade has been attained for each such course. Each degree program may impose a minimum grade requirement upon other courses as specified in the program description in the current Hampton University Academic Catalog.

## Credit for Life or Work Experience (Prior Learning Experience)

The Division of Continuing Studies recognizes that many adult students have had experiences that resulted in varying amounts of informal learning. Students should recognize that while many prior learning experiences are meaningful they are often not

equal to the quality of knowledge learned in the college classroom. Therefore, students who seek academic credit for life or work experience must be able to clearly demonstrate and document that their experiences are equal in quality to the knowledge they would gain from the classroom.

Credit for prior learning experience is awarded only for comparable courses required of the student's academic major.

## **The Application Process**

Students who feel that their life or work experience should earn them academic credit are required to apply for consideration by the end of their second session at The Division of Continuing Studies. An application form must be completed and submitted to the student's academic advisor. A \$100.00 per course fee must be paid in advance.

Upon completion and approval of the application, students must obtain the ***Prior Learning Portfolio Student Information Guide***. This publication is available from academic advisors and provides detailed information regarding the preparation and submission of the portfolio.

Students who successfully earn portfolio credit for life or work experience will receive a Pass designation and not a letter grade. A Pass designation does not contribute to the student's cumulative grade point average. If a portfolio has failed to earn passing credit it may not be resubmitted.

Students who are interested in additional information about life or work experience may refer to the ***Prior Learning Portfolio Student Information Guide***.

## **Military Training**

Veterans and active duty military personnel who have at least two years of honorable service are eligible for academic credit as a result of their military training and experience upon filing a Community College of the Air Force (USAF), DD Form 295, Application for the Evaluation of Learning Experiences During Military Service or DD Form 214, Certificate of Release or Discharge from Active Duty. These forms must be filed with the VA Certifying Official in the Division of Continuing Studies.

In recognition of the contributions made by persons serving in the military, and also the extensive training in which they have engaged, the Division of Continuing Studies grants the following academic exemptions to veterans:

1. A maximum of 4-semester hours credit in physical education and health education is awarded to all veterans

and active duty military personnel.

2. A maximum of 6-semester hours credit in social science for enlisted persons in grades E-1 through E-6. This credit may be used to fulfill the social science requirements, except for HIST 105 or 107 and 106.
3. Commissioned and Warrant Officers and Noncommissioned Officers in grades E-7 through E-9 are awarded an additional 4 semester hours credit in social sciences plus 3 semester hours in oral communications

The total credits awarded, 10 semester hours for E-1 through E-6 and 17 semester hours for Officers, Warrant Officers and Noncommissioned Officers in the grades of E-7 through E-9, may be increased upon additional evaluation of military specialty schools, institutes, academies, and seminars in accordance with the recommendations in the Guide to Evaluation of Educational Experience in the Armed Services (American Council on Education) commonly called the ACE Guide. Copies of the official discharge, certificates of completion of service schools, and academies, and transcripts must be submitted prior to evaluation.

### **Curriculum Outlines**

#### ***Associate Degree Program***

#### **Associate of Arts Degree in General Studies (Suggested Sequence)**

##### **Freshman Year Credits**

|                              |    |
|------------------------------|----|
| Biology 101 .....            | 3  |
| Continuing Studies 201 ..... | 3  |
| English 101 .....            | 3  |
| English 102 .....            | 3  |
| Free Elective .....          | 3  |
| History 106 .....            | 3  |
| Mathematics 109.....         | 3  |
| Mathematics 110.....         | 3  |
| Philosophy 203 .....         | 3  |
| Psychology 203.....          | 3  |
| Total Hours..                | 30 |

##### **Sophomore Year Credits**

|                              |    |
|------------------------------|----|
| Continuing Studies 213 ..... | 3  |
| Free Electives .....         | 6  |
| History 202 .....            | 3  |
| Humanities 201 .....         | 3  |
| Humanities 202 .....         | 3  |
| Psychology 205 .....         | 3  |
| Philosophy 204 .....         | 3  |
| Political Science 201 .....  | 3  |
| Sociology 205 .....          | 3  |
| Total Hours..                | 30 |

**Total Credits ..... 60 hrs.**

*\* A minimum grade of “C” is required in all major courses and in ENGL 101-102 and COMM 103. A minimum grade of “C” is required in all transfer courses.*

## ***Bachelor’s Degree Programs***

### **Bachelor of Science Degree in Business Management Suggested Sequence**

| <b>Freshman Year</b>                      | <b>Semester</b> |     |
|-------------------------------------------|-----------------|-----|
|                                           | 1st             | 2nd |
| Biology 101 .....                         | 3               | -   |
| Continuing Studies 201 .....              | 3               | -   |
| Elementary Foreign Language 101-102 ..... | 3               | 3   |
| English 101-102 .....                     | 3               | 3   |
| Health 200 .....                          | -               | 2   |
| History 202 .....                         | 3               | -   |
| History 106 .....                         | -               | 3   |
| Management 205 .....                      | -               | 3   |
| Mathematics 117 .....                     | 3               | -   |
| Mathematics 130 .....                     | -               | 3   |
| Total .....                               | 18              | 17  |

| <b>Sophomore Year</b>               | <b>Semester</b> |     |
|-------------------------------------|-----------------|-----|
|                                     | 1st             | 2nd |
| Accounting 203-204 .....            | 3               | 3   |
| Communication 103 .....             | 3               | -   |
| Management 215, 216 .....           | 3               | 3   |
| Economics 201-202 .....             | 3               | 3   |
| Humanities 201-202 .....            | 3               | 3   |
| Intermediate Foreign Language ..... | 3               | 3   |
| Science 102 .....                   | -               | 3   |
| Total .....                         | 18              | 18  |

| <b>Junior Year</b>                           | <b>Semester</b> |     |
|----------------------------------------------|-----------------|-----|
|                                              | 1st             | 2nd |
| Finance 290 .....                            | 3               | -   |
| Finance 304 or Fire Administration 309 ..... | 3               | -   |
| Management 301, 312 .....                    | 3               | 3   |
| Management 305, 323 .....                    | 3               | 3   |
| Marketing 305 .....                          | 3               | -   |
| Non-Business Elective .....                  | -               | 3   |
| Related Electives .....                      | -               | 3   |
| Total .....                                  | 15              | 12  |

| <b>Senior Year</b>        | <b>Semester</b> |     |
|---------------------------|-----------------|-----|
|                           | 1st             | 2nd |
| Management 321, 402 ..... | 3               | 3   |
| Management 340, 412 ..... | 3               | 3   |
| Management 400, 499 ..... | 3               | 3   |
| Related Electives .....   | 3               | 3   |



Total..... 12                      12

**Total Credits ..... 122 hrs.**

*\* A minimum grade of "C" is required in all major courses and in ENGL 101-102 and COMM 103. A minimum grade of "C" is required in all transfer courses.*

*Additional Requirements: Writing Competency Examination (after 30 credit hours) and Comprehensive Examination (after 112 hours).*

