

**VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS
Virginia State University, Virginia 23806**

**BOARD MEETING
MINUTES
April 29, 2016**

CALL TO ORDER

Mr. Harry Black, Rector, called the meeting of the Virginia State University (“VSU”) Board of Visitors (“Board”) to order in Room C of the Gateway Dining Event Center at 9:41 a.m.

ROLL CALL

A quorum was present.

Board Members Present:

Mr. Harry Black, Rector
Mr. Willie C. Randall, Vice Rector
Ms. Daphne Maxwell Reid, Secretary
Ms. Thursa Crittenden
Dr. Daryl C. Dance (*left 3:28 p.m.*)
Dr. Robert E. Denton, Jr.
Mr. Michael Flemming
Mr. Charlie W. Hill
Dr. Alma C. Hobbs
Mr. Frederick S. Humphries, Jr. (*absent*)
Ms. Jennifer Hunter
Mr. Xavier Richardson
Mr. Glenn Sessoms
Mr. Wayne Turnage (*arrived 9:49 a.m.*)
Mr. Huron F. Winstead
Dr. Milton O. Faison, Faculty Representative to the Board
Mr. Marshawn Shelton, Student Representative to the Board

Administration Present:

Dr. Makola M. Abdullah, President
Dr. Letizia Gambrell-Boone, Vice President for Student Affairs
Dr. W. Weldon Hill, Vice President for Academic Affairs
Dr. Garvin Maffett, Vice President for Institutional Advancement
Dr. Anthony Thompson, Associate Vice President for Institutional Advancement
Mr. Kevin Davenport, Vice President for Administration and Finance
Mr. Hubert Harris, Chief of Staff

Ms. Joanne Curtis Taylor, Chief Audit Executive
Ms. Gwen Williams Dandridge, Interim Director of University Relations and Communications

Legal Counsel Present:

Ms. Ramona L. Taylor, University Legal Counsel
Ms. Bonnie J. Holmes, Legal Assistant, University Legal Counsel

Other Attendees:

Ms. Christy G. Brown, Board Liaison
Mr. Osubi Craig, Special Assistant to the President
Mr. Henry DeBose, Student Affairs
Rev. Delano Douglas, Campus Ministries
Mr. Travis Edmonds, Office of Information Technology
Ms. Joyce Henderson, Executive Director, VSU Real Estate Foundation
Dr. Robert L. Turner, Executive Director, VSU Foundation
Ms. Chris Wallace, Office of the President
Ms. Anita Wynn, Office of Institutional Advancement

COMMITTEE REPORTS

All committee reports were accepted as presented to the Board and are reflected in these draft minutes.

GENERAL ACTIONS

Action on the approval of the 2016-2017 board officers, board committee chairs and foundation board liaisons:

Rector - Mr. Black
Vice Rector - Mr. Winstead
Secretary - Ms. Crittenden
Chair, Facilities, Finance and Audit - Mr. Flemming
Chair, Academic and Student Affairs - Dr. Denton (alternate Dr. Hobbs)
Chair, Institutional Advancement - Ms. Hunter (alternate Mr. Richardson).
Chair, Resources - Mr. Randall (alternate Mr. Sessoms)
VSU Foundation Liaison - Mr. Richardson
Real Estate Foundation Liaison - Mr. Hill
VSU Research Foundation Liaison - Dr. Hobbs
Reginald F. Lewis College of Business Foundation Liaison - Mr. Humphries

Board of Visitors
MINUTES
Page 3

Action on the reaffirmation of the Virginia State University Code of Ethics (*approved by the full Board*).

Action on the reaffirmation of the Virginia State University Freedom of Information Act Rights and Responsibilities (*approved by the full Board*).

Action on the reaffirmation of the Virginia State University Statement of Governance as amended (*approved by the full Board*).

Action on the approval of the 2016-2017 Board meeting schedule as amended (*approved by the full Board*).

Action on the approval of the minutes of the Board meeting held February 11-12, 2016 (*approved by the full Board*).

Action on the approval of the minutes of the Executive Committee meeting held March 10, 2016 (*approved by the full Board*).

Action on the approval of the minutes of the Executive Committee meeting held March 25, 2016, as amended (*approved by the full Board*).

Action on the approval of Promotion and/or Tenure candidates (*approved by the full Board*).

Action on the approval of Professor Emeritus to Dr. Richard I. Schwartz (*approved by the full Board*).

Action on the approval of Professor Emeritus to Dr. Raymond Fletcher (*approved by the full Board*).

Action on the approval of nominee for the Presidential Medallion: Ms. Daphne Maxwell Reid (*approved by the full Board*).

Action on the approval of nominee for the Presidential Medallion: Ms. Lashrecse D. Aird (*approved by the full Board*).

Action on the approval of an addition to the *Faculty Handbook* (*approved by the full Board*).

Action on the approval of faculty contract changes for the Reginald F. Lewis College of Business (*approved by the full Board*).

Action on the approval of the Resolution to Confirm Acceptance of the Adrienne P. Whitaker & Christine E. Marshall-Thomas Endowment Fund (*approved by the full Board*).

Action on the approval of the Resolution to Confirm Acceptance of the Hill Leadership Institute *(approved by the full Board)*.

Action on the approval of Alumnus of the Year, Ms. Brenda Stith-Finch *(approved by the full Board)*.

Action on the approval of the Resolution Authorizing the Operating Budget for Fiscal Year 2016-2017 *(approved by the full Board)*.

Action on the approval of the Resolution for Tuition and Fees for Academic Year 2016-2017 *(approved by the full Board)*.

Action on the approval of the Resolution Authorizing Funding for Multipurpose Center Operating Costs *(approved by the full Board)*.

Action on the approval of the Resolution for the Revised Fiscal Year 2016 Internal Audit Plan *(approved by the full Board)*.

Action on the approval of the Resolution for Approval to Sell Police Officer Firearm *(approved by the full Board)*.


Action for affirmation of President's Personnel Recommendations *(approved by the full Board)*.

Action to grant authority to Rector, President and Legal Counsel to draft necessary action clauses in original land conveyance resolution *(approved by the full Board)*.

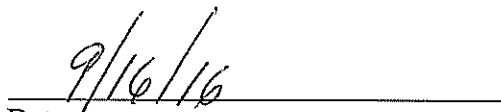
Action on the approval of the Board Self-Assessment 2016 Proposed Goals with amendments *(approved by the full Board)*.

Action to approve the President's evaluation tool *(approved by the full Board)*.

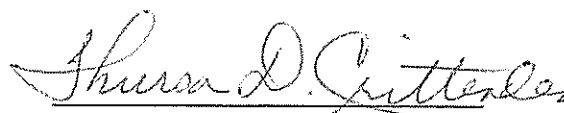
There being no further business, the Rector adjourned the meeting of the Board at 3:30 p.m.



Harry Black, Rector



Date



Thursa D. Crittenden, Secretary



Date

Virginia State University

Petersburg



Virginia

Resolution of the Board of Visitors

Approving the 2015-2016 Alumnus of the Year

Ms. Brenda Stith-Finch

WHEREAS, § 23-165.6 of the Code of Virginia provides that "[t]he board shall control and expend the funds of the University and any appropriation hereafter provided, and shall make all needful rules and regulations concerning the University, appoint the president, who shall be its chief executive officer, and all professors, teachers and agents, and fix their salaries, and generally direct the affairs of the University"; and

WHEREAS, Brenda Stith-Finch is a graduate of Virginia State University, having earned a bachelor's degree in Agricultural Business, a Master of Business Administration from Syracuse University (New York), and certificates in leadership studies from the Wharton School of Leadership Development and the Center for Creative Leadership Development; and

WHEREAS, Ms. Stith-Finch worked in the private sector as a highly successful executive, including her service as Vice President of the Verizon Federal Service and Program Management teams, Vice President of the Verizon Partner Solutions, Vice President Federal Strategic Outsourcing, Vice President International Managed Services Program Management and Technology and Automation Support, Vice President of Large Business Services, and Vice President Global Enterprise Project Management; and

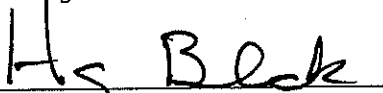
WHEREAS, Ms. Stith-Finch's responsibilities included support for over 1,000 Federal Government agencies and customers; providing end-to-end service delivery for specialized customer billing contract modifications, contract compliance; comprehensive Operation Risk Management Strategy, and contract deliverables; projects from pre-implementation planning through post-implementation transition, supporting over \$650 million in sales revenue; contract management, quality assurance, strategic planning, technical support; and services to the Federal Government under a variety of Federal contract vehicles, valued at over \$737 million among numerous other obligations and achievements; and

WHEREAS, despite the extraordinary demands of her profession, Ms. Stith-Finch's commitment to service is clearly evident from her many highly involved volunteer efforts over the years, including stints as a former Board Member and Vice President of GALA Hispanic Theatre, the National Board of Future Business Leaders of America, and the Children's Advisory Board for INOVA Fairfax Children's Hospital; and

WHEREAS, she is a member of the Alpha Kappa Alpha Sorority, Incorporated, and has been recognized for her servant-leadership by numerous other organizations, such as the Verizon Business Unit Excellence Award, the National Eagle Leadership Institute Award, the Future Business Leaders of America Business Person of the Year Award, the National Women of Color Technology Award, the Most Important Blacks in Business and Technology Award, and the Pentagon Command Communication Survivability Program Award, among others; and

WHEREAS, her long-standing, stellar dedication to her Alma Mater as a Loyal Daughter is evidenced by her personal commitment of time and talent as President of the Northern Virginia Chapter of the Virginia State University Alumni Association—a philanthropic leader for the University;

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby names Brenda Stith-Finch 2015-2016 Alumnus of the Year with all the rights and privileges thereto appertaining.


Henry Black, Rector

4/29/16

Date


Daphne Maxwell Reid, Secretary

4-29-16

Date

Virginia State University

Petersburg



Virginia

Resolution of the Board of Visitors

Approving a Presidential Medallion Recipient

Ms. Daphne Maxwell Reid

WHEREAS, § 23-165.6 of the Code of Virginia provides that "[t]he board shall control and expend the funds of the University and any appropriation hereafter provided, and shall make all needful rules and regulations concerning the University, appoint the president, who shall be its chief executive officer, and all professors, teachers and agents, and fix their salaries, and generally direct the affairs of the 'University'; and

WHEREAS, the University endeavors to recognize persons who, by their efforts, concerns, and contributions, have a positive impact upon the pursuit of its mission—such individuals include (but are not limited to) public officials, community servants, faculty, staff and alumni; and

WHEREAS, the Honors and Honorary Degrees Committee is the extension of the President, through which all nominations should be submitted, and the Board of Visitors has established that all recommendations for honors and awards shall be submitted to the Honors and Honorary Degrees Committee; and

WHEREAS, Daphne Maxwell Reid was appointed to the Virginia State University Board of Visitors in 2008 by The Honorable Timothy M. Kaine, 70th Governor of the Commonwealth of Virginia; and

WHEREAS, Ms. Reid has faithfully served as a Member of the Board of Visitors for eight years (two consecutive terms of four years) with distinction, including election as one of its officers—Secretary; and

WHEREAS, Ms. Reid earned a baccalaureate degree in architecture and design from Northwestern University and has enjoyed long and illustrious career in the arts, specializing in virtually all aspects of film and television; she had played numerous screen roles and is best-known for her role as Vivian Banks in the NBC television comedy *The Fresh Prince of Bel Air*; and

WHEREAS, Ms. Reid was the first black woman to be featured on the cover of *Glamour* magazine and a recipient of the "Women of Vision Award" from Women in Film and Television International; and

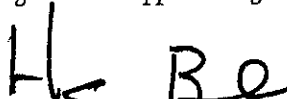
WHEREAS, Ms. Reid is a multi-faceted artist and practitioner who co-founded New Millennium Studios (located in Petersburg, Virginia—a full-service film studio) and a gifted writer and photographer who has traveled the world and captured images of portals, doors, gates and architectural details and published two books chronicling her work (*Daphne Maxwell Reid's Fresh Prints*); and

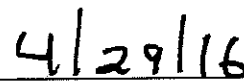
WHEREAS, Ms. Reid's tireless and unswerving service to students, education, the arts, the City of Petersburg, the Commonwealth of Virginia, and Virginia State University are only partially represented by a myriad of board memberships, including those of the Petersburg Library Foundation, the Virginia Commonwealth University Foundation, and the Jamestown 2007 Commemoration (a Federal Commission); and

WHEREAS, Ms. Reid has demonstrated unwavering commitment to the mission and advancement of Virginia State University in its every endeavor, giving freely and generously of her time, talent, ability, and energy; and

WHEREAS, the University Committee on Honors and Honorary Degrees has unanimously approved Ms. Reid's nomination for the prestigious VSU Presidential Medallion, which was endorsed by the Provost and subsequently approved by the University President;

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves awarding Daphne Maxwell Reid the Virginia State University Presidential Medallion with all the rights and privileges thereto appertaining.


Harr Black, Rector


Date

VIRGINIA STATE UNIVERSITY
Virginia State University, Virginia

Resolution of
The Board of Visitors of
Virginia State University
to
Confirm the Acceptance of the
Hill Leadership Institute

WHEREAS, in November 2015, Virginia State University confirmed a commitment by Charlie Wyatt Hill in the amount of \$10,000.00 for the purpose of establishing the Hill Leadership Institute; and

WHEREAS, Board of Visitors' member Charlie Hill (Class of 1966) established the endowed Charlie Hill Leadership Institute with intentions to prepare future leaders for service in their careers and life in general; and

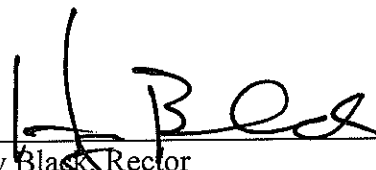
WHEREAS, the Hill Leadership Institute at Virginia State University facilitates the development of entry-level leaders for the global workplace and communities; and

WHEREAS, the Hill Leadership Institute is designed to promote development of students admitted to the Institute by having a desire to serve the needs of others; and

WHEREAS, § 23-170 of the *Code of Virginia* states that "[t]he board shall have power to take, hold, receive and enjoy any gift, grant, devise or bequest to the Visitors of Virginia State University or to or for the benefit of the University. Any such gift, grant, devise or bequest shall be used for the purposes designated by the donor, if any, or, if no purposes are so designated, for the general purposes of the board."


NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors of Virginia State University confirms the receipt and acceptance of the specific gift noted and filed with the permanent records in the Office of Institutional Advancement; and be it

FURTHER RESOLVED, that this gift will be invested with Virginia State University for the establishment of the Hill Leadership Institute.



Harry Black, Rector
4/29/16

Date



Daphne Maxwell Reid, Secretary
4-29-16

Date

VIRGINIA STATE UNIVERSITY
Virginia State University, Virginia

Resolution of
The Board of Visitors of
Virginia State University
to
Confirm the Acceptance of the
Adrienne P. Whitaker & Christine E. Marshall-Thomas Endowment Fund

WHEREAS, Virginia State University has received gifts totaling \$10,000.00 for the purpose of establishing the Adrienne P. Whitaker & Christine E. Marshall-Thomas Endowment Fund; and

WHEREAS, Adrienne P. Whitaker established this endowment based on initial employment at Virginia State University as interim Associate Vice President of Institutional Advancement from June 1, 2013 to September 24, 2014, and then as Vice President of Institutional Advancement until June 24, 2015.

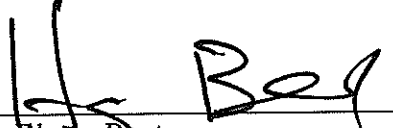
WHEREAS, Christine Elizabeth Marshall-Thomas learned to sew under the loving teachings of her grandmother, Christina Saunders. This endowment has been established for students majoring in FACS (Family and Consumer Sciences) who are enrolled in the TAMM (Textiles and Materials Management) Program.

WHEREAS, Ms. Adrienne P. Whitaker's intent was to establish the endowment in memory of Christine E. Marshall-Thomas and in honor of the mother-daughter relationship between Adrienne P. Whitaker (formerly Adrienne Patrice Marshall Thomas) and Christine Elizabeth Marshall-Thomas. It is established with the support of the Saunders-Rahming(s) Family and will be used solely for the purpose of attracting and providing financial awards for students enrolled and matriculating at Virginia State University.


WHEREAS, § 23-170 of the *Code of Virginia* states that "[t]he board shall have power to take, hold, receive and enjoy any gift, grant, devise or bequest to the Visitors of Virginia State University or to or for the benefit of the University. Any such gift, grant, devise or bequest shall be used for the purposes designated by the donor, if any, or, if no purposes are so designated, for the general purposes of the board."

NOW, THEREFORE, BE IT RESOLVED, that the Board of Visitors of Virginia State University confirms the receipt and acceptance of the specific gift noted and filed with the permanent records in the Office of Institutional Advancement; and be it

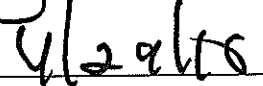
FURTHER RESOLVED, that this gift will be invested with Virginia State University for the establishment of the Adrienne P. Whitaker & Christine E. Marshall-Thomas Endowment Fund.



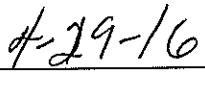
Harry Black, Rector



Daphne Maxwell Reid, Secretary



Date



Date

Resolution of
The Board of Visitors of
Virginia State University
To Approve
Revised Fiscal Year 2016 Internal Audit Plan
April 29, 2016

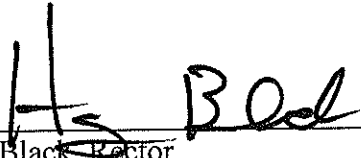
WHEREAS, the Board of Visitors may find it necessary to modify the audit plan scope of work and/or allocate Internal Audit Department resources to other areas based upon new discovery or vulnerability; and

WHEREAS, the Chief Audit Executive proposes a revised audit plan to assist the Board of Visitors in its fiduciary responsibility; and

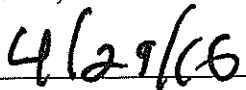
WHEREAS, the Chief Audit Executive has prepared the Revised FY 2016 Internal Audit Plan to reflect the reallocation of resources resulting from the increase in full time equivalent positions; and

WHEREAS, the Board of Visitors has reviewed the proposed Revised FY 2016 Internal Audit Plan; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Visitors of Virginia State University approves the Revised Fiscal Year 2016 Internal Audit Plan.



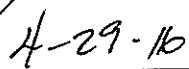
Harry Black, Rector



Date



Daphne Maxwell Reid, Secretary



Date

REVISED INTERNAL AUDIT PLAN 2015-2016 (February 2016)

Audit Activities		Budget
Audit Planning and Business Operations		
1	Audit Plan and Risk Assessment	50
2	Board Meetings and Report Preparation	230
3	Quality Assurance Program - Self Assessment	200
4	Business Operations and External Communications	525
5	Staff Performance and Development	325
Risk-Based Audits		
6	Performance Review- Real Estate Foundation (Close Out/Consult/Follow Up)	1075
7	Academic Governance Over Grade Administration and Graduation Clearance	730
8	Follow Up - Status of Corrective Action Plans	110
Special Investigations and Board of Visitors' Requests		
9	OSIG - Commonwealth Fraud, Waste, and Abuse Hotline	245
10	Management Investigative Requests	195
Management and Advisory Services		
11	President's Cabinet	70
12	Board of Visitors Requests	30
13	Management Requests	100
Total Direct Audit Hours (80%)		3,885
Administration		
25	General Administration	275
26	Holiday and Compensated Absences	800
Total Indirect Audit Hours (20%)		1,075
Total Hours Allocated		4960
Total Hours Available		4960
Excess/(Shortfall)		0

**VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

**RESOLUTION AUTHORIZING THE OPERATING BUDGET FOR
FISCAL YEAR 2016-2017**

April 29, 2016

WHEREAS, the Board of Visitors, has today given consideration and approved tuition and fee rates for Fiscal Year 2016-2017, within the limits set by the Commonwealth of Virginia as proposed by the Governor, based on the 2015 Virginia Acts of Assembly, Chapter 665; and

WHEREAS, the tuition and fee rates approved for Fiscal Year 2016-2017 as presented by the Administration are deemed reasonable and consistent with past Appropriation Acts; and

WHEREAS, the appropriations to the University, which authorize the state funding and spending authority for the University, including the Cooperative Extension and Agricultural Research Services budget, but not including local University or VSU Foundation funding, are limited to the amounts and conditions in the Act; and

WHEREAS, the University has forecast revenue collections from all sources for Fiscal Year 2016-2017, based on conservatively anticipated enrollment levels; and

NOW, THEREFORE, BE IT RESOLVED the Board of Visitors approves the Proposed Operating Budget appearing on the attached Table I; and

BE IT FURTHER RESOLVED THAT, the Board of Visitors approves the Educational and General (E&G) Budget appearing on the attached Table I; and

BE IT FURTHER RESOLVED THAT, the Board of Visitors approves the budgeted amounts for the Auxiliary Enterprise programs as appearing on Schedule I; and

BE IT FURTHER RESOLVED THAT, the Board of Visitors approves expenditures in support of Sponsored Programs that have been properly awarded to the University and up to the amounts for which cash will be made available during the course of Fiscal Year 2016-2017 or as appearing in Table I; and

BE IT FURTHER RESOLVED THAT, the Board of Visitors authorizes the President to allocate and cause to be expended tuition, room, board, comprehensive and other fees collected beyond base projections, up to the amount appropriated and adjustments required and allowed by language in the Act, any additional General Fund Appropriation which may be incorporated in the final Appropriation Act and also to reallocate and expend all unexpended fiscal year 2015-2016 Educational and General and Auxiliary Enterprise funding that may be re-appropriated for use in fiscal year 2016-2017 and to expend local funds available to the University should the need arise; and

BE IT FURTHER RESOLVED THAT, the University President shall provide to the Board, at its next regular scheduled board meeting, a presentation of the actual budget distribution.

H Black BOA

Harry Black, Rector

4/29/16

Date

Daphne Maxwell Reid

Daphne Maxwell Reid, Secretary

4-29/16

Date

Item I. B.
Proposed Operating Budget for Fiscal Year 2017

Approval is now requested for the Fiscal Year 2017 operating budget. The budget is based on assumptions related to enrollment projections, revenue calculations and expenditure estimates. Budgeted enrollment is projected to decline by 50 students from FY 2016. The enrollment was reduced from 4,613 in FY 2016 to 4,563 in FY 2017. Revenue calculations include additional estimated revenue from a proposed 3% tuition and mandatory fee increase. In addition, expenditure estimates include budget amendments for the proposed 3% salary and other mandatory spending increases.

The components of the FY 2017 proposed budget include:

1. Educational and General (E&G)
2. Auxiliary Enterprises (AE)
3. Sponsored Programs
4. State Student Financial Assistance
5. Local Funds

Educational & General

Educational and General is a term used to describe all operations related to the institution's educational objectives. All activities associated with instruction, research, public service, academic support, student services, institutional support, and operation and maintenance of plant are included in this classification.

Auxiliary Enterprises

An Auxiliary Enterprise is an entity which exists to furnish goods or services to the students, faculty, or staff, and which charges a fee that is directly related to, although not necessarily equal to, the cost of the service. This classification is based upon the nature of the service being provided and the clients served.

Sponsored Programs

This category includes all funds expended to provide additional resources for educational and general services through the supplementation of other activities within the institution. It includes expenditures for the direct costs of research grants and contracts and other programs sponsored by agencies external to the State and which are fully funded by such external sources. It also includes expenditures from the share of agency indirect cost reimbursements which the institution is permitted to retain for enhancement of research and related requirements.

State Student Financial Assistance

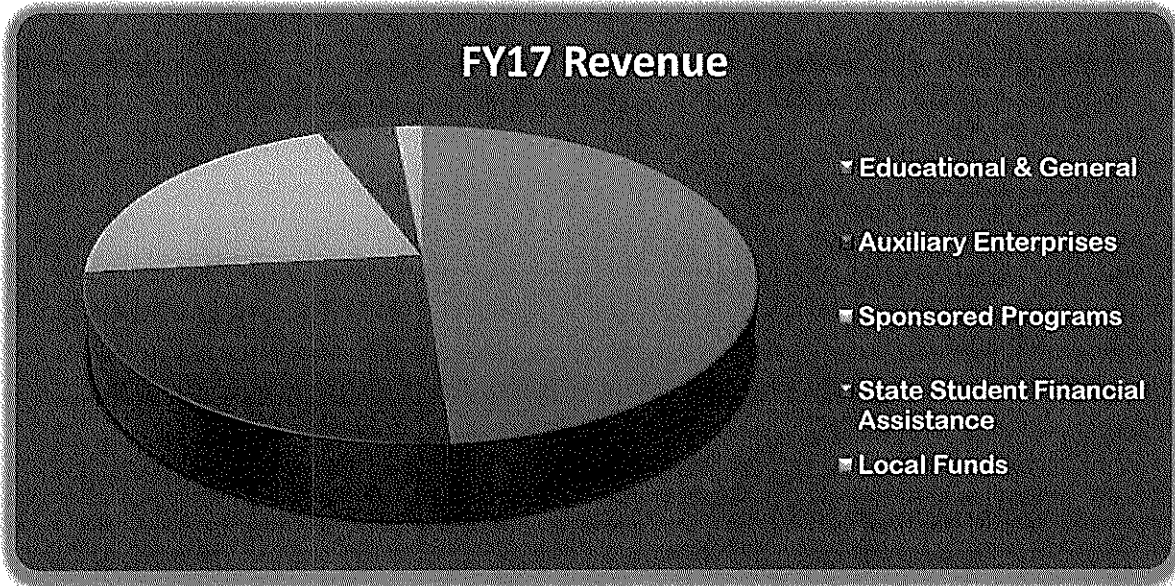
This category applies to monies given in the form of outright grants provided by the State to individuals enrolled in official courses.

Local Funds

This category includes all Local funds received at Virginia State University.

Revenue

The University proposes a revenue budget for FY 2017 of \$167.7 million, which is an increase of \$323,297 from the FY 2016 adjusted budget of \$167.5 million. There are changes budgeted in general fund support (E&G and state student financial assistance), tuition revenue, auxiliary revenue, sponsored programs and local funds.



Two Year Revenue Comparison					
Description	FY2016		FY2017		
	Adjusted	Proposed	\$ Change	% Change	
Educational & General	\$ 83,506,405	\$ 81,942,091	\$ (1,564,314)	-1.9%	
Auxiliary Enterprises	39,183,560	41,085,214	1,901,654	4.9%	
Sponsored Programs	35,067,705	34,919,732	(147,973)	-0.4%	
State Student Financial Assistance	7,354,929	7,313,234	(41,695)	-0.6%	
Local Funds	2,350,000	2,525,625	175,625	7.5%	
Total Expenditures	\$ 167,462,599	\$ 167,785,896	\$ 323,297	0.2%	

Educational and General

As the FY 2017 Revenue pie chart indicates, E&G represents 49% of the total revenue and continues to be the University's major source of revenue. The total proposed E&G revenue will decrease by \$1.6 million for FY 2017. E&G revenue is divided between the University and Cooperative Extension and Agricultural Research Services (CEARS). The following table details the sources of E&G revenue and the change from the FY 2016 budget.

