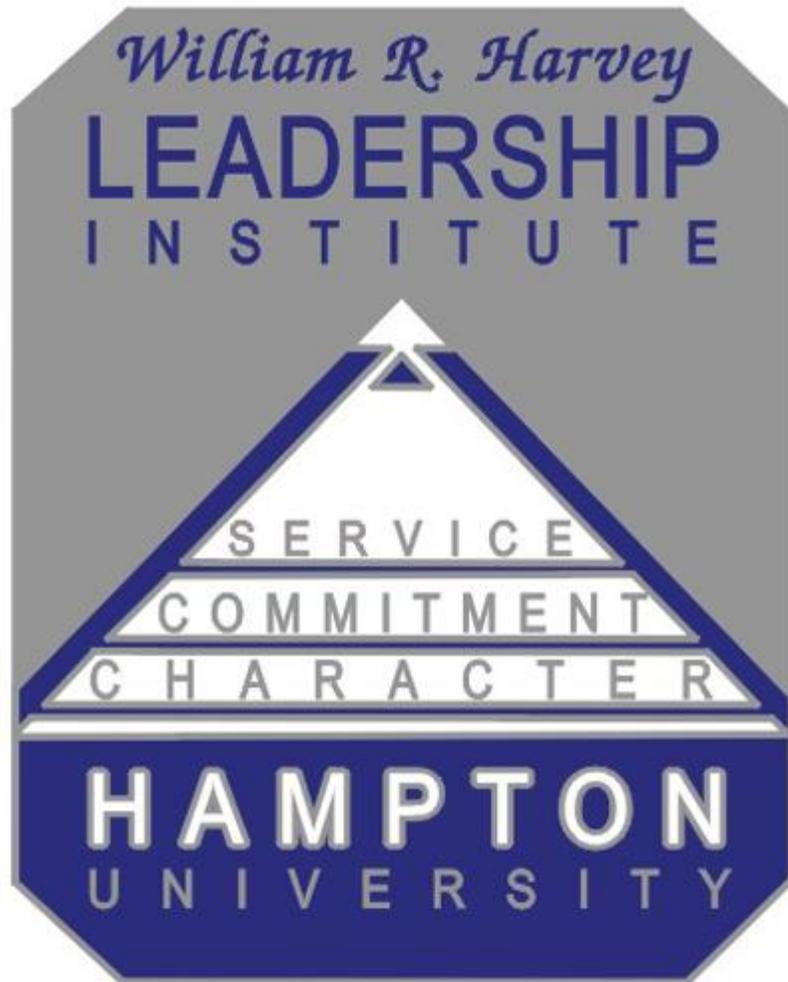


William R. Harvey Leadership Institute



Handbook 2017-2018

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ABOUT THE LEADERSHIP INSTITUTE

The William R. Harvey Leadership Institute accepted its first students in Fall 2000, and is located on the third floor of the Academy Building, one of several National Historical Landmarks on Hampton University's Campus. The Leadership Institute is the vision of Dr. William R. Harvey, Hampton University's President. His vision is to develop leaders who make a positive difference in society, whatever their chosen profession. He envisioned a program, "emphasizing integrity, honesty, respect for others, decency, dignity and responsibility." The Leadership Institute can be viewed as a philosophical rededication to longstanding traditions at Hampton as well as a practical and pedagogical initiative designed to develop young men and women to their fullest academic and moral potential. The objective is achieved through the use of Dr. William R. Harvey's Ten-Step Leadership Model:

- Vision
- Work Ethic
- Academic Excellence
- Team Building
- Innovation
- Courage
- Management
- Fairness
- Fiscal Conversation
- Results

DR. WILLIAM R.HARVEY'S LEADERSHIP MODEL

**All students should make learning these 10 bolded steps a priority*

First, there is **vision**. Visionaries can see the big picture. They look beyond the horizon as they plan, and yes as they dream. Visionaries are creators. Visionaries are undeterred by challenges. Visionaries see stumbling blocks and turn them into stepping stones. Visionaries can transform a situation. Visionaries can persuade others, even critics, cynics, and enemies to follow their lead. Visionaries can get others to take ownership in their vision.