**Bachelor of Science Degree in Business Management with a Specialization in Hotel and Restaurant Management - Suggested Sequence**

| <b>Freshman Year</b>                   | <b>Semester</b> |     |
|----------------------------------------|-----------------|-----|
|                                        | 1st             | 2nd |
| Biology 101 .....                      | 3               | -   |
| Continuing Studies 201 .....           | 3               | -   |
| Elementary Foreign Language I-II ..... | 3               | 3   |
| English 101-102 .....                  | 3               | 3   |
| Health Education 200 .....             | -               | 2   |
| History 202, 106 .....                 | 3               | 3   |
| Mathematics 117-130 .....              | 3               | 3   |
| Science 102 .....                      | -               | 3   |
| Total.....                             | 18              | 17  |

| <b>Sophomore Year</b>                    | <b>Semester</b> |     |
|------------------------------------------|-----------------|-----|
|                                          | 1st             | 2nd |
| Accounting 203-204 .....                 | 3               | 3   |
| Communication 103 .....                  | 3               | -   |
| Economics 201-202 .....                  | 3               | 3   |
| Hotel Resort Management 300 .....        | -               | 3   |
| Humanities 201, 202 .....                | 3               | 3   |
| Intermediate Foreign Language I-II ..... | 3               | 3   |
| Management 215 .....                     | 3               | -   |
| Total .....                              | 18              | 15  |

| <b>Junior Year</b>                        | <b>Semester</b> |     |
|-------------------------------------------|-----------------|-----|
|                                           | 1st             | 2nd |
| Electives.....                            | 3               | 3   |
| Finance 304 .....                         | -               | 3   |
| Hotel Restaurant Management 301, 304..... | 3               | 3   |
| Hotel Restaurant Management 302, 305..... | 3               | 3   |
| Management 323 .....                      | 3               | -   |
| Marketing 305 .....                       | 3               | -   |
| Total .....                               | 15              | 12  |

| <b>Senior Year</b>                        | <b>Semester</b> |     |
|-------------------------------------------|-----------------|-----|
|                                           | 1st             | 2nd |
| Management 321 .....                      | 3               | -   |
| Management 400, 412 .....                 | 3               | 3   |
| Hotel Restaurant Management 400, 404..... | 3               | 3   |
| Hotel Restaurant Management 402 .....     | 3               | -   |

|                                       |    |    |
|---------------------------------------|----|----|
| Hotel Restaurant Management 403 ..... | 3  | -  |
| Hotel Restaurant Management 425 ..... | -  | 6  |
| Total .....                           | 15 | 12 |

**Total Credits: ..... 122 hrs.**

*\* A minimum grade of "C" is required in all major courses and in ENGL 101-102 and COMM 103. A minimum grade of "C" is required in all transfer courses.*

*Additional Requirements: Writing Competency Examination (after 30 credit hours) and Comprehensive Examination (after 112 hours).*

## **Bachelor of Science Degree in Systems Organization and Management Suggested Sequence**

| <b>Freshman Year</b>              | <b>Semester</b> |     |
|-----------------------------------|-----------------|-----|
|                                   | 1st             | 2nd |
| Biological Science 101 .....      | -               | 3   |
| Communication 103 .....           | 3               | -   |
| Continuing Studies 201 .....      | 3               | -   |
| Elementary Foreign Language ..... | 3               | 3   |
| English 101-102 .....             | 3               | 3   |
| History 106 .....                 | 3               | -   |
| Mathematics 117-130* .....        | 3               | 3   |
| Science 102 .....                 | -               | 3   |
| Total.....                        | 18              | 18  |

| <b>Sophomore Year</b>                | <b>Semester</b> |     |
|--------------------------------------|-----------------|-----|
|                                      | 1st             | 2nd |
| Accounting 203-204 .....             | 3               | 3   |
| Economics 201-202.....               | 3               | 3   |
| Health Education 200 .....           | 2               | -   |
| History 202 .....                    | 3               | -   |
| Humanities 201-202 .....             | 3               | 3   |
| Intermediate Foreign Language* ..... | 3               | 3   |
| Elective (Social Science) .....      | -               | 3   |
| Total.....                           | 17              | 15  |

| <b>Junior Year</b>        | <b>Semester</b> |     |
|---------------------------|-----------------|-----|
|                           | 1st             | 2nd |
| Elective.....             | -               | 3   |
| Finance 304 .....         | 3               | -   |
| Management 200 .....      | 3               | -   |
| Management 301, 305 ..... | 3               | 3   |
| Management 312 .....      | 3               | -   |
| Management 321 .....      | -               | 3   |
| Management 400 .....      | -               | 3   |
| Marketing 305 .....       | -               | 3   |
| Psychology 203, 205 ..... | 3               | 3   |
| Total.....                | 15              | 18  |

| Senior Year              | Semester |     |
|--------------------------|----------|-----|
|                          | 1st      | 2nd |
| Electives** .....        | 6        | 3   |
| Management 215 .....     | 3        | -   |
| Management 412 .....     | -        | 3   |
| Management 499 .....     | -        | 3   |
| Philosophy 203, 204..... | 3        | 3   |
| Total.....               | 12       | 12  |

**Total Credits ..... 125 hrs.**

*\*Minimum grade of "C" is required in all Major and all Related courses (including ECON 201-202) and in ENGL 101-102 and COMM 103. A minimum grade of "C" is required in all transfer courses.*

*Additional Requirements: Writing Competency Examination (after 30 credit hours) and Comprehensive Examination (after 112 hours)*

### **Bachelor of Science Degree in Systems Organization and Management- Human Resource Management Concentration - Suggested Sequence**

| Freshman Year                     | Semester |     |
|-----------------------------------|----------|-----|
|                                   | 1st      | 2nd |
| Biology 101 .....                 | -        | 3   |
| Communication 103 .....           | 3        | -   |
| Continuing Studies 201 .....      | 3        | -   |
| Elementary Foreign Language*..... | 3        | 3   |
| English 101-102 .....             | 3        | 3   |
| History 106, .....                | 3        | -   |
| Mathematics 117-130* .....        | 3        | 3   |
| Science 102 .....                 | -        | 3   |
| Total.....                        | 18       | 15  |

| Sophomore Year                       | Semester |     |
|--------------------------------------|----------|-----|
|                                      | 1st      | 2nd |
| Accounting 203-204 .....             | 3        | 3   |
| Economics 201-202.....               | 3        | 3   |
| Health Education 200 .....           | 2        | -   |
| History 202 .....                    | -        | 3   |
| Humanities 201-202 .....             | 3        | 3   |
| Intermediate Foreign Language* ..... | 3        | 3   |
| Psychology 203 .....                 | -        | 3   |
| Total.....                           | 14       | 18  |

| Junior Year               | Semester |     |
|---------------------------|----------|-----|
|                           | 1st      | 2nd |
| Electives.....            | 3        | 3   |
| Finance 304 .....         | 3        | -   |
| Management 200, 215 ..... | 3        | 3   |
| Management 301, 312 ..... | 3        | 3   |
| Management 305 .....      | -        | 3   |
| Management 321 .....      | -        | 3   |
| Management 340 .....      | -        | 3   |
| Marketing 305 .....       | 3        | -   |

|            |    |    |
|------------|----|----|
| Total..... | 15 | 18 |
|------------|----|----|

### Senior Year

### Semester

| 1st | 2nd |
|-----|-----|
|-----|-----|

|                                                                       |    |    |
|-----------------------------------------------------------------------|----|----|
| Elective.....                                                         | -  | 3  |
| Human Resource Management 315, 316, 417<br>(or CSO 340) and 499 ..... | 6  | 6  |
| Management 400 .....                                                  | 3  | -  |
| Management 412, 414 .....                                             | 3  | 3  |
| Total.....                                                            | 12 | 12 |

**Total Credits ..... 122 hrs.**

*\*Minimum grade of "C" is required in all Major and all Related courses (including ECON 201-202) and in ENGL 101-102 and COMM 103. A minimum grade of "C" is required in all transfer courses.*

*Additional Requirements: Writing Competency Examination (after 30 credit hours) and Comprehensive Examination (after 112 hours)*