Educational and General Revenue					
Description	FY 2016 Adjusted	FY 2017 Proposed	\$ Change	% Change	
General Fund -(GF) University	\$ 31,483,098	\$ 32,631,808	\$ 1,148,710	3.6%	
GF FY 2015 carry-forward and fringe benefit changes	2,923,497	0		-100.0%	
Student Tuition	34,017,882	34,587,835	569,953	1.7%	
Technology Fee	834,556	862,848	28,292	3.4%	
Federal College Work-Study	262,991	262,991	0	0.0%	
Other E&G Revenue	950,000	950,000	0	0.0%	
State Capital Outlay Fee	684,502	739,233	54,731	8.0%	
General Fund - CEARS	5,441,337	5,516,368	75,031	1.4%	
GF FY 2015 carry-forward - CEARS and fringe benefit changes	517,534	0		-100.0%	
Federal Funding - CEARS	6,391,008	6,391,008	0	0.0%	
Total E&G Revenue	\$ 83,506,405	\$ 81,942,091		-1.9%	

General Fund University – There is a net increase of \$1,148,710 in general fund support for the University from the Commonwealth in FY 2017. The increase funds the State’s share of the 2015 salary increases.

GF University – The University received \$2,923,497 in carry-forward funds from FY 2015 and a fringe benefit appropriation increase. These GF changes occurred in FY 2016.

Student Tuition – Budgeted tuition revenue increases \$569,953 from FY 2016 to FY 2017 based on the proposed 3% tuition increase. The increase will fund the University’s share of the proposed FY 2017 salary increase.

Technology Fee – The revenue is projected to increase over the adjusted FY 2016 budget based on the proposed 3% fee increase.

Federal College Work-Study (CWS) – The revenue is received from the federal government to support the program. The revenue is not projected to change in FY 2017.

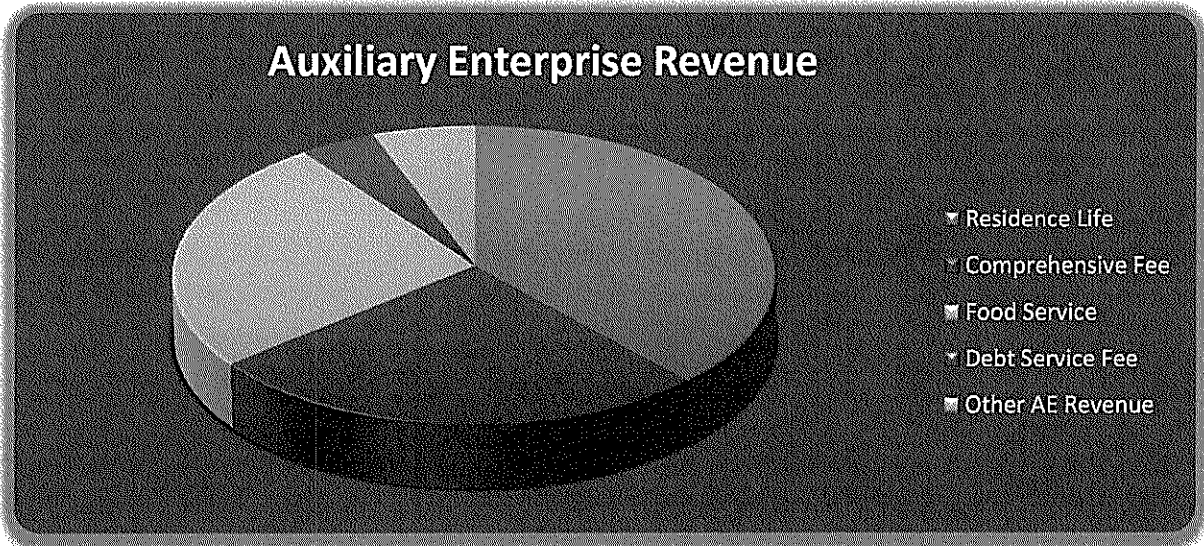
Other E&G Revenue – The revenue is not projected to change in FY 2017.

State Capital Outlay Fee – The Appropriation Act contains language requiring institutions of higher education to assess a capital fee to Out-of-State students. These students pay a fee to fund this revenue source as part of their tuition and fees. The fee will increase 11% per Out-of-State student, from \$638 in FY 2016 to \$710 in FY 2017. This amount will fund the University’s required contribution to the State of \$739,233.

Cooperative Extension and Agricultural Research Services (CEARS) - There is a net increase of \$75,031 in FY 2017 to fund the State’s share of salary increases.

GF CEARS – The budget change reflects \$517,534 for carry-forward funds from FY 2015 and a fringe benefit appropriation increase. These GF changes occurred in FY 2016.

Auxiliary Enterprises



Auxiliary Enterprise Revenue					
Description	FY2016 Adjusted	FY2017 Proposed	\$ Change	% Change	
Residence Life	\$ 15,615,186	\$ 15,670,535	\$ 55,349	0.4%	
Comprehensive Fee	10,279,615	10,645,056	365,441	3.6%	
Food Service	9,865,279	10,528,928	663,649	6.7%	
Debt Service Fee	1,786,212	1,846,656	60,444	3.4%	
Other AE Revenue	1,637,268	2,394,039	756,771	46.2%	
Total Auxiliary Revenue	\$ 39,183,560	\$ 41,085,214	\$ 1,901,654	4.9%	

Auxiliary Enterprises will generate approximately 24% of the University’s FY 2017 revenue. The total proposed Auxiliary revenue will increase by \$1.9 million or 4.9% for FY 2017.

Residence Life - Residential Facilities earns revenues primarily from student housing. The FY 2017 revenue is comprised of: \$15.5 million from student housing rents, and \$100,000 from laundry and other vending operations.

Comprehensive Fee – There is a 3% fee increase being proposed for the Comprehensive Fee. The increased rates compensate for the loss of revenue due to decreases in student population. There is a moratorium for contributions to the Campus Improvement Fund. Rather, this portion of the Comprehensive Fee is being spread to student service activities such as Student Health Services, Student Activities and Security.

Food Service – The University negotiated a new dining services contract effective July 1, 2015. The incumbent, Thompson Hospitality, was awarded the contract. Though there are improvements to the current dining operations, the overall Board fee will only see a proposed 3% increase. With expectations to Board 2,300 students, Food Service will generate \$10.5 million in revenue to support debt service for the Gateway Dining Events Center, satisfy contractual obligations with the food service provider and general operations of the dining facilities.

Debt Service Fee – This revenue covers debt payments on construction for new buildings and improvements to current facilities. A portion of the fee is currently satisfying three debt issuances as well as building a reserve for future projects. A fee increase of 3.2% is being proposed for FY 2017.

Other AE Revenue – A 46% increase is expected in Other revenue, attributable to the use of reserves for the Food Service department.

Sponsored Programs

Sponsored Programs activity will generate approximately 21% of the University's revenue budget in FY 2017. The funding decreased by \$147,973 in FY 2017 because the University received one-time grant funding in FY 2016.

State Student Financial Assistance

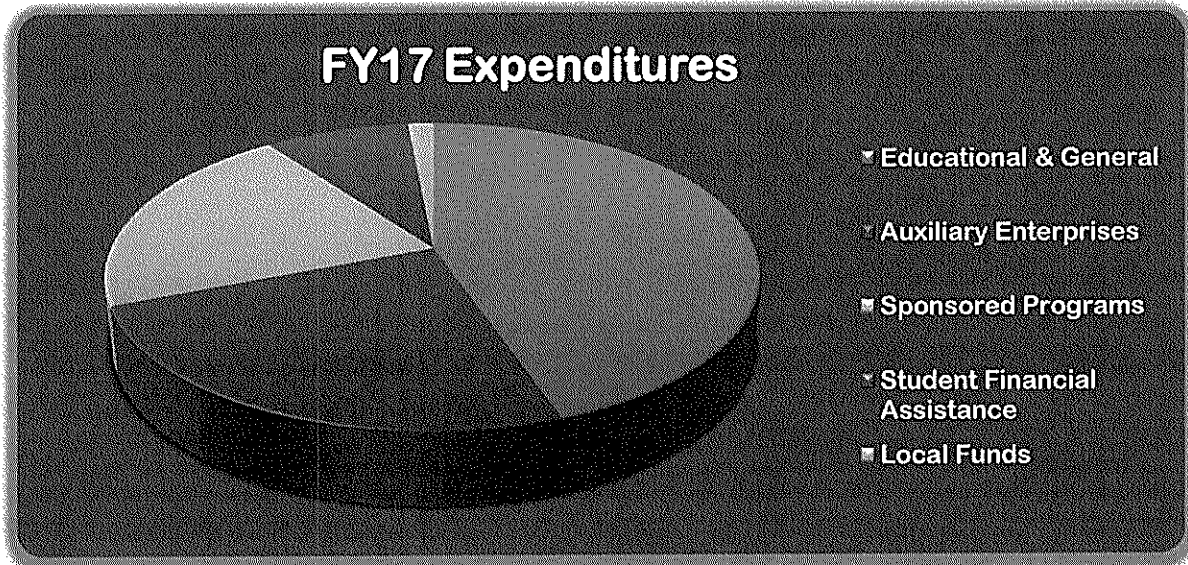
State Student Financial Assistance activity will generate approximately 4% of the University's revenue budget in FY 2017. The State Student Financial Assistance revenue as shown in the two-year revenue comparison chart reflects only the general fund support provided. The Governor has not approved the FY 2017 budget, therefore no increased funds are reflected in this report.

Local Funds

Local funds activity will generate approximately 2% of the University's revenue budget in FY 2017. The revenue is projected to increase by \$175,625 in FY 2017.

Expenditures

The distribution of FY 2017 expenditures generally mirrors the FY 2016 revenue distribution. The two exceptions are E&G and Student Financial Assistance. A portion of the funding generated through tuition (recorded as E&G revenue) is designated for Student Financial Assistance. Also, unfunded scholarships require the use of E&G revenue appropriations. The proposed budget shows an increase in expenditures of \$798,692 from FY 2016.



Two Year Expenditure Comparison				
Description	FY2016	FY2017	\$ Change	% Change
	Adjusted	Proposed		
Educational & General	\$ 76,586,529	\$ 74,967,152	\$ (1,619,377)	-2.1%
Auxiliary Enterprises	38,708,165	41,085,214	2,377,049	6.1%
Sponsored Programs	35,067,705	34,919,732	(147,973)	-0.4%
Student Financial Assistance	14,274,805	14,288,173	13,368	0.1%
Local Funds	2,350,000	2,525,625	175,625	7.5%
Total Expenditures	\$ 166,987,204	\$ 167,785,896	\$ 798,692	0.5%

Educational and General

The overall E&G budget decreases by \$1.6 million or (2.1%) from FY 2016 to FY 2017. This reduction is required for the University to achieve a balanced budget. It is the result of a projected enrollment decline from FY 2016 to FY 2017. Also, the adjusted FY 2016 budget includes carry-forward funds from FY 2015 that are not included in the FY 2017 budget.

Although the net effect is a \$1.6 million reduction to E&G, there are also increased expenditures that will occur in FY 2017. Budget amendments for unavoidable costs total \$1 million. This includes salary increases for employees (as proposed by the General Assembly), and projected utility increases.

Lastly, the E&G expenditure budget assumes that most vacant positions will remain vacant in FY 2017.

Auxiliary Enterprises

The Auxiliary program expenditure budget has an overall increase of 6.1% or \$2.3 million over the FY 2016 adjusted budget.

Sponsored Programs

Sponsored Programs expenditure budget decreases by \$147,973. This is a direct relationship to the one-time grant funding received in FY 2016.

Student Financial Assistance

The Student Financial Assistance expenditure budget increased by \$13,368. To fund the proposed 3% tuition increase, STEM scholarships were increased by \$55,062. However, student financial assistance was decreased by \$41,695 for one-time funding received for scholarships in FY2016.

Local Funds

The budget for Local funds will increase in FY 2017. The University plans to spend more funds on scholarships in FY 2017.

Approval of the budget for FY 2017, as presented in Table I and supplemented by Schedule I, is requested.