Second, having a good **work ethic** is essential. I don't care how smart you are, how much vision you may have, or how assiduously you plan, you can not get around having a good work ethic. Please know how important this is. An absence of hardwork is telling because you can not fool people for long. They can see it in your results. Hard work can not be compromised.

Third, **academic excellence** is a sine qua non in any higher educational setting. I personally believe in setting the bar high. There are those who would like to make excuses for their performance because of family background, financial status, peer groupings, or some other crutch. All of us have heard about students in high schools and colleges that have dumb-downed because they did not want to be considered geeks by their so-called friends. Well, the fact is that education is the key to the door of freedom for all of us. When we have an opportunity, we should take full advantage of it. Lead, guide, nurture, and help current and prospective students wherever you are.

Fourth, there is **team building**. I am a long time and firm believer in the concept that collective competencies are much better than individual competencies. The training, experience, and wisdom of a group of people will carry you much farther and more successfully nine times out of ten than will those of a single individual. Think about it, group energy, effort, intellect, and other human attributes will produce much better results when they are utilized together for a common good.

Fifth, **innovation** is an integral part of the model. A leader has to sometimes think outside of the box. A leader has to dream bold new dreams. A leader has to think about not what is, but what could be. This is innovation.

Sixth, there is **courage**. Just as a leader must think outside of the box, a leader must also have the courage to stick to his convictions. Included in this component are discipline and perseverance. I will tell you that your thoughts and ideas will be tested--and that is good. You must have the courage to listen and receive input on any subject. However, in the final analysis, after you have had a great deal of analysis, input, challenges, and the like, you must have the courage of your convictions. Sometimes you must say, win, lose, or draw; this is what we are going to do. For no matter the purity of a man's character, the clarity of his insight, the reason of his ration, or righteousness of his cause, if he lacks the courage to stand up, come forward, and lead, his attributes are rendered silent and in many respects, useless.

Seventh, there is **good management**. In my judgment, management is different from leadership. Both are completely necessary if one is to be effective, yet they are different. To me, management is the brains of an effective and efficient operation. Management is an enabler. It helps people to better utilize skills and knowledge. It helps them to do a better job. Every organization needs as many good managers as possible

Eighth, there is **fairness**. In all that we do, in every decision that we make, in every interaction that we undertake, we should always keep fairness at the center of our being. To me it doesn't make a lot of difference if decisions are not popular. It is important, however, for decisions to be fair. If I cannot be fair, even to enemies, then I feel like I have failed. I urge you in your daily interactions to always try and be fair.

Ninth, there is fiscal **conservatism**. As with other components of the model, this is quite simple. If you have a dollar, you can't spend a dollar and twenty-five cents. I don't care how worthwhile the project, how needed that piece of equipment may be, how necessary it is for you to make that trip, if you only have a dollar, you can't spend a dollar and twenty-five cents.

The tenth step focuses on **results**. All of the other component steps lead you to results. If your results are not justifiable, or satisfactory, then somewhere along the way, the other steps have failed. I feel that we must be results-oriented. The means must justify the end. As an example, there are so many people who think that the securing of a computer is the solution. In reality, the computer is a means towards an end, not an end itself.

These are my ten steps to a leadership model for academic administrative success. I offer them to any serious student and/or practitioners of higher education because the model is valid.

HAMPTON UNIVERSITY CODE OF CONDUCT

Joining the Hampton Family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for students, faculty, administration, professional and other employees, and the laws of the Commonwealth of Virginia. 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 which 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.

MISSION STATEMENT

We will develop leaders by exposing them to environments and experiences that encourage the highest level of academic achievement, critical thinking and community service. We will be a conduit toward self-awareness and the application of one's personal strengths to successfully serve in a variety of leadership capacities.

OUR PROGRAM PHILOSOPHY

Character is the foundation of leadership. Recognition as a leader provides an opportunity to influence positive change. Leadership Fellows will possess appropriate expertise in a professional discipline, apply sound leadership principles, possess appropriate leadership traits, demonstrate requisite leadership skills and commit to the responsibility of community service.