## Bachelor of Arts Degree in General Studies - Suggested Sequence

### Freshman Year

### Semester

| 1st | 2nd |
|-----|-----|
|-----|-----|

|                                                  |    |    |
|--------------------------------------------------|----|----|
| Communication 103 .....                          | -  | 3  |
| Continuing Studies 201 (Intro to Computers) .... | 3  | -  |
| Elementary Foreign Language .....                | 3  | 3  |
| English 101-102 .....                            | 3  | 3  |
| Health Education 200 .....                       | 2  | -  |
| History 106, 202 .....                           | 3  | 3  |
| Mathematics 109-110* .....                       | 3  | 3  |
| Total.....                                       | 17 | 15 |

### Sophomore Year

### Semester

| 1st | 2nd |
|-----|-----|
|-----|-----|

|                                     |    |    |
|-------------------------------------|----|----|
| Biology 101 .....                   | -  | 3  |
| Economics 200.....                  | 3  | -  |
| Elective.....                       | -  | 3  |
| Humanities 201-202 .....            | 3  | 3  |
| Intermediate Foreign Language ..... | 3  | 3  |
| Music 200.....                      | 3  | -  |
| Philosophy 203.....                 | 3  | -  |
| Political Science 201 .....         | -  | 3  |
| Total.....                          | 15 | 15 |

### Junior Year

### Semester

| 1st | 2nd |
|-----|-----|
|-----|-----|

|                                               |   |   |
|-----------------------------------------------|---|---|
| Communication 250 .....                       | 3 | - |
| Computer Elective (CSO 213, 214, or 233)..... | - | 3 |
| Electives.....                                | 3 | 3 |
| Management 301, 312 .....                     | 3 | 3 |
| Philosophy 204.....                           | 3 | - |

|                     |    |    |
|---------------------|----|----|
| Psychology 203..... | 3  | -  |
| Science 102 .....   | -  | 3  |
| Sociology 205.....  | -  | 3  |
| Total.....          | 15 | 15 |

| Senior Year               | Semester |     |
|---------------------------|----------|-----|
|                           | 1st      | 2nd |
| Electives.....            | 9        | 9   |
| Psychology 205, 401 ..... | 3        | 3   |
| Religion 307, 310 .....   | 3        | 3   |
| Total.....                | 15       | 15  |

**Total Credits ..... 122 hrs.**

*\* A minimum grade of "C" is required in all major courses and in ENGL 101-102 and COMM 103. A minimum grade of "C" is required in all transfer courses.*

*Additional Requirements: Writing Competency Examination (after 30 credit hours) and Comprehensive Examination (after 112 hours).*

## **Bachelor of Arts in General Studies (Early/Primary Education)**

### **Entry, Continuation and Exit**

Entry to the General Studies for Early/Primary Education Program is a process that begins with the declaration of a projected major upon admission to the University. The General Studies for Early/Primary Education Academic Advisor will utilize the approved course/program sequence to advise the student on initial courses appropriate to the program through the freshman year. The Academic Advisor will provide a complete description of the General Studies for Early/Primary Education program, program requirements, procedures, and expectations.

Students will make application for admission to the Teacher Education Program during the sophomore or junior year.

### **Entry:**

Upon completion of the sophomore year, candidates apply for admission into the Division of Professional Education. Applicants are to meet the following criteria in order to be officially accepted into the Department of Education teacher preparation programs.

1. The student must successfully complete 45 hours of coursework.
2. The student must possess an overall GPA of at least 2.5 in all courses.
3. The student must earn a grade of "C" or better in the following courses:  
ENG 101 and ENG 102  
COM 103  
MAT 109 and 110 or higher
4. The student must achieve a passing score on the Praxis I.
5. The student must submit the "Why I Want to Teach" statement.
6. The student must complete the "Dispositions Survey."
7. The student must submit a current unofficial copy of his/her transcript.

8. The student must submit two sealed references.

Each semester the Professional Education Admissions Committee will evaluate the applications, and the candidates will be notified whether they have been accepted or denied admission into the Department of Education. A letter and a copy of the application review will be mailed to the candidates. If students are not admitted into the Program, they will need to complete any unmet requirements listed on the application review form.

### ***Continuation:***

Continuation in the General Studies for Early/Primary Education Program requires successful completion of major coursework, the maintenance of at least a 2.5 cumulative grade point average, and passing the Praxis II: Specialty Examination, the Virginia Communication and Literacy Assessment (VCLA), the Virginia Reading Assessment (VRA), and Child Abuse Certification. Failure to accomplish these requirements will result in probationary status. The conditions of probationary status and time lines for full reinstatement will be determined by the department chair. No student will be allowed more than two semesters in probationary status without dismissal from the General Studies for Early/Primary Education Program. Students may apply or petition for re-entry upon meeting the requirements for continuation.

Upon completion of the continuation requirements, candidates will enter clinical practice and complete the student teaching experience. Candidates will be assessed throughout the student teaching experience. At the end of the student teaching experience, candidates meeting all requirements will exit from clinical practice.

Candidates who do not achieve passing scores and state required assessments will not be allowed to student teach.

### ***Exit:***

Exit requirements for the General Studies for Early/Primary Education program are:

1. Maintenance of a 2.5 cumulative grade point average
2. Successful completion of all state and program required examinations
3. Successful completion of the Teaching Internship
4. Successful completion of the Exit Portfolio

## **Bachelor of Arts Degree in General Studies for Early/Primary Education Suggested Sequence**

| <b>Freshman Year</b>                             | <b>Semester</b> |            |
|--------------------------------------------------|-----------------|------------|
|                                                  | <b>1st</b>      | <b>2nd</b> |
| Continuing Studies 201 (Intro to Computers) .... | 3               | -          |
| Elementary Foreign Language .....                | 3               | 3          |
| English 101-102 .....                            | 3               | 3          |
| Health Education 200 .....                       | -               | 2          |
| History 105/107, 106 .....                       | 3               | 3          |
| Mathematics 109-110 .....                        | 3               | 3          |
| Science 102 .....                                | -               | 3          |
| <b>Total.....</b>                                | <b>15</b>       | <b>17</b>  |

| <b>Sophomore Year</b>               | <b>Semester</b> |     |
|-------------------------------------|-----------------|-----|
|                                     | 1st             | 2nd |
| Biology 103 .....                   | 4               | -   |
| Communication 103 .....             | -               | 3   |
| Economics 200 .....                 | 3               | -   |
| Geography 201 .....                 | -               | 3   |
| History 108, 202 .....              | -               | 3   |
| Humanities 201-202 .....            | 3               | 3   |
| Intermediate Foreign Language ..... | 3               | 3   |
| Philosophy 203 .....                | 3               | -   |
| Total.....                          | 16              | 15  |

| <b>Junior Year</b>       | <b>Semester</b> |     |
|--------------------------|-----------------|-----|
|                          | 1st             | 2nd |
| Education 200, 301 ..... | 3               | 3   |
| Education 302, 315 ..... | 3               | 3   |
| English 209, 400 .....   | 3               | 3   |
| History 400 .....        | 3               | 3   |
| Psychology 300 .....     | 3               | -   |
| Science 300 .....        | -               | 3   |
| Sociology 310 .....      | -               | 3   |
| Total.....               | 15              | 15  |

| <b>Senior Year</b>       | <b>Semester</b> |     |
|--------------------------|-----------------|-----|
|                          | 1st             | 2nd |
| Education 502, 517 ..... | 3               | 3   |
| Education 550, 441 ..... | 3               | 12  |
| Mathematics 400 .....    | 3               | -   |
| Psychology 402 .....     | 3               | -   |
| Science 400 .....        | 3               | -   |
| Total.....               | 15              | 15  |

**Total Credits ..... 123 hrs.**

Students must pass Praxis I before beginning their junior year. Students must pass the Praxis II, VCLA and VRA before beginning their student teaching assignments.