Table I

**Virginia State University
Budget Plan
Fiscal Year 2017**

	BOV 2015 - 2016 Budget Plan	Adjusted 2015- 2016 Budget Plan	Proposed 2016 - 2017 Budget Plan	Change \$	Change %
Revenue					
Educational & General (E & G)					
State General Funds (University)	\$ 31,483,098	\$ 31,483,098	\$ 32,631,808	\$ 1,148,710	3.6%
State General Funds Transfers (University)	-	2,923,497	-	(2,923,497)	-100.0%
State General Funds (CEARS)	5,441,337	5,441,337	5,516,368	75,031	1.4%
State General Funds Transfers (CEARS)	-	517,534	-	(517,534)	-100.0%
Total General Funds	\$ 36,924,435	\$ 40,365,466	\$ 38,148,176	\$ (2,217,290)	-5.5%
Non-General Funds					
Tuition	\$ 33,583,130	\$ 34,017,882	\$ 34,587,835	\$ 569,953	1.7%
Federal College Work-Study	262,991	262,991	262,991	-	0.0%
Technology Fee	884,000	834,556	862,848	28,292	3.4%
Other E&G Fees and Revenue	950,000	950,000	950,000	-	0.0%
Out of State Capital Outlay Fee	739,233	684,502	739,233	54,731	8.0%
E & G Sponsored Programs (CEARS)	6,391,008	6,391,008	6,391,008	-	0.0%
Total Non-General Funds	\$ 42,810,362	\$ 43,140,939	\$ 43,793,915	\$ 652,976	1.5%
Total Educational & General	\$ 79,734,797	\$ 83,506,405	\$ 81,942,091	\$ (1,564,314)	-1.9%
Auxiliary Enterprises					
Sponsored Programs	\$ 43,486,050	\$ 39,183,560	\$ 41,085,214	\$ 1,901,654	4.9%
State Student Financial Assistance General Funds	34,919,732	35,067,705	34,919,732	(147,973)	-0.4%
Local Funds	7,313,234	7,354,929	7,313,234	(41,695)	-0.6%
	2,350,000	2,350,000	2,525,625	175,625	7.5%
Total Revenue	\$167,803,813	\$ 167,462,599	\$ 167,785,896	\$ 323,297	0.2%
Expenditures					
Educational & General (E & G)					
Instruction	\$ 31,965,689	\$ 38,211,701	\$ 37,475,512	\$ (736,189)	-1.9%
Research	4,795,369	4,243,418	4,044,527	(198,891)	-4.7%
Public Services	6,205,624	5,034,157	4,716,651	(317,506)	-6.3%
Academic Support	4,598,535	5,550,836	5,554,517	3,681	0.1%
Student Support	3,960,527	4,525,944	4,528,189	2,245	0.0%
Institutional Support	13,094,396	11,926,820	11,599,096	(327,724)	-2.7%
Operation and Maintenance of Plant	8,194,780	7,093,653	7,048,660	(44,993)	-0.6%
Total Educational & General	\$ 72,814,920	\$ 76,586,529	\$ 74,967,152	\$ (1,619,377)	-2.1%
Auxiliary Enterprises					
Sponsored Programs	\$ 41,702,657	\$ 38,708,165	\$ 41,085,214	\$ 2,377,049	6.1%
Student Financial Assistance	34,919,732	\$ 35,067,705	34,919,732	(147,973)	-0.4%
Local Funds	14,233,111	\$ 14,274,805	14,288,173	13,368	0.1%
	2,350,000	\$ 2,350,000	2,525,625	175,625	7.5%
Total Expenditures	\$166,020,420	\$ 166,987,204	\$ 167,785,896	\$ 798,692	0.5%
Revenue Over/(Under) Expenditures	\$ 1,783,393	\$ 475,395	\$ 0	\$ (475,395)	

Virginia State University
2016 - 2017 Proposed Auxiliary Enterprise Operating Budget
Budget for FY 2017

	BOV Approved 2015-2016	Adjusted 2015 - 2016	Proposed 2016 - 2017	Change \$	% Change
REVENUES					
<u>Student Fees</u>					
Residence Life	\$ 8,451,425	\$ 6,758,317	\$ 6,813,666	\$ 55,349	0.8%
Housing Reserve	8,903,572	8,856,869	8,856,869	-	0.0%
Comprehensive Fee	10,752,500	10,279,615	10,645,056	365,441	3.6%
Food Service	11,225,979	9,443,567	10,078,216	634,649	6.7%
Cafeteria Reserve	628,306	421,712	450,712	29,000	6.9%
Debt Service Fee ⁽¹⁾	982,879	760,750	751,800	(8,950)	-1.2%
AE Debt Service Reserve	904,121	1,025,462	1,094,856	69,394	6.8%
<i>Subtotal - Student Fees</i>	<u>\$ 41,848,782</u>	<u>\$ 37,546,292</u>	<u>\$ 38,691,175</u>	<u>\$ 1,144,883</u>	<u>3.0%</u>
<u>Other Revenues</u>					
Sales and Services ⁽²⁾	380,000	380,000	380,000	-	0.0%
Miscellaneous ⁽³⁾	426,788	426,788	436,788	10,000	2.3%
Bookstore Commissions	290,000	290,000	290,000	-	0.0%
Parking Fees / Fines	350,000	350,000	350,000	-	0.0%
Misc. Fees ⁽⁴⁾	190,480	190,480	207,980	17,500	9.2%
Transfer from Reserves	-	-	729,271	729,271	N/A
<i>Subtotal - Other Revenues</i>	<u>\$ 1,637,268</u>	<u>\$ 1,637,268</u>	<u>\$ 2,394,039</u>	<u>\$ 756,771</u>	<u>46.2%</u>
Total Revenues	<u>\$ 43,486,050</u>	<u>\$ 39,183,560</u>	<u>\$ 41,085,214</u>	<u>\$ 1,901,654</u>	<u>4.9%</u>

EXPENDITURES AND CONTRIBUTIONS TO RESERVES**Program Expenditures**

Food Services	10,003,187	9,443,567	10,957,487	1,513,920	16.0%
Conference Services	130,000	130,000	130,000	-	0.0%
Residential Facilities	7,723,424	6,758,317	6,913,666	155,349	2.3%
Athletics	4,495,500	4,148,365	4,452,360	303,995	7.3%
Student Activities	1,543,750	1,423,145	1,621,794	198,649	14.0%
Security	1,636,250	1,504,470	1,611,489	107,019	7.1%
Radio Station	365,500	333,465	420,673	87,208	26.2%
Foster Hall	310,250	286,935	336,400	49,465	17.2%
Administrative Auxiliary Personnel	494,250	457,955	561,964	104,009	22.7%
Student Health Services	1,564,230	1,447,655	1,406,886	(40,769)	-2.8%
Campus Card Operations (student)	191,250	178,365	231,734	53,369	29.9%
Work-study	276,788	276,788	276,788	-	0.0%
Transportation	157,250	147,345	87,496	(59,849)	-40.6%
Parking	350,000	350,000	350,000	-	0.0%
Bookstore	170,000	170,000	170,000	-	0.0%
<i>Subtotal - Program Expenditures</i>	<u>\$ 29,411,629</u>	<u>\$ 27,056,372</u>	<u>\$ 29,528,737</u>	<u>\$ 2,472,365</u>	<u>9.1%</u>

Approved 2015 - 2016 Budget	Adjusted 2015 - 2016 Budget	Proposed 2016 - 2017 Budget	Change \$	Change %
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Other Expenditures					
Debt Service	\$ 10,514,757	\$ 10,039,331	\$ 10,059,381	\$ 20,050	0.2%
Facilities Maintenance Reserve	391,750	379,884	202,240	(177,644)	-46.8%
Scholarships ⁽⁵⁾	480,000	480,000	100,000	(380,000)	-79.2%
<i>Subtotal - Other Expenditures</i>	<u>\$ 11,386,507</u>	<u>\$ 10,899,215</u>	<u>\$ 10,361,621</u>	<u>\$ (537,594)</u>	<u>-4.9%</u>
Total Expenditures	<u>\$ 40,798,136</u>	<u>\$ 37,955,587</u>	<u>\$ 39,890,358</u>	<u>\$ 1,934,771</u>	<u>5.1%</u>
Contribution to Reserves⁽¹⁾	\$ 904,121	\$ 1,025,462	\$ 1,194,856	\$ 169,394	16.5%
Total Expenditures and Reserve Contribution	<u>\$ 41,702,657</u>	<u>\$ 38,981,049</u>	<u>\$ 41,085,214</u>	<u>\$ 2,104,165</u>	<u>5.4%</u>
Contributions to Fund Balance	<u>\$ 1,783,393</u>	<u>\$ 202,511</u>	<u>\$ -</u>	<u>\$ (202,511)</u>	<u>-100.0%</u>

Notes:

(1) In FY17 the University will contribute to AE Debt Service Reserves.

(2) Sales and Services Revenue

Residential Facilities (Laundry and	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.0%
Conference Services	130,000	130,000	130,000	-	0.0%
Food Service Commissions	150,000	150,000	150,000	-	0.0%
Total Revenue Sales and Services	<u>\$ 380,000</u>	<u>\$ 380,000</u>	<u>\$ 380,000</u>	<u>\$ -</u>	<u>0.0%</u>

(3) Misc. Revenues

Interest Earned on Auxiliary Funds	\$ 150,000	\$ 150,000	\$ 160,000	\$ 10,000	6.7%
Work-study	276,788	276,788	276,788	-	0.0%
Total Miscellaneous Revenue	<u>\$ 426,788</u>	<u>\$ 426,788</u>	<u>\$ 436,788</u>	<u>\$ 10,000</u>	<u>2.3%</u>

(4) Misc. Fees

Student Health Services	\$ 12,980	\$ 12,980	\$ 12,980	\$ -	0.0%
Student Activities	35,000	35,000	35,000	-	0.0%
VSU One Card	50,000	50,000	50,000	-	0.0%
Athletics	92,500	92,500	110,000	17,500	9.2%
Total Misc. Fees	<u>\$ 190,480</u>	<u>\$ 190,480</u>	<u>\$ 207,980</u>	<u>\$ 17,500</u>	<u>9.2%</u>

(5) Scholarships

Residential Facilities	\$ 250,000	\$ 250,000	\$ -	\$ (250,000)	-100.0%
Food Services	130,000	130,000	-	(130,000)	-100.0%
Bookstore	100,000	100,000	100,000	-	0.0%
	<u>\$ 480,000</u>	<u>\$ 480,000</u>	<u>\$ 100,000</u>	<u>\$ (380,000)</u>	<u>-79.2%</u>

Virginia State University 2016-2017 Recommended Tuition and Fees

Executive Summary

Standard Tuition and Fee Rates

Recommended tuition and mandatory fee increases are summarized below for selected student groups:

Tuition

In-State Students	<i>Increase</i>	<i>Percent Increase</i>
Full-time undergraduate student	\$232	3.0%
Full-time graduate student	\$302	3.0%
Undergraduate per credit hour fee	\$ 11	3.0%
Graduate per credit hour fee	\$ 15	3.0%

Out-of-State Students	<i>Increase</i>	<i>Percent Increase</i>
Full-time undergraduate student	\$518	3.0%
Full-time graduate student	\$574	3.0%
Undergraduate per credit hour fee	\$ 24	3.0%
Graduate per credit hour fee	\$ 29	3.0%

Mandatory Fees

State Capital Outlay Fee

The Appropriation Act contains language requiring institutions of higher education to assess a capital outlay fee to Out-of-State students. The funds must be paid to the Virginia College Building Authority (VCBA) and are used for debt service on state issued bonds. The fee will increase by 11.3% for FY 2017, from \$638 to \$710.

Debt Service Fee

The construction or renovation of buildings and facilities for campus wide use is supported by the debt service fee. This fee will increase by 3.2% for FY 17, from \$444 to \$458.

Technology and Infrastructure Fee

This fee will increase by 2.9% from \$208 to \$214.

Room

Room rates will increase by 3%.

Board

Board rates will increase by 3% from \$4,262 to \$4,392.

Comprehensive Fees

This fee will increase by 3.0% from \$2,552 to \$2,628.

PROPOSED TUITION AND FEES FOR FY 2017

TUITION AND FEES

Tuition and fee charges are a major source of funds for the Educational and General Budget. Over the past decade, the University has experienced an overall reduction in state appropriations supporting instruction and has responded to the resulting funding gaps with a combination of both revenue enhancements and expense control strategies. In developing VSU's annual operating budget, tuition increases are considered only after all other revenue opportunities and cost efficiencies have been incorporated into the plan.

By statute (§23-165.6, Code of Virginia), each institution's Board of Visitors has the sole authority to set tuition and fee rates. Each university's budget listing in the Appropriation Act (Chapter 665 for FY 2016, Item 227 .E. for Virginia State University) includes language that encourages Boards of Visitors "to limit increases on tuition and mandatory education and general fees for in-state, undergraduate students to the extent possible."

Below are several factors shaping VSU's FY 2016-2017 tuition and fee recommendations:

1. Fund the University's share (46%) of the proposed 3% salary increase approved by the General Assembly for faculty and staff.
2. Fund unavoidable cost increases such as utilities.

The rates that follow are for full-time undergraduate students and full-time graduate students. The University defines a full-time undergraduate as a student who is taking 12 or more credit hours per semester. A full-time graduate student takes 9 credit hours or more per semester. Undergraduate students taking 11 or fewer credit hours are part-time. Graduate students taking 8 or less credit hours are part-time.

For In-State undergraduate students, the recommended tuition and mandatory fee increase for FY 2017 is \$246 from \$8,226 to \$8,472. In-State graduate students' costs will increase by \$316 from \$10,574 to \$10,890 (**Schedule A**).

In FY 2016, the University's tuition and mandatory fees for In-State undergraduates were the lowest among the state's 15 senior public institutions of higher education (**Attachment I**). Virginia State had the fourth lowest tuition and mandatory fees for In-State graduate students in FY 2016 (**Attachment I**).

Out-of-State undergraduate tuition and mandatory fees will increase \$604 for FY 2017 from \$18,398 to \$19,002. The proposed increase for Out-of-State graduates for FY 2017 is \$660; from \$20,232 to \$20,892. (**Schedule B**).

For both undergraduate and graduate Out-of-State students, the state capital outlay fee will increase by \$72 for FY 2017, from \$638 to \$710. The state capital outlay fee is a mandated fee charged to Out-of-State students to cover the proportionate share of debt service costs for construction projects approved under the Commonwealth of Virginia Educational Institutions Bond Act of 1992 and the Commonwealth of Virginia Education Facilities Bond Act of 2002. The University does not control this fee. Funds collected under this requirement are transferred to the Virginia College Building Authority.

The University proposes to increase part-time per hour rates for In-State undergraduate students from \$368 to \$379 and In-State graduates from \$509 to \$524. Out-of-State undergraduate and graduate tuition for part-time students will increase from \$803 to \$827 and \$961 to \$990, respectively, for FY 2017.

The recommended part time rates are included in **Schedule C**.

Attachment II shows that for the time period FY 2012 to FY 2016, Virginia State University had the lowest In-State undergraduate tuition and mandatory fees cost increase of the Commonwealth's 15 major public institutions. On a percentage basis, VSU ranked sixth lowest during the period.