The program focus is the pragmatic and ethical application of knowledge and skills

Critical thinking

Team-building

Problem-solving

Conflict resolution

Ethical decision-making

Policy development

Effective communication

Service learning

CURRICULUM

NO.	COURSE	CREDITS
LEA 201	Foundations of Leadership Studies	Credit 2
<p>Introduction to the history and theory of leadership. Survey of leadership competencies through analysis of leader biographies. LEA 201 is a prerequisite to all other Leadership Institute courses.</p>		
LEA 202	Practices and Tools of Leadership	Credit 2
<p>The focus is the development of the personal skills required to ethically follow and lead. Critical thinking and problem-solving approaches as they relate to ethical leadership will be examined. The responsibilities and techniques of effective communication will be explored.</p>		
LEA 301	Ethics and Leadership	Credit 3
<p>Examines the historic development and intellectual foundations of ethics with focused attention on the moral implications and how they apply to contemporary leadership issues. Designed to engage the students in essential questions relating to the study of ethics and its relationship to the practice of leadership and ethical decision making.</p>		
LEA 302	Leadership in Organizations	Credit 2
<p>Exploration of group dynamics related to how groups function. Development of skills required to follow and lead in groups. Examines team-building, motivation and conflict resolution. Differentiation of leadership roles in public, private and non-profit organizations.</p>		
LEA 303	Service Internship	Credit 3
<p>400 hours of applied experience in a public service organization in which the student can meet course objectives. The internship will provide a firsthand opportunity to understand the responsibilities, challenges and rewards of committed community service. The student will collaborate with a faculty advisor during the internship</p>		
LEA 304	Leadership in Context	Credit 2
<p>Study and analyze ethical leaders and leadership in private industry, politics, social reform movements and international affairs.</p>		

LEA 305 International Service Learning

Credit 2

The study of cultural intelligence theory and concepts as well as the application of entrepreneurial leadership theories, concepts, and characteristics.

LEA 400 Leadership and Policy

Credit 2

Analysis of policy development and implementation. Students will explore the alternatives, responsibilities and the ethical and moral dimensions of policy making. The course will include practical exercises on: issue identification and analysis; developing courses of action; developing, implementing and evaluating policies.

LEA 401 Senior Leadership Seminar

Credit 2

Senior capstone course focused on interactive study of current leadership issues in student's major area of academic study.

SAMPLE CURRICULUM OUTLINE

Freshman Year	Semester	
	1st	2nd
Leadership 201, 202.....	2	2
Total	2	2

Sophomore Year	Semester	
	1st	2nd
Leadership 302, 304.....	2	2
Total	2	2

Junior Year	Semester	
	1st	2nd
Leadership 301.....	3	
Leadership 303.....		3
Total	3	3

Senior Year	Semester	
	1st	2nd
Leadership 400, 401.....	2	2
Total	2	2

Total Credits **18**

ACADEMIC REQUIREMENTS

In order to achieve and remain in academic good standing while in the program at the William R. Harvey Leadership Institute, a student must maintain an overall grade point average of at least a 2.75, a grade point average of a 3.0 in all Leadership Institute courses, and a passing grade of at least a “C” in all courses counted toward his/her minor. A 3.0 grade point average is the **absolute minimum** required to obtain a minor in Leadership studies. A student who falls below a 3.0 grade point average in Leadership Studies and an overall grade point average of 2.75 will be placed on probation. If the student fails to achieve the required grade point average at the end of the following semester, the student is subject to dismissal from the William R. Harvey Leadership Institute.

In addition to the coursework outlined above, each student is required to participate in a service learning experience and/or internship as well as participate in all mandatory events/activities.

SERVICE LEARNING

The William R. Harvey Leadership Institute was built on the principles of leadership, ethics, and service. In maintaining the goal of preparing exceptional and promising students for leadership roles in their professions and in their communities, all students are required to complete an off-campus service requirement totaling, at minimum, 400 hours. Service opportunities may include working with community development initiatives, organizing efforts surrounding hunger, homeless, and aging issues, participating in clinical health programs, and a range of other service projects.

All service learning internships must be approved *prior to* completion of service hours using the appropriate form. Furthermore, a student’s hours must be accumulated using a *maximum of four* different organizations.