*\* A minimum grade of "C" is required in all major courses and in ENGL 101-102 and COMM 103. A minimum grade of "C" is required in all transfer courses.*

*Additional Requirements: Writing Competency Examination (after 30 credit hours) and Comprehensive Examination (after 112 hours).*

### **Bachelor of Arts Degree in Paralegal Studies Suggested Sequence**

| <b>Freshman Year</b>                             | <b>Semester</b> |     |
|--------------------------------------------------|-----------------|-----|
|                                                  | 1st             | 2nd |
| Communication 103 .....                          | -               | 3   |
| Continuing Studies 201 (Intro to Computers) .... | 3               | -   |
| Elementary Foreign Language .....                | 3               | 3   |
| English 101-102 .....                            | 3               | 3   |

|                            |    |    |
|----------------------------|----|----|
| Health Education 200 ..... | 2  | -  |
| History 106, 202 .....     | 3  | 3  |
| Mathematics 109-110.....   | 3  | 3  |
| Total.....                 | 17 | 15 |

| Sophomore Year                      | Semester |     |
|-------------------------------------|----------|-----|
|                                     | 1st      | 2nd |
| Biology 101 .....                   | -        | 3   |
| Economics 200.....                  | 3        | -   |
| Humanities 201-202 .....            | 3        | 3   |
| Intermediate Foreign Language ..... | 3        | 3   |
| Management 200 .....                | -        | 3   |
| Paralegal Studies 125-126 .....     | 3        | 3   |
| Science 102 .....                   | 3        | -   |
| Sociology 205.....                  | 3        | -   |
| Total.....                          | 18       | 15  |

| Junior Year                      | Semester |     |
|----------------------------------|----------|-----|
|                                  | 1st      | 2nd |
| Elective.....                    | 3        | -   |
| Management 215 or Math 205 ..... | 3        | -   |
| Paralegal Studies 127 .....      | 3        | -   |
| Paralegal Studies 150, 305 ..... | 3        | 3   |
| Paralegal Studies 310, 320 ..... | 3        | 3   |
| Paralegal Studies 350 .....      | -        | 3   |
| Paralegal Studies 405 .....      | -        | 3   |
| Total.....                       | 18       | 12  |

| Senior Year                      | Semester |     |
|----------------------------------|----------|-----|
|                                  | 1st      | 2nd |
| Electives.....                   | 3        | 3   |
| Elective (Management) .....      | 3        | -   |
| Elective (Social Science).....   | -        | 3   |
| Management 340 .....             | -        | 3   |
| Paralegal Studies 306 .....      | 3        | -   |
| Paralegal Studies 360, 370 ..... | 3        | 3   |
| Paralegal Studies 401, 410 ..... | 3        | 3   |
| Total.....                       | 15       | 15  |

**Total Credits ..... 122 hrs.**

*A minimum grade of "C" is required in all major courses and in ENGL 101-102 and COMM 103. A minimum grade of "C:" is required in all transfer courses.*

*Additional Requirements: Writing Competency Examination (after 30 credit hours) and Comprehensive Examination (after 112 hours)*

### **Bachelor of Arts Degree in Religious Studies Suggested Sequence**

| Freshman Year                                     | Semester |     |
|---------------------------------------------------|----------|-----|
|                                                   | 1st      | 2nd |
| Continuing Studies 127, 201 (Intro to Computers)1 |          | 3   |
| English 101-102 .....                             | 3        | 3   |



|                            |    |    |
|----------------------------|----|----|
| Health Education 200 ..... | 2  | -  |
| Philosophy 210.....        | -  | 3  |
| Religion 111, 112 .....    | 3  | 3  |
| Religion 201 .....         | 3  | -  |
| Religion 211, 212 .....    | 3  | 3  |
| University 101 .....       | 1  | -  |
| Total.....                 | 16 | 15 |

| Sophomore Year             | Semester |     |
|----------------------------|----------|-----|
|                            | 1st      | 2nd |
| Elective.....              | -        | 3   |
| Health Education 441 ..... | 3        | -   |
| History 105/107, 106 ..... | 3        | 3   |
| Humanities 201-202 .....   | 3        | 3   |
| Religion 104, 202 .....    | 3        | 3   |
| Religion 307 .....         | -        | 3   |
| Science 102 .....          | 3        | -   |
| Total.....                 | 15       | 15  |

| Junior Year                   | Semester |     |
|-------------------------------|----------|-----|
|                               | 1st      | 2nd |
| Electives.....                | 6        | 9   |
| Mathematics 110.....          | 3        | -   |
| Philosophy 301, 304.....      | 3        | 3   |
| Religion 450 .....            | -        | 3   |
| Social Science Elective ..... | 3        | -   |
| Total.....                    | 15       | 15  |

| Senior Year                                 | Semester |     |
|---------------------------------------------|----------|-----|
|                                             | 1st      | 2nd |
| Electives.....                              | 9        | 12  |
| French/Spanish/Hebrew/Greek 101 – 102 ..... | 3        | 3   |
| Psychology 203.....                         | 3        | -   |
| Total.....                                  | 15       | 15  |

**Total Credits ..... 121 hrs.**

*A minimum grade of “C” is required in all major courses and in ENGL 101-102 and COMM 103. A minimum grade of “C:” is required in all transfer courses.*

*Additional Requirements: Writing Competency Examination (after 30 credit hours) and Comprehensive Examination (after 112 hours).*

### **Drop and Add Policy**

The official period in which courses may be added and/or dropped begins the first day of the session and ends on the sixth day of the session.

**A. Dropping a Class.** A student must complete and sign a Division of Continuing Studies "DROP" Form. This form must be signed by the student's academic advisor. Students must also drop classes online to finalize the drop process. Students are

entitled to a full refund of tuition when a class is dropped in accordance with the instructions above. The application fee is non-refundable.

**B. Adding a Class.** A student must complete and sign a Division of Continuing Studies "ADD" Form. This form must be signed by the student's academic advisor. Students must also add classes online to finalize the ADD process. Students will receive a statement of additional tuition due when a class is added except in cases where students DROP and ADD classes of equal credit value.

A student must also process a DROP Form when changing grade status, (e.g., audit, regular grading,) and must process an ADD Form to receive the new choice of grading. All changes in grading status must be processed within the period designated for DROP/ADD.

***Note: in addition to processing a Drop/Add form with the student's advisor, students MUST process a request to Drop/Add on-line.***

## **General Education Requirements**

The program of General Education including course required for all freshmen and the pattern of area distribution for upperclassmen, follows:

|                                                                                                                                                     |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Freshman Studies</b>                                                                                                                             | <b>15 hrs</b> |
| Continuing Studies 201                                                                                                                              | 3 hrs         |
| English 101-102                                                                                                                                     | 6 hrs         |
| History 106                                                                                                                                         | 3 hrs         |
| History 202                                                                                                                                         | 3 hrs         |
| <b>Area I (Arts and Humanities)</b>                                                                                                                 | <b>21 hrs</b> |
| Humanities 201                                                                                                                                      | 3 hrs         |
| Humanities 202                                                                                                                                      | 3 hrs         |
| Foreign Language                                                                                                                                    | 12 hrs        |
| Communication 103                                                                                                                                   | 3 hrs         |
| <b>Area II (Social Sciences)</b>                                                                                                                    | <b>6 hrs</b>  |
| Social Sciences<br>(Options selected from Economics, Ethnic Studies,<br>Geography, Military Science, Political Science,<br>Psychology or Sociology) | 6 hrs         |
| <b>Area III (Pure and Applied Sciences)</b>                                                                                                         | <b>12 hrs</b> |
| Mathematics                                                                                                                                         |               |
| Mathematics 109/110 or higher                                                                                                                       | 6 hrs         |
| Science                                                                                                                                             |               |
| Biology 101                                                                                                                                         | 3 hrs         |

|                                                |               |
|------------------------------------------------|---------------|
| Science 102                                    | 3 hrs         |
| <b>Area IV (Health and Physical Education)</b> | 2 hrs         |
| Health 200                                     | 2 hrs         |
| <b>Total hours</b>                             | <b>56 hrs</b> |

### **General Requirements for Graduation**

The graduation requirements for the Division of Continuing Studies are those published in the Hampton University Academic Catalog in force at the time of the student's initial enrollment. If the student's course of study is interrupted by failure to enroll for at least one year or because of a change of major, the graduation requirements which must be met are those in force at the time the student re-enrolls and/or selects a new major.