The debt service fee will increase by 3.2% from \$444 to \$458 for FY 17. Items that comprise the debt service fee are listed in **Attachment III**.

AUXILIARY SERVICES

An auxiliary enterprise is a self-supporting unit that exists to serve students, faculty and/or staff through the sale of goods or services. Auxiliary enterprises include intercollegiate athletics, residential facilities, student activities, student health services, food and food service facilities, bookstore, print management, telecommunications and parking and transportation. Auxiliary enterprises are funded through fees (i.e., room and board), revenue from sales and services (i.e., textbooks and laundry), and mandatory fees (i.e., Student Health).

Auxiliary enterprise activities are required to be self-supporting. This means that the state does not provide support, either for operating costs or for the maintenance or construction of facilities. Accordingly, auxiliary enterprises must generate revenues to operate, accumulate reserves in order to meet anticipated revenue shortfalls or expenditure needs, maintain facilities, and finance renovations and new construction costs.

There are no planned program initiatives that will require the use of reserves beyond debt payments. Rate and fee increases were held to a minimum and will be primarily used to address mandated adjustments in auxiliary services and programs, and to fund a proposed 3% FY 2017 salary increase for auxiliary employees.

Indirect Cost

The Auxiliary Services operations are charged an indirect cost recovery rate for services provided by educational and general operations (such as payroll processing, purchasing, billing services and facilities administration). The auxiliary cost study is submitted to SCHEV prior to the beginning of each biennium. The rate for the 2016 - 2018 biennium is 20.27 percent. This is a slight reduction from 20.55 percent of the prior biennium. These funds are recovered to the educational and general program as a revenue source.

Comprehensive Fee

The Comprehensive Fee is used to support the following auxiliary programs and operations:

- Student Health Services
- Intercollegiate Athletics
- Student Union operations, Student Activities and Student Transportation
- Campus Security
- Radio Station
- Maintenance Reserve for non-Educational and General facilities
- Salaries for Auxiliary Enterprise administrative Staff
- Provide student support for campus card operations

A 3% increase is proposed for the Comprehensive Fee. It will be used to maintain budgets in light of the expected reduction in full-time student enrollment and also fund the proposed 3% salary increase.

Student Housing and Food Services

A 3% increase to room and board rates is being proposed for FY 2017. Revenue estimates are based on filling 2,300 beds. The University continues to develop multi-year improvement plans for facilities in order to ensure that residence halls remain competitive with the surrounding area and other State institutions. Student Affairs continue to receive requests for single room occupancies and other non-traditional use of residence halls. Studies are underway, to consider “thematic” housing and modifying unused double occupancy spaces into single occupancy spaces. Residence Life operations are also being revamped to include security to improve safety in the residence halls.

Students with fewer than 60 credit hours must live on campus unless exempted. All students living in residence halls must participate in the meal plan unless exempted by a physician.

SCHEDULE A

Virginia State University
Proposed Full Year Tuition and Fees for Full-Time Students
In-State
FY 2016-2017

	<u>Actual 2015-2016</u>	<u>Proposed 2016-2017</u>	<u>Increase Amount</u>	<u>% Change</u>
<u>In-State Undergraduate Students</u>				
Tuition	5,022	5,172	150	3.0%
Technology and Infrastructure Fee	208	214	6	2.9%
Comprehensive Fee	2,552	2,628	76	3.0%
Subtotal Tuition and Comprehensive Fee	<u>7,782</u>	<u>8,014</u>	<u>232</u>	<u>3.0%</u>
Debt Service Fee	444	458	14	3.2%
Subtotal - Mandatory	<u>8,226</u>	<u>8,472</u>	<u>246</u>	<u>3.0%</u>
Room	5,990	6,170	180	3.0%
Board	4,262	4,392	130	3.0%
Subtotal Room and Board	<u>10,252</u>	<u>10,562</u>	<u>310</u>	<u>3.0%</u>
Total Cost - Boarding	<u><u>18,478</u></u>	<u><u>19,034</u></u>	<u><u>556</u></u>	<u><u>3.0%</u></u>
<u>In-State Graduate Students</u>				
Tuition	7,370	7,590	220	3.0%
Technology and Infrastructure Fee	208	214	6	2.9%
Comprehensive Fee	2,552	2,628	76	3.0%
Subtotal Tuition and Comprehensive Fee	<u>10,130</u>	<u>10,432</u>	<u>302</u>	<u>3.0%</u>
Debt Service Fee	444	458	14	3.2%
Subtotal - Mandatory	<u>10,574</u>	<u>10,890</u>	<u>316</u>	<u>3.0%</u>
Room	5,990	6,170	180	3.0%
Board	4,262	4,392	130	3.0%
Subtotal Room and Board	<u>10,252</u>	<u>10,562</u>	<u>310</u>	<u>3.0%</u>
Total Cost - Boarding	<u><u>20,826</u></u>	<u><u>21,452</u></u>	<u><u>626</u></u>	<u><u>3.0%</u></u>
<u>In-State Doctoral Students</u>				
Tuition	7,370	7,590	220	3.0%
Technology and Infrastructure Fee	208	214	6	2.9%
Comprehensive Fee	2,552	2,628	76	3.0%
Subtotal Tuition and Comprehensive Fee	<u>10,130</u>	<u>10,432</u>	<u>302</u>	<u>3.0%</u>
Debt Service Fee	444	458	14	3.2%
Subtotal - Mandatory	<u>10,574</u>	<u>10,890</u>	<u>316</u>	<u>3.0%</u>
Room	5,990	6,170	180	3.0%
Board	4,262	4,392	130	3.0%
Subtotal Room and Board	<u>10,252</u>	<u>10,562</u>	<u>310</u>	<u>3.0%</u>
Total Cost - Boarding	<u><u>20,826</u></u>	<u><u>21,452</u></u>	<u><u>626</u></u>	<u><u>3.0%</u></u>

SCHEDULE B

Virginia State University
Proposed Full Year Tuition and Fees for Full-Time Students
Out-of-State
FY 2016-2017

	Actual 2015-2016	Proposed 2016-2017	Increase Amount	% Change
<u>Out-of-State Undergraduate Students</u>				
Tuition	14,556	14,992	436	3.0%
Technology and Infrastructure Fee	208	214	6	2.9%
Comprehensive Fee	2,552	2,628	76	3.0%
Subtotal Tuition and Comprehensive Fee	<u>17,316</u>	<u>17,834</u>	<u>518</u>	<u>3.0%</u>
Debt Service Fee	444	458	14	3.2%
State Capital Outlay Fee	638	710	72	11.3%
Subtotal - Mandatory	<u>18,398</u>	<u>19,002</u>	<u>604</u>	<u>3.3%</u>
Room	5,990	6,170	180	3.0%
Board	4,262	4,392	130	3.0%
Subtotal Room and Board	<u>10,252</u>	<u>10,562</u>	<u>310</u>	<u>3.0%</u>
Total Cost - Boarding	<u><u>28,650</u></u>	<u><u>29,564</u></u>	<u><u>914</u></u>	<u><u>3.2%</u></u>
<u>Out-of-State Graduate Students</u>				
Tuition	16,390	16,882	492	3.0%
Technology and Infrastructure Fee	208	214	6	2.9%
Comprehensive Fee	2,552	2,628	76	3.0%
Subtotal Tuition and Comprehensive Fee	<u>19,150</u>	<u>19,724</u>	<u>574</u>	<u>3.0%</u>
Debt Service Fee	444	458	14	3.2%
State Capital Outlay Fee	638	710	72	11.3%
Subtotal - Mandatory	<u>20,232</u>	<u>20,892</u>	<u>660</u>	<u>3.3%</u>
Room	5,990	6,170	180	3.0%
Board	4,262	4,392	130	3.0%
Subtotal Room and Board	<u>10,252</u>	<u>10,562</u>	<u>310</u>	<u>3.0%</u>
Total Cost - Boarding	<u><u>30,484</u></u>	<u><u>31,454</u></u>	<u><u>970</u></u>	<u><u>3.2%</u></u>
<u>Out-of-State Doctoral Students</u>				
Tuition	16,390	16,882	492	3.0%
Technology and Infrastructure Fee	208	214	6	2.9%
Comprehensive Fee	2,552	2,628	76	3.0%
Subtotal Tuition and Comprehensive Fee	<u>19,150</u>	<u>19,724</u>	<u>574</u>	<u>3.0%</u>
Debt Service Fee	444	458	14	3.2%
State Capital Outlay Fee	638	710	72	11.3%
Subtotal - Mandatory	<u>20,232</u>	<u>20,892</u>	<u>660</u>	<u>3.3%</u>
Room	5,990	6,170	180	3.0%
Board	4,262	4,392	130	3.0%
Subtotal Room and Board	<u>10,252</u>	<u>10,562</u>	<u>310</u>	<u>3.0%</u>
Total Cost - Boarding	<u><u>30,484</u></u>	<u><u>31,454</u></u>	<u><u>970</u></u>	<u><u>3.2%</u></u>

SCHEDULE C

**Virginia State University
Proposed Full Year Tuition and Fees for Part-Time Students
Tuition And Mandatory E&G Fee Increases
FY 2016-2017**

	<u>Actual 2015-2016</u>	<u>Proposed 2016-2017</u>	<u>Increase Amount</u>	<u>% Change</u>
<u>In-State Undergraduate Students</u>				
Tuition	358	369	11.00	3.1%
Comprehensive Fee	10	10	-	0.0%
Total Cost - per Credit Hour	<u>368</u>	<u>379</u>	<u>11.00</u>	<u>3.0%</u>
Tuition (three semester hours)	1,074	1,107	33.00	3.1%
Comprehensive Fee (Student Health)	30	30	-	0.0%
Tuition and Fees (three semester hours)	<u>1,104</u>	<u>1,137</u>	<u>33.00</u>	<u>3.0%</u>
<u>In-State Graduate Students</u>				
Tuition	499	514	15.00	3.0%
Comprehensive Fee	10	10	-	0.0%
Total Cost - per Credit Hour	<u>509</u>	<u>524</u>	<u>15.00</u>	<u>2.9%</u>
Tuition (three semester hours)	1,497	1,542	45.00	3.0%
Comprehensive Fee	30	30	-	0.0%
Tuition and Fees (three semester hours)	<u>1,527</u>	<u>1,572</u>	<u>45.00</u>	<u>2.9%</u>
<u>Out-of-State Undergraduate Students</u>				
Tuition	793	817	24.00	3.0%
Comprehensive Fee	10	10	-	0.0%
Total Cost - per Credit Hour	<u>803</u>	<u>827</u>	<u>24.00</u>	<u>3.0%</u>
Tuition (three semester hours)	2,379	2,451	72.00	3.0%
Comprehensive Fee	30	30	-	0.0%
Tuition and Fees (three semester hours)	<u>2,409</u>	<u>2,481</u>	<u>72.00</u>	<u>3.0%</u>
<u>Out-of-State Graduate Students</u>				
Tuition	951	980	29.00	3.0%
Comprehensive Fee	10	10	-	0.0%
Total Cost - per Credit Hour	<u>961</u>	<u>990</u>	<u>29.00</u>	<u>3.0%</u>
Tuition (three semester hours)	2,853	2,940	87.00	3.0%
Comprehensive Fee	30	30	-	0.0%
Tuition and Fees (three semester hours)	<u>2,883</u>	<u>2,970</u>	<u>87.00</u>	<u>3.0%</u>

SCHEDULE D

Virginia State University
Other Miscellaneous Fees
Tuition And Mandatory E&G Fee Increases
FY 2016-2017

Application Fee	25.00	
Required Deposits:		
<i>Entering Freshmen/First Time Student or Transfer Student (less than 30 hours)</i>		
Orientation Fee - non-refundable	175.00	
Room Deposit - refundable	300.00	
<i>Transfer Student with 30 hours or more</i>		
Advance Tuition Deposit - non-refundable	100.00	
Room Deposit- refundable	300.00	
Returning Students Residing on Campus:		
Room Reservation Deposit	150.00	
Housing Cancellation Fee	500.00	
Off-Campus Meal Plan:		
5 Meal A Plan plus \$170 and 3 Guest Meals	638	per semester
5 Meal B Plan plus \$270 and 3 Guest Meals	741	per semester
5 Meal C Plan plus \$370 and 3 Guest Meals	844	per semester
5 Meal D Plan plus \$470 and 3 Guest Meals	947	per semester
5 Meal E Plan plus \$570 and 3 Guest Meals	1,050	per semester
Optional Board Plan Upgrade (Deluxe 21 Plan)	2,440	per semester
Tuition Payment Plan Enrollment Fees	45.00	
Off-Campus Tuition		
Off-Campus Undergraduate Tuition	304	per credit hour
Off-Campus Graduate Tuition	490	per credit hour
Continuing-Education Unit (CEU)	219	per credit hour
Student Teaching		
Virginia Resident	358	per credit hour
Non-Virginia Resident	793	per credit hour
Internship		
Virginia Resident	358	per credit hour
Non-Virginia Resident	793	per credit hour
VSU TrojanAdvance Participants and approved VCCS student Tuition (course materials included)	199.00	
Non-VSU Student and VSU Non-TrojanAdvance Participant Tuition (course materials included)	327.00	
TrojanAdvance Audit Tuition (course materials included)	100.00	
Digital Course Materials Fee (Business)	35.00	
Dietetic Internship Certificate Program		
Program Fee	6,500.00	
Graduation Fee	50.00	
Application Fee	50.00	
Clinical Practice Practicum / Internship Fee	100.00 - 400.00	
Applied Music Fee	400.00	per semester
Organic Chemistry Fee	50.00	per course

approved September 18, 2015

SCHEDULE D (continued)