MANDATORY EVENTS

In addition to class meeting times, all William R. Harvey Leadership Institute students are required to attend specific events. Failure to attend a scheduled event will result in an *unexcused absence—NO EXCEPTIONS*. The following events/activities require student attendance:

- Wednesday, August 30, 2017 @ 7:00am - Freshman Orientation (Academy Building)*
- Tuesday, September 5, 2017 @ 6pm- WRHLI Town Hall Meeting (McGrew Towers)
- Tuesday, October 3, 2017 @ 6pm- Monthly Lecture Series (McGrew Towers)
- Thursday, November 9, 2017 @ 6 pm- Monthly Lecture Series (Scripps Howard)
- Thursday, January 25, 2018 @ 6 pm- Freshmen Induction Ceremony (McGrew Towers)**
- Monday, February 19, 2018 @ 6 pm- Monthly Lecture Series (McGrew Towers)
- Monday, March 19, 2018 @ 6pm- Monthly Lecture Series (McGrew Towers)
- Wednesday, April 25, 2018 @ 6pm- Senior Graduation Ceremony (Student Center Ballroom)**

* Mandatory for new Fellows only; Casual attire

** Indicates business professional attire required; all other events require business casual attire wearing the Leadership Institute polo shirt

ATTENDANCE

Successful performance in college courses is dependent upon regular student attendance and participation. You are expected to be present at and participate in every class. Though we realize that there will be occasions when students must miss class, there are consequences for missing class. For a class that meets once per week, students are allowed one (1) unexcused absences per class, per semester. For a class that meets twice per week, students are allowed two (2) unexcused absences per class, per semester. Each subsequent absence will result in a *full letter grade deduction* on your final course grade. ***Furthermore, missing more than the allocated absences may result in probation and/or subsequent dismissal from the Institute.*** If a student is marked late three (3) times, it will equal one (1) absence; however, students arriving more than 10 minutes late will be marked absent. Finally, absence at a mandatory Leadership Institute event will be marked as an unexcused class absence.

EXCUSED ABSENCES

Only excused absences will be accepted. An original copy of the excused absence letter **and** form must be provided **within 7 calendar days of the absence**. A note from the physician or hospital form will be acceptable, but must be accompanied by the designated form.

POLICY ON MISSED COURSEWORK

In general, students should consult the course syllabus for policies on make-up work for specific courses. Unexcused absences from any assessment, examinations, or assignments are handled at the discretion of the instructor and may result in receipt of a zero for each quiz, examination, or assignment missed.

Students who miss an assignment, quiz, exam, etc. due to an excused absence must **contact the course instructor by phone or e-mail prior to the absence or immediately upon return to campus.** If a student is not able to contact the instructor, the Director and Academic Coordinator of the William R. Harvey Leadership Institute should be notified. In order to make up assignments, students must complete a “Request for an Excused Absence/Tardiness” form as mandated and must have the absence approved as excused by the professor. **It is the responsibility of the student to contact the professor immediately upon return to arrange for promptly completing any missed assignments.** Make-up assignments will be handled on an individual basis and will be clearly relayed to the student. Examinations will be rescheduled on a case-by-case basis at the discretion of the instructor.

REVIEW OF EXAMINATIONS GRADE

Challenges to test/quiz/assignment/project grades must be initiated **within seven (7) calendar days** of the return of the grade. In order to initiate the process, the *student* should adhere to the following guidelines:

1. E-mail the course instructor to schedule a meeting for review and challenge; the director and the academic coordinator should be copied on the e-mail communication.
2. Student and course instructor should document the details of the meeting; both parties should keep a signed copy of this documentation for his/her records.
3. In the event the issue is not resolved with the course instructor, the student should e-mail to schedule a meeting with both the director and academic coordinator. The student should bring prior documentation and all other pertinent documentation to the meeting.

GRADE APPEAL (GRIEVANCE) 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. Students should follow the procedure outlined in the Student Complaint/Grievance Form.

HONOR CODE

Leadership Fellows are also expected to uphold the Hampton University Code of Conduct as well as the conduct guidelines outlined in this handbook in all his or her academic and personal encounters. Students are expected to adhere to the following commitments: students vow to never lie, cheat, steal, or demonstrate disrespectful behavior to Leadership Fellows and the Leadership Institute's faculty and staff. Failure to adhere to this pledge will result in *immediate and permanent dismissal* from the William R. Harvey Leadership Institute.