#### **University Requirements are as follows:**

- A. A minimum of 122 semester hours. Although students may have waivers for degree requirements, they must still meet the minimum of 122 semester hours of credit required by the University.
- B. A cumulative Grade Point Average (GPA) of 2.00 or more in the major field.
- C. A grade of at least "C" in all courses in the major area of study.
- D. A minimum of thirty semester hours of credit earned at Hampton University; Division of Continuing Studies. The student must be in residence the final two sessions prior to the completion of degree requirements.
- E. Passing of English 101-102 and Communication 103 and Introduction to Computers (CSOS 201) with grade of "C" or better.
- F. All students who are enrolled in degree programs with the Division of Continuing Studies will be given a Writing Competency Examination when they have completed a total of 30 credit hours (inclusive of transfer credit hours).
- G. This examination will test the student's use of English grammar, spelling, punctuation and ability to write a logical essay. The student must successfully pass this examination before being permitted to continue taking classes with the Division of Continuing Studies. After two unsuccessful attempts, remedial courses will be required.
- H. All students seeking a baccalaureate degree must pass a Comprehensive Examination at the completion of 112 hours.

## Langley Education Center

### Description

The Division of Continuing Studies conducts classes at the Education Center at Langley Air Force Base. Classes are conducted Monday – Friday, 5:15 p.m. – 10:15 p.m. and Saturdays, 8:00 a.m. – 1:00 p.m. The Division of Continuing Studies office in the Langley Education Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

#### A. Gate Pass

A Gate Pass is required for entry onto the base if your automobile is unregistered for routine entry. Students must notify the Langley Air Force Base coordinator for instructions. Last-minute requests for gate passes may be difficult to honor. Last minute requests for passes should be directed to the Langley Air Force Base advisor or her assistant at (757) 764-2191 or (757) 766-1369.

### Hampton U Online

Hampton U Online offers a comprehensive list programs in an online environment that offers students the flexibility they desire. These credit-based courses are offered through programs at the doctoral, masters, and undergraduate level. Hampton U Online courses are taught using the Blackboard Learning Management system. Students and instructor communicate by way of e-mail, chat, fax, telephone or through other virtual means. Students can access their courses from the Hampton U Online website: <http://huonline.hamptonu.edu> or they can go directly to their course at: <https://courses.hamptonu.edu/webapps/portal/frameset.jsp> on

#### Minimum hardware requirements are:

- IBM-Compatible PC 500 MHz Intel ® Pentium III processor or 400 MHz MAC PowerPC G3
- 512 MB RAM
- 56K/Modem; DSL or other high speed connection recommended
- Computer microphone
- Computer speakers

#### Minimum software requirements are:

- Windows XP or higher operating system or Mac OS 10.x
- Microsoft Word 2003 or higher or Word 2004 or higher (MAC)
- Microsoft PowerPoint 2003 or higher (may be required in some courses) or PowerPoint 2004 or higher (MAC)
- Web browser software Netscape or Internet Explorer (latest)
- Acrobat Reader (latest) <http://get.adobe.com/reader/>
- Quick Time Player (latest) <http://www.quicktime.com>

- JAVA download (latest) <http://www.java.com>
- Real Player (latest) <http://www.realplayer.com>
- Macromedia Shockwave and Flash Player (latest)
- <http://www.adobe.com/products/flashplayer/>

Students enrolling in an online course or courses must do the following:

- Refer to the current Hampton U Online Scheduling Guide for important information about online courses offered in the current semester.
- Be aware of the courses they must register for prior to consulting with their Advisors.
- Consult with their Advisor before registration to obtain course approval. Advisors will provide them with a registration pin number required to register for courses through HUNet (online registration system).
- Purchase textbook from the Hampton U Online Virtual Bookstore:
- <http://bookstore.mbsdirect.net/hamptonu.htm>
- Contact us 24 hours a day, 7 days a week at (877) 633-9150 if they have any problems.

## **Registration Procedure**

The registration procedure at the Division of Continuing Studies is as follows:

1. Paper Registration: Arrange to meet with your academic advisor during the official registration period to obtain your registration advisement pin number and to register for classes. Advisors sign registration forms clearing students to register online.
2. Online Registration: Students who have been cleared by their academic advisors must register through HUNET, the Hampton University online registration system at [www.hamptonu.edu](http://www.hamptonu.edu). Registering online completes the registration process. Students must register on paper with their academic advisors first and then online in order to be officially registered.

Students who do not complete both the online and the paper registration process are not officially registered and may not receive a course grade. Drop/add request must also be processed online and the paper forms must be completed as well.

Instructions for registering on-line

- 1) Go to the [www.hamptonu.edu](http://www.hamptonu.edu) website
- 2) Click on "Online Resources"
- 3) Click on "HUNet"
- 4) Enter your "User Name" (Social Security Number with no dashes or spaces between numbers)

- 5) Enter your "Password" (Birth month and Year – example: Feb 1973 = 021973) or the last password used.  
*[For some students at this point, a security question may appear to verify your identity if your password has been forgotten. Enter a question then answer that question. Example: What is your favorite color? Answer Red. {For new students the password will be your birthday mm/dd/yy}]*
- 6) Click on "School Services"
- 7) Click on "Administrative Services"
- 8) Click on "Student Services & Financial Aid"
- 9) Click on "Registration"
- 10) Click on "Add/Drop" classes
- 11) Select the applicable term
- 12) Click "submit"
- 13) Enter Registration Advisement Pin (Alternative Pin) number  
*[Remember your Registration Advisement Pin (Alternate Pin) is only good for the current term and you must get a new one from your advisor to register for the next semester.]*
- 14) Click "Submit"
- 15) Enter course registration number "CRN" as it appears in the Scheduling Guide
- 16) Click "Submit Changes"
- 17) Registration is complete – Screen will show schedule
- 18) Print a copy of your schedule

## **Pre-Registration Advising**

All students must meet with their academic advisors prior to proceeding to HUNET (online registration) in order to receive enrollment assistance and clearance. Students must obtain their advisors signatures on their registration forms before proceeding to the online registration process.

## **Late Registration**

Students who fail to complete their registrations during the designated dates prior to each academic session will be charged a Late Registration Fee in addition to the regular registration fee. This policy does not apply to new students registering for the first time. Late registration periods are published in each Hampton University, Division of Continuing Studies Scheduling Guide.

## Course Scheduling Guide

The Division of Continuing Studies publishes a Course Scheduling Guide three times per year in the fall, spring and summer. This guide provides important information about classes that will be offered for the coming session, the times they are offered and instructor information. Additional information concerning new policies, tuition rates, online courses, credit and non-credit courses, and other useful information appears in this publication. The Scheduling Guide is mailed to all currently enrolled students. New students' names will be placed on the mailing list.