Studio Art Fee	50.00	per course
Biology 120 & 121 (lab fee only)	25.00	per course
Late Registration Fee	50.00	
Late Validation Fee (\$100 per week up to \$400)	100.00 - 400.00	
National Student Exchange Application Fee	85.00	
Study Abroad Administrative Fee	250.00	
Health Insurance for International Students	500.00	per semester
Returned Check Fee	50.00	
Miscellaneous Processing Fee	5.00	
Evaluation of Work / Life Experiences	(50% of applicable tuition)	
Comprehensive Exam Fee (not enrolled for other courses)	50.00	
Proficiency Exam	(50% of applicable tuition)	
Thesis Fee (non-enrolled)	60.00	
Transcript Fee	5.00	
Graduation Fee	60.00	
Wireless Technology Certificate Program Total Cost	9,700.00	approved January 4, 2016
Enterprise Systems Program	276.00	per credit hour
Water Safety Course Fee	35.00	
Masters of Individualized Studies in Public Affairs	13,000.00	per student for the 2 year program
Parking Decal Fee (All vehicles must display a valid decal)		
Executive Reserved	150.00	
Faculty and Staff	119.00	
Full-time/Part-time Students	75.00	
Monthly Fee	5.00	
Replacement Decal Fee	3.00	
Second Decal Fee	10.00	
Parking Fines		
Parking in Handicapped Space	200.00	
Parking in Reserved Space	35.00	
Parking Unregistered/Unauthorized Vehicle on University Property	50.00	
Parking in Fire Lane/Within 15 Ft. of Fire Hydrant	35.00	
Parking on Sidewalk, Crosswalk, Driveways or Grass	50.00	
Application of Wheel Lock	100.00	
Parking in Faculty/Staff Lot	35.00	
Parking in Restricted Space	50.00	
Exceeding Posted Time Limit	30.00	
Improper/Double Parking	30.00	
Blocking Normal Flow of Traffic	30.00	
Parking Against Flow of Traffic	30.00	
Blocking Another Vehicle	30.00	
Parking in Loading Zone	50.00	
Improper Display of Registered Decal	35.00	
Illegal Removal of Wheel Lock	100.00	
VSU Identification Card		
Lost and stolen card replacement	25.00	
Damaged card replacement (must return damaged card)	10.00	
Summer 2017 Fees -Graduate and Undergraduate		
Board	155	per week
Room		
Single Occupancy	268	per week
Double Occupancy	237	per week

Note: New or changed fees are in italics and bold

SCHEDULE E

Virginia State University
Proposed Annual Room Rates
FY 2016-2017

Residence Hall	Rate
Branch	6,170
Byrd	6,170
Eggleston (Single)	7,050
Langston	6,170
Puryear	6,170
Seward (Single)	7,400
Whiting (Single)	7,500
Williams	6,170
Quad - Single Room	7,531
Quad - Double Room	7,094
Gateway II - Single	7,531
Gateway II - Double	7,094
Moore Hall - 4 Person Suite	7,002
Moore Hall - 1 Person Private Suite	8,267
Moore Hall - 2 Person Private Suite	8,079
Moore Hall - 4 Person Private Suite	7,743

ATTACHMENT I

**Virginia State University
Comparison of In-State Tuition and Mandatory Fees
Ranked from Lowest Total Cost to Highest Total Cost
FY 2016**

Annual Cost - 2016

Four-Year Undergraduate Program	Full-time	Mandatory	Total
	Tuition	Fees	
Virginia State University	5,022	3,204	8,226
Norfolk State University	5,162	3,204	8,366
UVA-Wise	5,210	4,010	9,220
Old Dominion University	6,193	3,575	9,768
Radford University	6,842	2,967	9,809
James Madison University	5,724	4,342	10,066
George Mason University	7,976	2,976	10,952
University of Mary Washington	7,716	3,354	11,070
Longwood University	7,170	4,740	11,910
Virginia Polytechnic & State University	10,628	1,857	12,485
Christopher Newport University	7,642	4,884	12,526
Virginia Commonwealth University	10,719	2,053	12,772
University of Virginia	12,347	2,121	14,468
Virginia Military Institute	8,136	8,400	16,536
College of William & Mary	14,114	5,258	19,372
Average	8,040	3,796	11,836
Virginia State University versus Average	62.5%	84.4%	69.5%

Graduate Programs	Full-time	Mandatory	Total
	Tuition	Fees	
University of Mary Washington	7,416	1,764	9,180
Norfolk State University	6,302	3,204	9,506
James Madison University	9,360	1,056	10,416
Virginia State University	7,370	3,204	10,574
Longwood University	7,680	2,928	10,608
Radford University	7,694	2,967	10,661
Old Dominion University	8,510	2,914	11,424
Virginia Commonwealth University	10,760	2,019	12,779
College of William & Mary	8,144	4,956	13,100
George Mason University	10,328	2,976	13,304
Virginia Polytechnic & State University	12,259	1,857	14,116
University of Virginia	15,311	2,121	17,432
Average	9,261	2,664	11,925
Virginia State University versus Average	79.6%	120.3%	88.7%

Proposed Rate for FY 2017	Full-time	Mandatory	Total
	Tuition	Fees	
Undergraduate	5,172	3,300	8,472
Graduate	7,590	3,300	10,890

ATTACHMENT II

Virginia Colleges and Universities
 Annual In-State, Undergraduate Students
 Tuition And Mandatory E&G Fee Increases
 FY 2012 - FY 2016

SCHOOL	FY 2012	FY 2013	FY 2014	FY2015	FY2016	\$\$ INCREASE FY15- FY16	\$\$ INCREASE FY12- FY16	Percent Increase FY12 - FY16
Virginia State University	7,090	7,420	7,784	8,002	8,226	224	1,136	16.0%
Longwood University	10,530	10,890	11,340	11,580	11,910	330	1,380	13.1%
UVA - Wise	7,721	8,107	8,509	8,868	9,220	352	1,499	19.4%
Virginia Commonwealth	9,517	9,885	12,002	12,398	12,772	374	3,255	34.2%
James Madison	8,448	8,808	9,176	9,662	10,066	404	1,618	19.2%
Radford University	8,320	8,590	8,976	9,360	9,809	449	1,489	17.9%
Virginia Tech	10,509	10,923	11,455	12,017	12,485	468	1,976	18.8%
Old Dominion University	8,144	8,450	8,820	9,250	9,768	518	1,624	19.9%
George Mason	9,266	9,620	9,908	10,382	10,952	570	1,686	18.2%
Norfolk State	6,690	6,860	7,226	7,552	8,366	814	1,676	25.1%
Mary Washington	8,806	9,246	9,660	10,252	11,070	818	2,264	25.7%
Christopher Newport	10,084	10,572	11,092	11,646	12,526	880	2,442	24.2%
Virginia Military	13,184	13,835	14,404	15,518	16,536	1,018	3,352	25.4%
University of Virginia	11,575	12,006	12,458	12,998	14,468	1,470	2,893	25.0%
William & Mary	13,132	13,570	15,463	17,656	19,372	1,716	6,240	47.5%
AVERAGE	9,534	9,919	10,552	11,143	11,836	694	2,302	23.3%

ATTACHMENT III

Virginia State University
Debt Service Fee Recommendations
Tuition And Mandatory E&G Fee Increases
FY 2016-2017

	Actual 2015-2016	Proposed 2016-2017	Difference
Student Village	23	23	-
Roger's Stadium I	45	45	-
Roger's Stadium II	111	111	-
Debt Service Reserve	265	279	14
Total	\$ 444	\$ 458	\$ 14

Change % 3.2%

Average Full-time Enrollment FY 2017 4,200

ATTACHMENT IV

Virginia State University
Comparison of Annual Room and Board Fees
Ranked from Lowest FY2016 Total Cost to Highest FY2016 Total Cost
FY 2015-FY2016

Average Room and Board Fees

Four - Year Undergraduate Program	FY2015	FY2016	Increase	Percent
Virginia Polytechnic & State University	7,924	8,226	302	3.8%
Virginia Military Institute	8,372	8,666	294	3.5%
Radford University	8,406	8,677	271	3.2%
Norfolk State University	8,624	8,970	346	4.0%
James Madison University	9,196	9,396	200	2.2%
Old Dominion University	9,268	9,446	178	1.9%
Longwood University	9,256	9,558	302	3.3%
Virginia Commonwealth University	9,318	9,586	268	2.9%
University of Mary Washington	9,430	9,694	264	2.8%
George Mason University	9,432	9,810	378	4.0%
Virginia State University	10,128	10,252	124	1.2%
UVA-Wise	10,340	10,256	-84	-0.8%
University of Virginia	10,052	10,401	349	3.5%
Christopher Newport University	10,314	10,614	300	2.9%
College of William & Mary	10,344	10,978	634	6.1%

Average for Undergraduate Students	9,360	9,635	275
Virginia State University versus State Average	108.2%	106.4%	45.1%

	FY 2016 Actual	FY 2017 Proposed	Increase (Decrease)	Percent
Proposed Rate	10,252	10,562	310	3.0%

ATTACHMENT V

Virginia State University
 Comparison of In-State Tuition and Fee Increases
 FY 2017

SCHOOL	2015-16 Rate	2016-17 Rate	\$ Increase	% Increase	Board Meeting Dates
Longwood	\$ 11,910	\$ 12,240	\$ 330	2.8%	Published in April
Virginia Commonwealth	\$ 12,772	\$ 13,130	\$ 358	2.8%	Board votes in May
Virginia Tech	\$ 12,485	\$ 12,847	\$ 362	2.9%	Estimated: need updated fees
Virginia State	\$ 8,226	\$ 8,472	\$ 246	3.0%	Rate Proposed for April 28, 2016
James Madison	\$ 10,066	\$ 10,390	\$ 324	3.2%	Published in April
UVa - Wise	\$ 9,220	\$ 9,539	\$ 319	3.5%	Published in April
Norfolk State	\$ 8,366	\$ 8,738	\$ 372	4.4%	Published in April
University of Virginia	\$ 14,468	\$ 15,714	\$ 1,246	8.6%	Published in April
William & Mary*	\$ 19,372	\$ 21,068	\$ 1,696	8.8%	BOV will approve fees in late April
Christopher Newport	\$ 12,526				Board votes in May
Virginia Military Institute	\$ 16,536				Board meeting April 28-30, 2016
Mary Washington	\$ 11,070				Board votes in May
Old Dominion	\$ 9,768				Board votes in April
Radford	\$ 9,809				Board meeting May 5-6, 2016
George Mason	\$ 10,952				Board votes in May

*Continuing rate is the average rate for all three classes (\$15,822 for 4th years, \$17,822 for 3rd years, and \$19,372 for 2nd years)

ATTACHMENT VI

**Virginia State University
Mandatory Non-E and G Fees Percentage Increase
Ranked from Lowest FY16 Total Cost to Highest FY16 Total Cost
FY 2016**

Average Mandatory Non-E&G Fees

Four-Year Undergraduate Program	FY2015	FY2016	Increase	Percent
Virginia Polytechnic & State University	1,820	1,857	37	2.0%
Virginia Commonwealth University	2,042	2,053	11	0.5%
University of Virginia	2,066	2,121	55	2.7%
Radford University	2,920	2,967	47	1.6%
George Mason University	2,820	2,976	156	5.5%
Virginia State University	2,924	2,996	72	2.5%
Norfolk State University	3,016	3,204	188	6.2%
University of Mary Washington	3,106	3,354	248	8.0%
Old Dominion University	3,437	3,575	138	4.0%
UVA-Wise	3,856	4,010	154	4.0%
James Madison University	4,256	4,342	86	2.0%
Longwood University	4,650	4,740	90	1.9%
Christopher Newport University	4,684	4,884	200	4.3%
College of William & Mary	5,092	5,258	166	3.3%
Virginia Military Institute	8,020	8,400	380	4.7%
Average for Undergraduate Students	3,647	3,782	135	
Virginia State University versus State Average	77.3%	79.2%		

	FY 2016 Actual	FY 2017 Proposed	Increase (Decrease)	Percent
Proposed Rate	2,996	3,086	90	3.0%

Attachment VII

Virginia State University
Proposed Increase in Comprehensive Fees for FY2017
Five Year Comparison

Comprehensive Fee									
	Actual FY 2013	Actual FY 2014	Actual FY 2015	Actual FY 2016	Proposed FY17	\$ Change over (under)	% Change Over (under)	Increase (Decrease) Over FY 2013	
Campus Improvement	200	175	99	0	0	-	0.0%	(200)	-100.0%
Student Health Services									
Full-time	180	206	328	369	380	11	3.0%	200	111.1%
Part-time	10	10	10	10	10	-	0.0%	0	0.0%
Student Activities	275	303	318	358	369	11	3.1%	94	34.2%
Foster Hall Operations	60	63	72	74	76	2	2.7%	16	26.7%
Student Transportation	35	36	36	37	38	1	2.7%	3	8.6%
Athletics	824	987	1016	1046	1077	31	3.0%	253	30.7%
Security	267	288	347	388	400	12	3.1%	133	49.8%
Radio Station	80	84	84	86	89	3	3.5%	9	11.3%
Campus Card	0	44	44	45	46	1	2.2%	46	N/A
Other Services	100	67	70	81	83	2	2.5%	(17)	-17.0%
Maintenance of Facilities	220	181	66	68	70	2	2.9%	(150)	-68.2%
Total Full-time	2,216	2,358	2,381	2,552	2,628	76	3.0%	412	18.6%
Total Part-time	10	10	10	10	10	10			

ATTACHMENT VIII

Virginia State University
Proposed Annual Technology and Infrastructure Fee
Tuition and Mandatory E&G Fee Increases
FY 2016-2017

	Actual FY 2016	Proposed FY 2017	Increase Amount	% Change
Technology and Infrastructure Fee	208	214	6	2.9%
Total	208	214	6	2.9%

Average Full-time Enrollment 4,200

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

AUTHORIZING FUNDING FOR MULTIPURPOSE CENTER OPERATING COSTS

April 29, 2016

WHEREAS, § 23-165.6 of the *Code of Virginia* grants the Board power and duty to “control and expend the funds of the University and any appropriation hereafter provided”; and

WHEREAS, the Board of Visitors supported the 2007 Master Plan and Multipurpose Center project documented therein; and

WHEREAS, appropriation for the land acquisition, planning, design and construction of the Multipurpose Center was granted by the General Assembly of the Commonwealth of Virginia; and

WHEREAS, the Multipurpose Center is now constructed and ready for operation; and

WHEREAS, a contract with Spectra Venue Management for professional operation of the Multipurpose Center has been executed. The contract requires that an annual management fee of \$105,000 be paid to Spectra Venue Management and for the University to be responsible for ongoing operating costs; and

WHEREAS, the University maintains unrestricted local funds from its private fundraising activities and manages such funds separately from state funds; and

WHEREAS, the School Board of Chesterfield County made contributions between 2008 and 2012 that were set aside in an unrestricted local fund for future operating costs for the Multipurpose Center. The current value of the unrestricted local fund is \$434,075 as of April 5, 2016; and

WHEREAS, the University established two bank accounts for the operation of the Multipurpose Center. An Event Account was established to receipt for and expend funds for events held in the center. An Operating Account was established to pay for operating costs; and

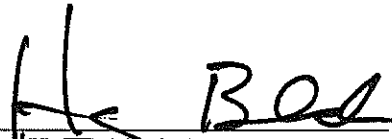
WHEREAS, the University must provide initial seed money in the Operating Account for ongoing operating costs. Costs paid from the Operating Account will be reimbursed from University funds in accordance with the general allocation provisions for the facility.