*****The Fall Semester is considered a probationary period for all freshmen Leadership Fellows; therefore, failure to adhere to the minimum attendance, grade point average and conduct requirements during the Spring Semester of Freshman year will result in dismissal from the William R. Harvey Leadership Institute. *****

DRESS CODE

The William R. Harvey Leadership Institute expects students to appear neat, clean and well groomed. If a student does not wear appropriate attire, he/she will not be allowed to attend class until dressed properly. Students are expected to follow the intent as well as the specifics of the dress code; the final decision concerning the appropriateness of a student's appearance rest with the Administration.

The following items of clothing are NOT permitted:

- Hats, caps, or head scarves (*Please note this does not apply to headgear considered part of religious or cultural dress*)
- Clothing with inappropriate or vulgar lettering or messages
- Pajamas or pajama slippers
- Undershirts worn as outerwear
- Pants worn below the waist
- Skirts or shorts shorter than four (4) inches above the knee for casual attire; skirts shorter than two (2) inches above the knee for business attire
- Spaghetti straps, halter tops, tube tops, low cut tops, or tops exposing the midriff

BUSINESS ATTIRE

All Leadership Fellows will dress in business attire for formal functions and presentations.

Women's attire:

- A dark colored suit, e.g. – black, gray, or navy. Solid or fine pinstripe. Skirt suits should be no shorter than two inches above the knee.
- Blouse or dress shirt.
- Mid-heel, closed-toe dress shoes.
- Minimal jewelry and perfume.

Men's attire:

- A dark colored suit, e.g. – black, gray, or navy. Solid or pinstripe.
- Long-sleeved, button-down shirt with a tie.
- Black or dark brown dress shoes with dark socks that complement your suit.
- Minimal jewelry and cologne.

Students who arrive to formal functions not dressed in the proper attire will be asked to leave, change, and then return to class.

BUSINESS CASUAL ATTIRE

The business casual attire for the William R. Harvey Leadership Institute will be:

Gentlemen – Blue/Black or Khaki pants (with black or brown dress shoes), with the Leadership Institute polo shirt (no sneakers nor Timberland boots)

Ladies – Blue/ Black skirts (with black or brown dress shoes) or Blue/Black or Khaki pants, with the Leadership Institute polo shirt (no sneakers nor colored shoes).

COMMUNICATION

All William R. Harvey Leadership Institute students are required to obtain and maintain a Hampton University e-mail account (john.smith@my.hamptonu.edu). The account is provided through the Academic Technology Mall, located on the 5th floor of the Harvey Library. Any difficulties experienced by the student should be rectified immediately by going to the ATM. WRHLI communication is via e-mail and failure to receive the communication because of inactive e-mail is not an excuse.

Important information about school events, scholarships, internships, etc. will be *sent exclusively to your myhamptonu.edu e-mail address*. Since the student e-mail accounts have limited storage capacity, you must regularly “clean” your e-mail account so new messages can get through.

POLICY ON USE OF SOCIAL MEDIA

Social Media is defined as media designed to be disseminated through social interaction, created using highly accessible publishing techniques that can be easily expanded on demand. Examples include but are not limited to Facebook, Twitter, LinkedIn, YouTube, Flickr, MySpace, and blogs. Social media is a powerful communication tool that has a significant impact on professional and organizational reputations.

The following guidelines must be followed by all students in the Hampton University William R. Harvey Leadership Institute:

1. Content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal, may not be posted.
2. Privacy laws must be respected. Good judgment and common sense should be exercised, and confidential information about the university, faculty, staff, or students may not be posted.
3. Think before you post, and be mindful of the type of photos you upload. There is no such thing as “private” on social media.
4. In maintaining the traditions of Hampton University, be respectful, thoughtful, and professional. Remember that as a member of the Hampton University community, postings can impact the image of the University as well as your own.

STUDENT EMPLOYMENT

The William R. Harvey Leadership Institute understands that many students need to work in order to fulfill their personal financial obligations. However, academic achievement is premier. Therefore, students **ARE NOT** permitted to miss class time nor any other mandatory event due to a work conflict. An absence accumulated secondary to a work conflict will be deemed an *unexcused* absence.