*Students are responsible for reading and applying the information in the Scheduling Guide. Students who did not receive a Scheduling Guide in the mail should ask their advisors for a copy and then arrange to have the guide mailed to them for the upcoming academic session.*

## Withdrawal Policy

The Withdrawal period begins at the close of the DROP/ADD period and ends with the start of the official final examination period. Withdrawal means that the student will cease to attend class (es) and is no longer considered enrolled in that class or in those classes. A student must complete a Division Continuing Studies Withdrawal Form and obtain the following approvals:

1. Instructor
2. Department Chairperson/Program Coordinator, or Advisor

The student's records will reflect a "WP" Withdrew Passing or "WF" Withdrew Failing entry for each course from which the student withdraws. Students cannot withdraw during final exam week. A student who withdraws from a class is not entitled to a refund.

## Writing Competency Examination

The Writing Competency Examination is administered to all students who have accumulated 30 semester hours. Students eligible to take the Writing Competency Examination will be notified by letter approximately 30 days prior to the examination date. This notification will include a listing of date, time, and place. Students are required to contact the Division of Continuing Studies (757) 727-5773 about registration no later than five (5) working days prior to the examination date. Only in an emergency will a student be permitted to miss the Writing Competency Examination. Documentation is required to verify reason(s) for a missed examination. The student's advisor will determine whether a situation for missing an examination can be considered an emergency or not. (Emergency: death of close family member, serious personal illness, and military obligation.)

Students who are notified about the examination, but who fail to take the examination, will not be permitted to register for courses until the examination is taken. This situation will result in the student's loss of financial aid. Students failing to successfully pass the Writing Competency Examination are required to re-take the examination during the next scheduled test date.

Students failing the re-take examination will be required to enroll in a non-credit English 100 Fundamental Writing course. The Writing Competency Examination is a graduation requirement. For more information call: (757) 727-5773



***The Graduate College***  
***Hampton University***  
***Hampton, Virginia 23668***



***Dr. William Young***  
***Interim Dean***

### Hampton University Graduate and Professional Program Coordinators

| <b>Program</b>                              | <b>Coordinator</b>     | <b>Office Location</b>                    | <b>Contact Number(s)</b>                                                                                |
|---------------------------------------------|------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Applied Mathematics</b>                  | Dr. Abolghassem Miamee | Science and Technology Bldg<br>Room 314-E | 757-727-5842                                                                                            |
| <b>Architecture</b>                         | Mr. Ronald Kloster     | Bemis Lab<br>Room 108                     | 757-728-4855                                                                                            |
| <b>Biology</b>                              | Dr. Elaine Eatman      | DuPont Hall<br>Room 308                   | 757-727-5278                                                                                            |
| <b>Business Administration (MBA)</b>        | Dr. Ruby Beale         | Buckman Hall<br>Room 120                  | 757-727-5361<br>757-727-5048 (fax)                                                                      |
| <b>Chemistry</b>                            | Dr. Joseph Williams    | Turner Hall<br>Room 228                   | 757-727-5429                                                                                            |
| <b>Communicative Sciences and Disorders</b> | Dr. Dorian Wilkerson   | Science and Technology Bldg<br>Room 201-A | 757-727-5763                                                                                            |
| <b>Computer Science</b>                     | Dr. Stephen Providence | Science and Technology Bldg<br>Room 120   | 757-727-5552 (Dept.)<br>757-728-6406 (voice mail)<br>757-727-5390 (fax)                                 |
| <b>Counseling</b>                           | Dr. Spencer Baker      | Phenix Hall<br>Room 111-A                 | 757-727-5128                                                                                            |
| <b>Education/Teaching</b>                   | Dr. Michael McIntosh   |                                           |                                                                                                         |
| <b>Medical Science</b>                      | Mr. Michael Druitt     | Turner Hall<br>Room 110                   | 757-727-5537 (Pre-Health Program)<br>757-728-6757 (Biological Sciences)<br>757-637-2136 (Dean's Office) |
|                                             |                        |                                           |                                                                                                         |

|                                               |                            |                                    |                                                |
|-----------------------------------------------|----------------------------|------------------------------------|------------------------------------------------|
| <b>Nursing</b>                                | Dr. Lawrence Daniels       | William Freeman Hall<br>Room 127-B | 757-727-5488                                   |
| <b>Atmospheric and<br/>Planetary Sciences</b> | Dr. Bill Paterson          | Phenix Hall<br>Room 119-C          | 757-728-6401                                   |
| <b>Physical Therapy</b>                       | Dr. Bernadette<br>Williams | Phenix Hall<br>Suite 216           | 757-727-5157                                   |
| <b>Physics</b>                                | Dr. Donald Whitney         | Olin<br>Room 102-H                 | 757-727-5820<br>(office)<br>757-728-6910 (fax) |
| <b>Virginia Beach</b>                         | Dr. Michael McIntosh       |                                    |                                                |

## **Frequently Asked Questions**

**How is the cumulative GPA used in determining a student's eligibility for admission into the Graduate College?**

*When evaluating a candidate for admission, Hampton University considers a number of factors. The applicant's GPA and GRE scores are weighed the heaviest and are the primary factors in determining whether or not a candidate is admitted into the Graduate College.*

**How do I choose the graduate program that is best for me?**

*We encourage applicants to consider their long-term goals when evaluating graduate programs. In addition to long-term goals, we also advise all prospective students to do extensive research when selecting a career field. The information should help you determine the ideal graduate program that help fits your career goals.*

**Can I apply to more than one department?**

*Yes!!! You can apply to more than one department, but you can only enroll in one program.*

**How long does it take to process an application?**

*Once an application is received in its entirety, it takes approximately 2-3 weeks to be processed by the admissions board. Some applications may take longer, due to specific circumstances. (i.e., transfer student, re-admission, etc.)*

**If I am denied admission, what can I do to improve my status?**

*If an applicant is denied, he/she has two options. Option one is to enroll in classes at another institution to improve his/her GPA, and then re-apply. The second option is to request admittance under the "Non Degree" status. This is a type of conditional admittance which allows a student to take and pass basic graduate*

*level courses as a condition for future acceptance into a graduate program. Admission to this category is permitted on a case-by-case basis.*

**How long will it take to complete a Master's degree?**

*A student has 5 years to complete a Master's degree program, and 7 years to complete a doctoral program. A fulltime student can usually complete these degrees in 2-3 years if they attend all year round.*

**Are the class schedules flexible for the students?**

*The majority of the graduate courses are scheduled in the evenings to accommodate the graduate students' obligations to their jobs and/or families.*

**How can I obtain additional information about departments when applying?**

*For additional information about a program can be acquired by contacting the specific department directly by phone or email. The chairperson in each program can address specific questions or concerns.*

## **Student Advisement**

### **Mission Statement**

Graduate education is a basic component of lifelong personal and intellectual development, and is often a prerequisite for professional and community leadership. The Graduate College administers all post-baccalaureate degree programs at Hampton University. The curricular emphasis is scientific and professional in order to meet specific needs of the university, its schools and departments, students, and the community. Lifelong educational opportunities are provided in support of Hampton University's mission to serve students with diverse national, cultural and economic backgrounds. The Graduate College recognizes the traditional commitment of Hampton University to provide educational opportunities to all students, those with outstanding undergraduate education, as well as those with other levels of academic preparation. A supportive and stimulating environment is maintained in which programs are designed to:

- 1) Provide for the development of professional skills both at the entry level and at the advanced level of personal and professional development;
- 2) Provide continuing and professional education to various segments, including graduates seeking immediate entry to graduate school, members of the community in professional, technical, managerial and other occupations; and
- 3) Provide direction and assistance to all areas in the university for the development of research and operation of graduate courses and programs.