NOW, THEREFORE BE IT:

1. **RESOLVED**, the Board of Visitors of Virginia State University hereby approves the use of unrestricted local funds in the amount of \$434,075 to provide initial seed money to support the operating costs of the Multipurpose Center; and it is
2. **RESOLVED**, that an initial transfer of \$250,000 to support operating costs for the Multipurpose Center be approved as presented; and it is
3. **RESOLVED**, that the Vice President of Administration and Finance, Associate Vice President of Administration and Finance, and Assistant Controller will be provided signatory authority over the established accounts cited in this resolution; and it is


4. **RESOLVED**, that the General Manager and Financial Director of Spectrum Venue Management designated to manage the Multipurpose Center be provided with limited signatory authority over the established bank accounts cited in this resolution, not to exceed \$10,000, and for only those purposes related to the Multipurpose Center; and it is
5. **RESOLVED**, that disbursements from the bank accounts cited in this resolution shall require two signatures from authorized signers.
6. **RESOLVED**, that the Board of Visitors of Virginia State University authorizes the President or the Vice President of Administration and Chief Financial Officer to transfer additional unrestricted local funding as required; and it is
7. **RESOLVED**, that the Vice President of Administration and Chief Financial Officer will provide financial updates of the Multipurpose Center and its funding needs to the Board of Visitors periodically and at its Fall board meeting; and it is

FURTHER RESOLVED, that the University President or the Vice President of Administration and Finance is hereby authorized to execute and deliver on behalf of the University, all documents and instruments necessary to carry out the terms and provisions of the foregoing and who are further authorized to take such other action as may be necessary or appropriate to properly complete the aforementioned transactions.



Harry Black, Rector
4/29/16

Date



Daphne Maxwell Reid, Secretary
4-29-16

Date

**VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

**RESOLUTION FOR
TUITION AND FEES FOR ACADEMIC YEAR 2016-2017**

April 29, 2016

WHEREAS, the Commonwealth of Virginia funding policies and the impact of the economic forecast for the foreseeable future contained in the pending 2016-2018 Biennium Appropriations Act ("Act"); and

WHEREAS, the Act requires each institution to communicate its tuition and fee policy, as approved by the Board of Visitors to the Secretary of Education, the State Council of Higher Education for Virginia ("SCHEV"), and the Chairs of the House Appropriations and Senate Finance Committee by May 15 of each fiscal year; and


WHEREAS, the Board of Visitors has considered the proposed schedule of tuition, room, board, comprehensive, and miscellaneous fees, identified as Schedules A, B, C, D and E (attached); and

WHEREAS, the rates set for tuition, room, board, comprehensive, and miscellaneous fees, together with administrative actions to control costs, are intended to provide adequate coverage for basic instructional activities, related administrative support, other program and operating costs, and adequate debt service reserves for past and future construction projects utilizing bonded funds.

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University approves the tuition, room, board, comprehensive, and miscellaneous fees, found on Schedules A, B, C, D, and E, to be charged to students during the 2016-2017 academic year.

BE IT FURTHER RESOLVED THAT, the President shall monitor any subsequent actions of the General Assembly between now and the beginning of Fiscal Year 2017 for legislative impact on the tuition and fee policy and related funding, and shall implement timely changes required by such legislation, and shall report such action to the Board of Visitors at its next regularly scheduled meeting; and

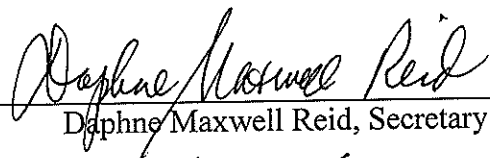
BE IT FURTHER RESOLVED THAT, the President is authorized to establish miscellaneous fees for items not listed in Schedule D, in response to emerging needs and changing circumstances.



Harry Black, Rector

4/29/16

Date



Daphne Maxwell Reid, Secretary

4-29-16

Date

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

APPROVAL TO SELL POLICE OFFICER FIREARM

April 29, 2016

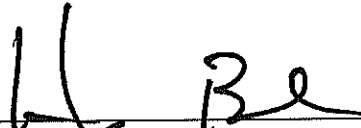
WHEREAS, § 59.1-148.3 of the *Code of Virginia* provides the statutory authority for the sale of handguns at a price of \$1 to retired law enforcement officers, who retire with at least 10 years of service, or at 70 years of age or older, or who are disabled as a result of an injury while on duty; and

WHEREAS, Sergeant (retired) Jon Merrill, is a retired campus police officer, who retired from Virginia State University with 23 years of service in law enforcement, and

WHEREAS, Sergeant (retired) Merrill has requested to purchase the service handgun that was previously issued to him during his service as a campus police officer in the Department of Police and Public Safety at Virginia State University, under the provisions of § 59.1-148.3 of the *Code of Virginia*; and

WHEREAS, Sergeant (retired) Merrill was previously issued a Beretta 96D.40 caliber semiautomatic handgun with the serial number of A15790M, and this service weapon is still owned by Virginia State University, and the service handgun is currently unassigned;

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves the sale of a Beretta 96D .40 caliber semiautomatic handgun with the serial number of A15790M to Sergeant (Retired) Jon Merrill, for the sale price of one dollar (\$1).



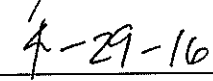
Harry Black, Rector



Date



Daphne Maxwell Reid, Secretary



Date

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

**APPROVING FACULTY CONTRACT CHANGES FOR
REGINALD F. LEWIS COLLEGE OF BUSINESS**

April 29, 2016

WHEREAS, § 23-165.6 of the *Code of Virginia* provides that “[t]he board shall control and expend the funds of the University and any appropriation hereafter provided, and shall make all needful rules and regulations concerning the University, appoint the president, who shall be its chief executive officer, and all professors, teachers and agents, and fix their salaries, and generally direct the affairs of the University”; and

WHEREAS, the Dean of the Reginald F. Lewis College of Business and the Provost, in consultation with the Faculty Senate, has recommended to, and received the approval from, the President to change language in the faculty contracts for the College of Business in order to (1) facilitate concurrence with recodification of faculty qualifications by the Association for the Advancement of Collegiate Schools of Business (“AACSB”) (the College’s specialized accreditor) and (2) clarity with regard to the requirements for maintaining faculty appointments in the College as follows:

Current Language

Your appointment is subject to the prevailing Policies, Resolutions, and Regulations of the Board of Visitors and the policies governing employment as provided in the Faculty Handbook, as amended by subsequent Board actions and the Bylaws of the Board of Visitors. Faculty employed in the School of Business must be academically and/or professionally qualified, as required by the prevailing standards published by the AACSB for business and accreditation, and the faculty must maintain such academically and/or professional qualification, as determined by consultants retained to assist the University, the School Dean and the Provost, as a condition of appointment.

Proposed Language

Your appointment is subject to the prevailing Policies, Resolutions, and Regulations of the Board of Visitors and the policies governing employment as provided in the *Faculty Handbook*, as amended by subsequent Board actions and the Bylaws of the Board of Visitors. Faculty employed in the Reginald F. Lewis College of Business must be certified as *Scholarly Academic* (SA), *Practice Academic* (PA), *Scholarly Practitioner* (SP) and/or *Instructional Practitioner* (IP), as required by the prevailing standards published by the AACSB for business and accreditation. The faculty must maintain such qualification, as determined by the College of Business criteria for SA/PA/SP/IP document, the Dean and the Provost.

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves the changes recommended for inclusion in faculty contracts for the Reginald F. Lewis College of Business.

H. B. O. A.
Harry Black, Rector

Daphne Maxwell Reid
Daphne Maxwell Reid, Secretary

9/29/16
Date

9-29-16
Date

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

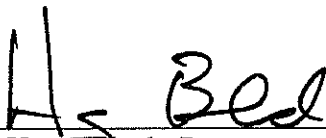
APPROVAL OF ADDITION TO FACULTY HANDBOOK

April 29, 2016

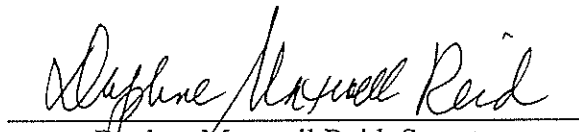
WHEREAS, § 23-165.6 of the *Code of Virginia* provides that “[t]he board shall control and expend the funds of the University and any appropriation hereafter provided, and shall make all needful rules and regulations concerning the University, appoint the president, who shall be its chief executive officer, and all professors, teachers and agents, and fix their salaries, and generally direct the affairs of the University”; and

WHEREAS, the Provost, in consultation with the Faculty Senate, has recommended to, and received the approval from, the President to add and maintain the most current version of the *Academic Credits Committee Policies and Procedures Manual* as an Appendix to the *Faculty Handbook* for the purpose of ensuring faculty understanding of policy and procedure toward ongoing enhancement of academic advisement provided to students;

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves the addition of the *Academic Credits Committee Policies and Procedures Manual* as an Appendix to the *Faculty Handbook*.



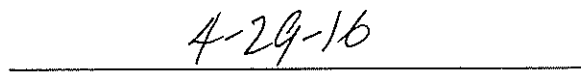
Harry Black, Rector



Daphne Maxwell Reid, Secretary



Date



Date

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

APPROVAL OF ADDITION TO FACULTY HANDBOOK

April 29, 2016

WHEREAS, § 23-165.6 of the *Code of Virginia* provides that “[t]he board shall control and expend the funds of the University and any appropriation hereafter provided, and shall make all needful rules and regulations concerning the University, appoint the president, who shall be its chief executive officer, and all professors, teachers and agents, and fix their salaries, and generally direct the affairs of the University”; and

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NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves the addition of the *Academic Credits Committee Policies and Procedures Manual* as an Appendix to the *Faculty Handbook*.




Harry Black, Rector



Daphne Maxwell Reid, Secretary



Date



Date

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

APPROVAL OF ADDITION TO FACULTY HANDBOOK

April 29, 2016

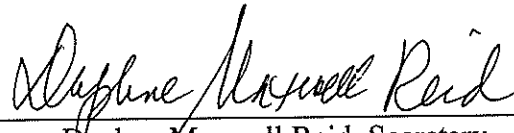
WHEREAS, § 23-165.6 of the *Code of Virginia* provides that “[t]he board shall control and expend the funds of the University and any appropriation hereafter provided, and shall make all needful rules and regulations concerning the University, appoint the president, who shall be its chief executive officer, and all professors, teachers and agents, and fix their salaries, and generally direct the affairs of the University”; and

WHEREAS, the Provost, in consultation with the Faculty Senate, has recommended to, and received the approval from, the President to add and maintain the most current version of the *Academic Credits Committee Policies and Procedures Manual* as an Appendix to the *Faculty Handbook* for the purpose of ensuring faculty understanding of policy and procedure toward ongoing enhancement of academic advisement provided to students;

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves the addition of the *Academic Credits Committee Policies and Procedures Manual* as an Appendix to the *Faculty Handbook*.




Harry Black, Rector



Daphne Maxwell Reid, Secretary



Date



Date

VIRGINIA STATE UNIVERSITY

Academic Credits Committee and Policies and Petitions Committee Procedures Manual

5/7/2013

Updated: March 17, 2014



VIRGINIA STATE UNIVERSITY

Academic Credits Committee and Policies and Petitions Committee

Procedures Manual

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**PART II: POLICIES AND PETITIONS COMMITTEE (PPC)
POLICIES AND PROCEDURES**

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PART I: ACADEMIC CREDITS COMMITTEE (ACC)

POLICIES AND PROCEDURES

I. PURPOSE AND DUTIES

Purpose

The purpose of the Academic Credits Committee (ACC) is to deliberate requests for exceptions to academic policies in the areas of readmission to the University after suspension for poor academic performance, residency requirements and proficiency examinations, and other areas not assigned to the colleges. This committee serves as the final arbiter for these issues, and its policies and procedures are applicable to undergraduate students and programs. The Policies and Petitions Committee (PPC) serves as the final arbiter for issues related to graduate students and programs. This committee and its policies are addressed in Part II of this manual. Both the ACC and the PPC will provide a report of the types and disposition of cases to the Faculty Senate at the annual retreat.