ACKNOWLEDGMENT OF STUDENT ACCEPTANCE OF CONTRACT

I agree that I read and thoroughly understand the attached manual for the William R. Harvey Leadership Institute and will comply with the requirements of this handbook in full, particularly the Hampton University Code of Conduct and Dress Code. Deliberate violations will result in a penalty for each violation.

I understand that I must communicate with the director, faculty, and staff of the William R. Harvey Leadership Institute throughout my undergraduate matriculation. I understand that if I have any emergency or conflict that would prevent me from meeting my responsibilities. I will inform the Institute of my situation in a timely and direct manner.

I understand that as a fellow of the William R. Harvey Leadership Institute, I am responsible for my own academic progress. I know that missing deadlines for assignments, failing to communicate with my instructor, or any other policy violation of the program or university may make me subject to dismissal from the program.

[] I am a(n) _____ major/Leadership minor

Name: (print) _____ ID#: _____

Local Address (Dorm): _____

City: _____ State: _____ Zip: _____

Cell: _____

HU E-mail: _____

EMERGENCY CONTACT

Name: _____

Phone Number: _____

Signature: _____ Date: _____



William R. Harvey Leadership Institute

Absence/Tardiness Notification

Student Name: _____

Date of Absence: _____

LEA Course #: _____
(Please list all courses if absence is for a mandatory event or multiple classes)

HU ID#: _____

Professor: _____

An original copy of the excused absence letter and form should be provided prior to your absence, if possible, but **must** be submitted **within 7 calendar days** following the absence.

Reason for Absence Tardiness (check one):**

**** Documentation must remain attached to this form. Form is not considered submitted and will not be processed if there is no supporting documentation attached.**

Student Signature:

Submission Date

Professor Signature: _____
(Required prior to submission unless absence/tardy is for a mandatory event)

Accepted

Not Accepted

Date

***Academic Coordinator:** _____
Accepted

Not Accepted

Date

***Deputy Director:** _____
Accepted

Not Accepted

Date

***Director:** _____
Accepted

Not Accepted

Date

* Only two signatures from this group is required to process form



William R. Harvey Leadership Institute

Service-Learning Pre-Approval Form

Student Name: _____ **HU ID#:** _____

Name of Organization/Agency: _____

Address: _____

Contact Person (S): _____

Title/Position: _____

Phone # (S): _____

Email Address (S): _____

Proposed Project Description:

Signature of Contact Person: _____

Complete one of the following:

This will be ONE DAY OF SERVICE

Date: _____

This will be ONGOING SERVICE

Beginning Date: _____

Ending Date: _____

Student Signature: _____

Academic Coordinator Permission:

The service learning project described above is acceptable for service-learning hours.

Academic Coordinator Signature

Approved: _____

Denied: _____

Please note that only a maximum of four organizations can be used towards your 400 hours of service learning



William R. Harvey Leadership Institute

Service-Learning Form

Student Name: _____

HU ID#: _____

LEA 303 - Program Requirements

*Complete 400 hours of applied experience in a public service organization.

Service Learning/Community Service Completed

Agency	Address	Supervisor Contact	Date Started	Date Completed	Amount of Hours

Leadership GPA at the start of LEA 303: _____

Final GPA: _____

Director

Date



William R. Harvey Leadership Institute

Classroom Use Request

Student Name: _____

Today's Date: _____

HU Email: _____

HU ID#: _____

***Please complete one form for each room request and/or date request.** In order to provide service excellence and ensure scheduling accuracy, all room requests must be submitted at least **72 hours in advance** of actual date needed. Confirmation notice will be sent via email. Request only class size needed.

*It is the responsibility of the requestor to adhere to all university policies regarding use of facilities. It is further understood that space is assigned for the event only as specified on the confirmation received.

Please initial each line below to indicate that you have read, understood, and agree with the policies listed below.

- _____ 1. The student requesting the space must be currently registered and in good standing with the WRHLI.
- _____ 2. The requesting student assumes responsibility for any damages
- _____ 3. No classroom furnishings (chairs, desks, tables, etc.) are to be removed from or added to the space without prior approval.
- _____ 4. The requesting student will ensure the classroom is cleaned immediately after completion of the event

I have read and agree to follow all policies and procedures stated above.