The Graduate College stresses teaching and research and is dedicated to student development emphasizing analytical and critical thinking, independent and original research, and effective communication. The Graduate College coordinates and administers the graduate work provided by all academic areas of the university; and ensures that appropriate areas of graduate study are available in the fields of education, human services, the health professions, the sciences, business and other specialized areas.

## **ORGANIZATION OF GRADUATE STUDENTS**

**This organization represents all graduate students of Hampton University in the capacity of acting as a liaison between the graduate faculty/staff and graduate students; of promoting academic excellence in all areas by expressing concerns relative to the graduate program; and of impressing upon the graduate/undergraduate students and the surrounding community the existence of the graduate program through recruiting, attending conferences and sponsoring educational events reflecting the constructive concerns of the graduate student body. Membership is open to all graduate students at Hampton University**

### **Admissions**

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

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

1. A completed application for admission including the fee.
2. Official transcripts from all institutions previously attend. If a degree was earned, the transcripts must show the type of degree and date it was awarded.
3. Official copies of scores earned on the GRE, GMAT, TOEL, MCAT or DAT.
4. Two letters of reference attesting to personal and professional qualifications. (Some departments may require more than two letters of reference).
5. A personal statement.

All applicants may be classified as either of the following if an offer of admission is extended:

1. Regular Admission- All of the above criteria has been satisfied.
2. Provisional Admissions- Applicants whose records fall short of meeting all general and/or department requirements for admission may be admitted to the Graduate College on a provisional basis. This status is a temporary classification that applies to students who have been reviewed by the admitting department and additional requirements have been imposed to determine the student's academic ability and/or to have academic deficiencies addressed. Students must submit all required documents, including official transcripts, test scores, and letters of recommendation, as part of their admission package. Applicants must fulfill requirements identified by the admitting department in the time (up to a maximum of one year) and manner specified in the written notification of provisional admission. Extension of time beyond one year requires an approved petition from the department or advisor.

3. Probationary Admission- Applicants who have less than a 2.5 cumulative grade point average from an accredited institution may be on a probationary status. They must show strong evidence of capability in their field and have adequate writing and computational skills. The applicant must submit a completed application with all supporting credentials to the department for review. The department may recommend the application will be made by the Dean of the Graduate College. Probationary students must attain a grade point average no less than a “B” (3.0) by the end of one full semester of full-time study or after the first 9 credit hours of part-time study. Continuation in the graduate program will be permitted on favorable appraisal of the student’s performance. The students will be offered regular admission upon successful completion of probationary prerequisites. The probationary admission status of a graduate student who does not give satisfactory evidence of capability will be withdrawn. This constitutes dismissal of the student.
4. Special Admission- Only an official transcript showing the award of a degree is needed. The student is a non-degree seeking student and is not expected, at a later time, to change to degree-seeking status.

### **Academic Matters**

#### **ON TRACK TO THE MASTER’S DEGREE**

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

1. Attained “regular admission” status.
2. Completed at least nine (9) semester hours of graduate course work with an overall GPA of not less than 3.0.
3. Removed all “Incomplete” grades.
4. Demonstrated proficiency in English by successfully completing either an examination or English Composition course.
5. Filed a completed degree plan:
  - Plan A: Thesis
  - Plan B: Comprehensive Examination
  - Plan C: 36 hours of course work or whichever is applicable in the chosen program.

### **Thesis and Dissertation Committees**



The committee selection process shall include consultation between the student and appropriate faculty members including the designated academic advisor. Thesis and dissertation committees shall be composed of faculty from the academic discipline concerned. The members must be recommended to and approved by the Dean of the Graduate College.

### **Grades and Grading**

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

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

### **Change of Major/Program**

This process may involve either a change within a School or a change between Schools.

Intra-school change: This change may be made with the approval of the Graduate Dean. The request for such a change should be accompanied by academic transcript and letters of recommendation from the program coordinators involved.

Extra-school change: Students wishing to change to a graduate program outside their present school will have to submit a new application to the new program along with all of the credentials required of new applicants.

In each case, upon approval, the student must submit to the Graduate College a "Change of Major Form" with the required signatures.

Whenever a program change is effected, the cumulative graduate GPA remains intact.

### **Course Load Limitations**

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

### **Appeals and Petitions**

Appeals related to programs, regulations or other academic matters should be made within the academic unit that directs the student's program. Only after the internal process for appeals and grievances has been exhausted should a student take his/her case to the Dean of the Graduate College. If the Dean cannot resolve the question, or if the appeal decision by the Dean (i.e. academic probation/dismissal), the matter shall be referred to the Graduate Council. As far as the Graduate College is concerned, decisions are to be appealed, and then it must be directed to the Provost. The Graduate College will hear appeals, grievances, or petitions concerning academic matters only.

Students who are academically dismissed forfeit academic standing and are ineligible to continue in a program of study or to return to the University.

### **Academic Integrity**

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

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

### **Health Requirements**

The university requires all full-time graduate students to file with Student Health Services a completed physical examination form.

Also the University requires all students born after December 31, 1956 to be immunized against and provide medical documentation of immunity to measles (rubella), German measles (rubella), diphtheria, tetanus, mumps, and polio.

Students who fail to comply with these stipulations will be prevented from registering for classes.

### **Disability and Compliance Issues**

It is the policy of Hampton University to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. Documentation for learning and physical disabilities is required, so that appropriate assessment of needs may be determined to provide reasonable accommodation. Documentation should be provided by qualified professionals. Questions regarding documentation should be addressed to the Director of Testing/Section 504 officer, 212 Wigwam Building, Hampton University. 727-5493.

### **Separation from the University**

Students enrolled in the graduate College are generally required to maintain their official enrollment status with the University until their degree requirements are fulfilled. Certain conditions warrant a student's separation from the University. Failure to enroll for any semester after the initial enrollment

term constitutes an unofficial withdrawal and necessitates reapplication to the Graduate College. Outlined below are categories of separation and processes for reinstatement that are applicable to the Graduate College.

1. Violations of the University's Standards of Conduct

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

2. Withdrawal/Leave of Absence

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

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

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

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

3. Dismissal For Academic deficiencies

Dismissal for academic deficiencies results when a student does not meet the minimum academic standards. Simply stated the requirement is that whenever a student's GPA falls below 3.0/4.1, the student will be placed on academic probation. At the conclusion of nine (9) additional hours of graduate course work, the GPA must be equal to or greater than 3.0 to avoid automatic academic dismissal.

4. Continuous Enrollment Requirement

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

## **READMISSION PROCEDURES**

- A. The student may appeal the dismissal decision to the Graduate Council by submitting such appeal in writing through the department chair and the Graduate Dean. If the student has engaged in graduate study at another post-secondary/baccalaureate institution since dismissal, official transcripts must accompany the appeal. If health conditions contributed to the academic decline, a statement from the attending physician must accompany the appeal.
- B. Readmission to the Graduate College after separation for whatever reason requires the submission of a current formal application for admission and any other documents in the term of planned re-entry.

## **THE APPEAL PROCESS**

### **LETTERS ADDRESSED TO THE GRADUATE COUNCIL**

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

### **PROCEDURE FOR APPEAL/PETITIONS/REQUESTS**

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

## **GUIDELINES FOR AWARDING ASSISTANTSHIPS**

Graduate assistantships are designed to provide students with a modest level of support for their educational and living expenses while they pursue graduate work. These assistantships at Hampton University are generally reserved for full-time degree seeking students.

The term “graduate assistantship” applies to a wide variety of awards that are made to a graduate student in return for their performance of assigned duties and responsibilities. Graduate assistantships may be granted to research assistants, residential assistants, and teaching assistants. This term does not include fellowships or scholarships; that is, those awards that do not require a work related service on the part of the student.

It is important that work responsibilities associated with graduate assistantships do not negatively impact the student’s primary responsibilities, and should bear a meaningful relationship to the student’s course of study.

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

1. Eligibility

Students must complete all Graduate College admission requirements in the time period specified in the current Graduate College Catalog or in the acceptance letter.

Students must be enrolled in a degree program and in good standing at Hampton University.

In general, students may not hold more than one graduate assistantship at one time. Multiple awards are appropriate if the awards include graduate fellowships that do not require a work obligation on the part of the student. For example, it would be permissible to have one award cover tuition and fees and another provide stipend support.

Graduate students must satisfactorily perform the duties assigned by their supervisors. Students cannot be paid for completing work associated with courses for which they receive their academic credit. In cases where they are paid to work on projects related to academic requirements the work responsibilities must reflect time and effort beyond that required for credit.

2. Duties

The graduate assistant will perform research and related duties assigned by his or her supervisor.

Graduate assistantships require or up to 20 hours of work per week. Students cannot be paid for more than 20 hours per week.

3. Appointments

Appropriate University officials must approve all awards to graduate students.

Required forms at present include the student Aid Form, the student Employment Contract (Financial Aid Office), and monthly time sheets (the first ones generated by the Financial Aid Office and subsequent ones by the Payroll Department). Changes in conditions of employment must be cleared through the Financial Aid Office.

4. Reappointment

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

5. Payment

Graduate assistants are paid once each month (generally the 15<sup>th</sup> of the month following the time period worked) through the payroll department after time sheets are completed, signed (by both student and supervisor/principal investigator) and submitted in a timely manner.

Questions concerning graduate assistantships should be directed to the Graduate College or the Financial Aid Office.

## **THE GRADUATE PROGRAMS**

| <b>Degrees</b>                    | <b>Major (Emphasis)</b>                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Master of Architecture            | Architecture                                                                                                                                                                                                                                                                                                                                                   |
| Master of Arts                    | Communicative Sciences and Disorders<br>Counseling (College Student Development<br>Student Affairs, Community Agency,<br>School, Pastoral)<br>Educational Leadership<br>Education (Elementary Education,<br>Montessori Education, Gifted<br>Education                                                                                                          |
| Master of Business Administration | Business Administration                                                                                                                                                                                                                                                                                                                                        |
| Master of Science                 | Applied Mathematics (Statistics &<br>Probability, Computational, Nonlinear<br>Sciences)<br>Atmospheric Sciences<br>Biology (Biology, Biology/<br>Environmental Science)<br>Chemistry<br>Computer Science<br>Medical Science<br>Nursing (Administration, Education,<br>Practitioner)<br>Physics (Medical, Nuclear, Optical and<br>Plasma)<br>Planetary Sciences |
| Master in Teaching                | Endorsement in English (6-12)<br>Mathematics (6-12)<br>Music (PK-12)                                                                                                                                                                                                                                                                                           |
| Specialist in Education           | Counseling (Community Agency,<br>School)                                                                                                                                                                                                                                                                                                                       |
| Doctor of Physical Therapy        | Physical Therapy                                                                                                                                                                                                                                                                                                                                               |

Doctor of Philosophy

Atmospheric Sciences  
Nursing (Family Health, Nursing  
Educator)  
Physics (Medical, Nuclear, Optical and  
Plasma)  
Planetary Sciences

## **ENGLISH PROFICIENCY**

Demonstration of English proficiency is required of each degree-seeking graduate student. In order to be exempt from English 503 a student must earn 450 on the verbal portion of the General Test or 4.0 on the Analytical writing Assessment of the GRWE, or earn 525 on the TOEFL. Graduate students in the Medical Sciences Program may demonstrate English proficiency on the MCAT (minimum of 6 on Verbal Reasoning and 8 on essay) or the DAT (minimum total score of 13 on Reading Comprehension). Students whose scores fall below the minimum for the respective examination are required to enroll in English 503 during the first term (semester or summer). This course carries three (3) semester hours credit, requires a minimum passing grade of “B” and is included in all GPA calculations, but will not count towards any degree course requirements.

## **ACADEMIC POLICIES AND REGULATIONS FOR GRADUATE STUDENTS**

Academic policies and regulations that are specific to the Graduate College are provided below. The Graduate College adheres to the general Academic Catalog in the areas of registration, grading, class attendance and student grievance. The minimum standard for graduate work leading to a master’s or doctoral degree is a 3.0 grade point average. As a result, the requirements for obtaining “I” and “WP” grades and for maintaining Good Academic standings are one letter grade higher than the requirements for undergraduate students. In addition, the time period for removing an “I” grade is reduced to one semester for graduate students. Grades below a “C” in any required course requires that the course be repeated. An accumulation of no more than eight (8) hours of grades below “B” may be counted towards degree requirements.

### **MINIMUM RESIDENCE**

At least 24 semester hours must be completed in residence, which may include a maximum of (8) hours earned by special examination, for a master’s degree.

### **TIME LIMITS**

1. All work accepted at the time the student is admitted to candidacy must have been earned within a five-year period prior to admission to candidacy. This applies to credit earned at Hampton University as well as to transfer credit. Courses more than five (5) years old must be validated by written examination or by repeating the course(s).
2. All work for the master’s degree must be completed within a period of four (4) years from the start of the semester in which the student was admitted to candidacy. Work to be counted for the master’s degree must be completed within seven (7) successive calendar years of the student’s

initial registration in graduate study at Hampton University. Extension of the time beyond the seven-year limit must have the approval of the advisor and the Graduate Council.

3. All requirements for the Ph.D. must be completed within seven (7) years after initial enrollment in the Graduate College.



# Appendix

HAMPTON UNIVERSITY  
Office of the Registrar

## GRADE RELEASE FORM

Under the U.S. Family Educational Rights and Privacy Act II of 1974, the student must authorize in writing the release of any part of his/her records including his/her grades. The policy can be read in the office of the university Registrar and online.

---

\_\_\_\_ I DO DIRECT Hampton University to release my grades and all other information included within my academic records to:

NAME: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

---

\_\_\_\_ I DO NOT DIRECT Hampton University to release my grades and all other information included within my academic records to anyone other than me.

---

**Please Print Last Name, First and Middle**

---

**Signature**

---

**Student ID Number**

---

**Date**

# OFFICE OF THE REGISTRAR HAMPTON UNIVERSITY

The United States Family Educational Rights and Privacy Act II of 1974 states that a student must authorize, in writing, the release of his academic record.

## RELEASE OF A STUDENT'S ACADEMIC RECORD TO PARENTS

I, \_\_\_\_\_,  
(PRINT FULL NAME OF STUDENT)

\_\_\_\_\_, direct Hampton University to release my  
(SOCIAL SECURITY NUMBER)

Grades and all other information included within my academic records to:

\_\_\_\_\_, \_\_\_\_\_  
(NAME OF RELATIVE) (RELATIONSHIP)

\_\_\_\_\_,  
(ADDRESS OF PARENT/GUARDIAN)

Whose name and address I shall maintain with the Registrar as my next-of-kin, in Hampton University's computer-based address system.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)



Designers: Dr. Jacqueline Bontemps • Paul R. Alexander III