Signature

Date

Specific Room Requested _____

Date Requested: _____

Start Time: _____

End Time: _____

Comments

*****Staff Use Only*****

Approved _____ **Disapproved** _____ **Date** _____



GRIEVANCE PROCEDURE FOR HAMPTON UNIVERSITY

WILLIAM R. HARVEY LEADERSHIP INSTITUTE STUDENTS

STEP ONE: START AT THE SOURCE OF THE PROBLEM (please note: it is the student's responsibility to initiate this process *within 10 days* of the start of the subsequent semester for grievances related to grades. For all other grievances, every effort should be made to initiate this process immediately)

- a) Schedule a conference with the instructor of the course or staff personnel as applicable.
- b) Be prepared to discuss issues of concern clearly. Do not speculate.
- c) The Instructor/Staff Personnel will provide a statement in the appropriate section on page 3
- d) Proceed to the next level of authority if the problem or concern is not resolved. It is the student's responsibility to provide the form to the next faculty/staff member. The form may be presented in hardcopy or completed online and emailed. Note: you will need to create a digital signature to sign the form prior to emailing.

STEP TWO: SCHEDULE A CONFERENCE WITH ACADEMIC ADVISOR

Repeat steps B, C and D as stated in Step One.

STEP THREE: SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT

Repeat steps B, C and D as stated in Step One.

STEP FOUR: SCHEDULE A CONFERENCE WITH THE WILLIAM R. HARVEY LEADERSHIP INSTITUTE GRIEVANCE COMMITTEE (See Secretary).

Repeat steps B, C and D as stated in Step One.

STEP FIVE: SCHEDULE A CONFERENCE WITH THE PROVOST OF HAMPTON UNIVERSITY.

Repeat steps B, C and D as stated in Step One.

NOTE: If steps one through four 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.

Source: (Modified) Hampton University Academic Catalog 2016-2018, page 25.



William R. Harvey Leadership Institute

Student Complaint/Grievance Form

Instructions: A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint or grievance in the Williams R. Harvey Leadership Institute should complete this form following proper procedures.

Student Information			
Student Name:			
Address:	City/State/Zip:		
Student ID#:	Semester & Year:		
Cell Phone Number:	Email Address:		
Type of Grievance: Grade Appeal Unfair Treatment Other: _____	Name of Course (If applicable):		
Complaint/Grievance Information			
Name of the individual(s) and/or department against whom the complaint/grievance is filed:			
Describe your complaint/grievance in detail. Include date(s) of occurrence (be as specific as possible). Attach additional sheets, if necessary, along with supporting documentation. If there are any witnesses who should be interviewed, please list names and contact information.			
START AT THE SOURCE OF THE PROBLEM			
Date:	Instructor/Administrator	Was your complaint/grievance resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>comment on page 3</small>	
SCHEDULED CONFERENCE WITH ACADEMIC ADVISOR			
Date:		Was your complaint/grievance resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHEDULED CONFERENCE WITH ADMINISTRATIVE HEAD OF THE DEPARTMENT			
Date:		Was your complaint/grievance resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHEDULED CONFERENCE WITH WRHLI GRIEVANCE COMMITTEE			
Date:	Secretary (scheduler)	Date committee will convene:	Was your complaint/grievance resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No
SCHEDULED CONFERENCE WITH THE PROVOST OF HAMPTON UNIVERSITY			
<small>NOTE: If steps one through four have been omitted, the Provost will refer the case back to the step that was omitted.</small>			
Date:	Provost	Provost Decision:	

I, _____, understand that it is my responsibility to initiate this process within 10 days of the start of the subsequent semester for any grade related grievance and that failing to adhere to the 10 day requirement will result in my complaint/grievance being considered closed. I understand that the information contained in the complaint/grievance form will be held confidential to the extent possible. Complaint/grievance information may be shared with the institute and university officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions.

Signature of Student

Date



William R. Harvey Leadership Institute

Student Complaint/Grievance Form

Instructor/Staff Personnel

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Academic Advisor

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Administrative Head of the Department

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Grievance Committee

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Provost

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