Duties

ACC is charged with the following duties and responsibilities:

- A. Providing adjudication and disposition on student appeals of academic sanctions and other academic matters, including (but not limited to) the following:
 - Administrative withdrawal¹
 - Residency requirements and proficiency examinations
 - Readmission after academic sanctions
- B. Monitoring and making recommendations to the Provost/Vice President for Academic Affairs (VPAA) relative to academic policy and procedure;

II. COMPOSITION

ACC is a group organized under the auspices of Office of the Provost/VPAA. The committee is convened and facilitated by the Provost or his/her designee(s). The following positions comprise the committee membership:

- A. Provost (or designee), who will serve as chair
- B. Recorder (non-voting member designated by the Provost)

¹ See Appendix A for definitions.

- C. Registrar (or designee)
- D. Vice President for Student Affairs (or designee)
- E. Deans of the Colleges (or their designees)
- F. Four Faculty Representatives (Chair of the Faculty Senate [or designee], Chair of the Admission and Retention Subcommittee of the Faculty Senate and two faculty members at large designated by the Faculty Senate)

III. MEETINGS

ACC meetings are held at least twice during each fall and spring semester. Meetings are generally scheduled prior to the opening and closing of each semester. All meetings are scheduled by the Provost/VPAA (or his/her designee), who communicates with the Deans of the Colleges to establish due dates for written appeals from students. A calendar of meeting dates shall be published. In addition, the ACC shall meet at least once each academic year to address policy matters and concerns relevant to the committee's work. Minutes of all meetings shall be housed in the Office of the Vice President for Academic Affairs.

IV. DISPOSITIONS

ACC renders dispositions based upon students' appeals for exceptions to established University policy. Each appeal is considered on the basis of its individual merit, and exceptions are granted only if documentation clearly demonstrates at least one the following:

- A. Sanctions or other negative decisions based on incorrect or missing information;
- B. Extraordinary circumstances beyond the student's control; or
- C. Situations where there is malfeasance on the part of the University.

The dispositions of ACC are the final recourse for students, i.e., students may not appeal to any other authority at the University. However, ACC decisions may be reviewed by the Provost who has the authority to reconvene ACC if additional information relative to a particular case becomes available after a disposition is rendered. ACC decisions are communicated to students via letter from the Office of the Provost with copies to the student's dean and department chairperson as well as the Office of the Registrar.

Minutes of the proceedings of the ACC are completed by the committee's recorder; hard copies are maintained in the Office of the Provost in accordance with the University's record retention policy. A summary of dispositions of the ACC shall be submitted annually to the Faculty Senate.

Members of the ACC must recuse themselves from deliberation on any case in which they have direct or indirect involvement, including familial relationship, personal ties to the appellant, or any other connection which might pose a conflict of interest.

V. ACTION ITEMS

Administrative Withdrawal: Administrative withdrawal (grade of “W” for all courses in a semester) is warranted based upon irrefutable documentation relative to attendance or other extreme circumstances (e.g., military deployment, medical emergencies, etc.).

Residency Requirements: The following is the University policy on residency:

A candidate for the bachelor's degree must spend the last year in resident study for the degree at Virginia State University. A year's residence is interpreted to mean the accumulation of a minimum of 27 hours of upper-level courses in (1) two regular semesters, or (2) three regular summer sessions, or (3) one academic semester and one summer of nine weeks. Subject to the discretion of the chair of the department, the student may be required to take in residence a maximum of fifty percent of the credit hours required in his or her major sequence. This may in no case be less than twenty-five percent.

Transfer students must spend a year in residence before graduation. A transfer student from a junior or community college must complete a minimum of 60 semester hours at Virginia State University to qualify for candidacy for a degree.²

Students may apply for exceptions to this policy in cases of extreme circumstances over which they have no control. ACC will consider each request on the basis of individual merit and documentation.

Proficiency Examinations: At the end of each semester, each academic dean shall submit to the ACC a summary report on proficiency examinations administered by each department. Only if circumstances warrant further deliberation will appeal matters regarding requests for a proficiency examination be referred to the ACC. (See Appendix F: Proficiency Examination Procedures.) Proficiency examinations must be requested by the end of the eighth week of the semester. No requests for proficiency examinations will be accepted during the semester in which the student will graduate.

Readmission after Academic Sanctions: Students who are suspended may apply for readmission to the University per the provisions of the Academic Sanctions policy. However, readmission to the University following academic suspension will be granted ONLY ONCE.

Students may be subject to academic sanctions which result in suspension in accordance with the following established University policy:

² See Virginia State University Catalog, “Last 27 Credits.”

Academic Sanctions

1. *A new student (freshmen or transfer student without an Associate Degree) must earn a minimum grade point average of 1.5 each semester during the first two regular semesters in residence. Thereafter, the student must earn at least 2.0 semester average each regular semester (to avoid Academic Warning) or have a cumulative average of 2.0 (to avoid Probation or Suspension).*

Transfer students with the Associate Degree must maintain a 2.0 semester average each regular semester (to avoid Academic Warning) or have a cumulative average of 2.0 (to avoid Probation or Suspension) to remain in good academic standing.

2. *Academic warning will occur when a student's semester average falls below the required minimum.*
3. *Probation occurs when a student's semester and cumulative average falls below the required minimum for two semesters.*
4. *Suspension for poor scholarship will occur when a student's semester and cumulative average falls below the required minimum for three semesters. Students will not be readmitted to the University except under the following circumstances:*
 - A. *Students who return to the University having earned an Associate Degree (college-prep track) will be readmitted under the same terms and conditions as a transfer student.*
 - B. *Under exceptional circumstances (such as serious and documented health or financial difficulties), a student may appeal his/her suspension to the department chair and college dean who may then, in turn, recommend readmission to the Academic Credits Committee. **Such an appeal can only be considered by the ACC after the student has been out for the period of one academic year.** The student must present a letter from at least one faculty member in support of his/her appeal. If the appeal is successful, the student will be readmitted on "warning."*
5. *If a student voluntarily withdraws from the university for a semester (for any reason), that student will return on the same status with which he/she left. (That is, if the student left on "warning," he/she will return on "warning;" if he/she left on "probation," he/she will return on "probation.")³*

Each request for readmission is evaluated by ACC. The appellant must demonstrate that he/she is prepared to succeed academically via written recommendation from the appellant's dean and department chairperson and documentation of academic pursuits/activities (e.g., college

³ See Virginia State University *Catalog*, "Academic Sanctions."

course work successfully completed at other accredited institutions, college-equivalency experiences, relevant internships, military service, etc., as applicable).

- If the request for readmission is approved, ACC may make stipulations with regard to maximum number of credit-hours in which the applicant may enroll, change of major, required cumulative or term grade point average, among others as deemed appropriate to the student's academic progress during previous enrollment and work completed during the period of suspension.
- If the request for readmission is denied, ACC will inform the applicant in writing as to what the student can do to reapply in the future, or the application may be denied and permanent expulsion imposed.

Other areas

ACC monitors grade appeals that are assigned to the colleges and may recommend re-evaluation of specific dispositions as needed. These may include grade changes involving the "N" grade. (See Appendix B for Grade Appeal Procedure.)

PART II: POLICIES AND PETITIONS COMMITTEE (PPC)

POLICIES AND PROCEDURES

I. PURPOSE AND DUTIES

Purpose

The purpose of the Policies and Petitions Committee (PPC) is to deliberate requests for exceptions to academic policies for graduate students in the areas of academic suspensions, time limit for the completion of degree requirements, and general student appeals. Both the ACC and the PPC will provide a report of the types and disposition of cases to the Faculty Senate at the annual retreat.

Duties

PCC is charged with the following duties and responsibilities:

- A. Providing adjudication and disposition on students' academic suspensions, and other academic matters, including (but not limited to) the following:
 - Time limit for the completion of degree requirements⁴
 - Reinstatement of students
 - Admission to Candidacy
 - Removal of I grades
 - Transfer Credit
- B. Monitoring and making recommendations to the Provost/Vice President for Academic Affairs (VPAA) relative to academic policy and procedure

II. COMPOSITION

PCC is a group organized under the auspices of the Graduate Dean and Office of the Provost/VPAA . The Committee is convened and facilitated by the Dean of the Graduate College. The Committee is composed of six graduate faculty members of the Graduate Faculty, two from each of the three undergraduate colleges. The Dean of the College of Graduate Studies serves as Chairperson of this Committee, giving it a seventh member. The Dean, as chairperson, votes on cases and issues only to break a tie vote.

III. MEETINGS

⁴ See Appendix A-1 for glossary related to graduate policies.

The PCC meetings are held at least twice during the semester; however, on certain issues, the Committee members are sent electronic information and are requested to vote on the matter. All members are informed of the decision prior to informing the student. Minutes of the meetings are housed in the Office of the Graduate Dean.

IV. DISPOSITIONS

The PCC renders dispositions based upon students' appeals for exceptions to established University policy. Each appeal is considered on the basis of its individual merit, and exceptions are granted only if documentation clearly demonstrates at least one of the following:

- A. Sanctions or other negative decisions based on incorrect or missing information;
- B. Extraordinary circumstances beyond the student's control; or
- C. Situations where there is malfeasance on the part of the University.

The dispositions of PCC are the final recourse for students, i.e., students may not appeal to any other authority at the University. However, PCC decisions may be reviewed by the Provost, who has the authority to reconvene PCC if additional information relative to a particular case becomes available after a disposition is rendered. PCC decisions are communicated to students via letter from the Dean of Graduate Studies with copies to the student's dean and department chairperson as well as the Office of the Registrar.

Members of the PPC must recuse themselves from deliberation on any case in which they have direct or indirect involvement, including familial relationship, personal ties to the appellant, or any other connection which might pose a conflict of interest.

Minutes of the proceedings of the PCC are completed by the committee's recorder; hard copies are maintained in the Office of the Graduate Dean in accordance with the University's record retention policy. A summary of dispositions of the PCC shall be submitted annually to the Faculty Senate.

V. ACTION ITEMS

Admission to Candidacy: Admission to graduate study does not imply admission to candidacy for a degree. Students initially admitted into a program leading to a degree are evaluated later for advancement to degree candidacy. Students are eligible to apply for candidacy after they have completed a minimum of 12 semester hours of course work at this university in their approved program of study. They must, however, attain candidacy no later than the semester before they expect to graduate. In order to become a candidate for the master's degree, a student must satisfy the following requirements:

1. Satisfactory completion of all requirements for unconditional admission to the College of Graduate Studies and to the academic program, including satisfactory scores on the Graduate Record Examination.

2. Satisfactory completion of the foreign language requirement, where applicable.
3. A minimum of 12 semester hours of graduate-level courses in an approved program of study with a minimum grade-point average of B (3.00).
4. Evidence of proficiency in the use of the English language.
5. Approval of the major professor and of the minor professor where applicable.

The application for admission to candidacy should be filed in duplicate. Application forms are obtained from the Graduate Office and from the colleges' website, and upon their completion, must be returned to the Graduate Office. Students may not enroll for Research and Thesis, Thesis in Absentia, Master's Project, or the Comprehensive Examination before they have been admitted to candidacy.

Auditing Courses: Students enrolled in a full program of study, or its equivalent, may audit a course which contributes to that program provided the student's advisor approves and the instructor of the course agrees. Credit or grades are not assigned for auditing. Audit courses are not accepted in seminars, practica, research courses, field courses, clinical courses, workshops, or similar courses. (See auditing fees under "Special Fees.")

Certifying Hours and Completion of Requirements: The Dean will certify the completion of degree requirements to an employer upon written request from the student. The request should include the full name, title, address, and zip code of the persons to whom the student wants such certification made. No more than 12 semester hours of course work toward the degree may be certified to any employer by the Dean of Graduate Studies prior to attaining candidacy.

Only the Dean of Graduate Studies is authorized to certify the number of hours completed and the completion of degree requirements to an employer.

Change of Degree Program: Admission to the Graduate College in one program does not entitle a student to transfer to another program without applying for and being accepted by the new program as a new student. Any student wishing to change from one program to another must complete a Change of Major form (which requires a number of signatures including those of the original advisor and the chairperson of the department to which the student wishes to transfer). The forms are available in the Graduate Office.

Course Load: The normal load for a full-time graduate student enrolled during a semester is nine semester hours; a maximum class load is 12 semester hours. To be considered in full-time study the student must be registered for not less than nine semester hours of work. Non-traditional students who are enrolled in an Alternative Program may enroll in 12 semester hours.

The academic load of a graduate student cannot always be measured in terms of formal courses. Frequently, a student's assignment will consist largely or entirely of research. The Dean of the College of Graduate Studies will determine the extent to which these assignments are the equivalent of a full academic load.

Part-time graduate students, in-service teachers, and other employed personnel are advised not to carry a load in excess of two graduate courses, except by special permission of the Dean of the College of Graduate Studies on recommendation of the major advisor. Without special permission, the course load for part-time students may not exceed six credit hours.

General Student Appeals: A student who considers any of the regulations of the College of Graduate Studies, to have adverse effect upon his/her academic progress may request relief by addressing a written petition setting forth the particulars of the situation with approval of his /her advisor. The request should be addressed to the Policies and Petitions Committee in care of the Dean of the College of Graduate Studies. The Committee is composed of six graduate faculty members, plus the graduate dean.

During summer school, graduate students can carry 6 semester hours during both four and a half week sessions. Thus, a student may earn 12 semester hours of credit by attending two sessions of summer school.

Grade Appeal: The appeal procedure for a student in the case of a complaint about perceived inaccurate or unfair grading begins with contacting the faculty member and further contact with the instructor's department chairperson. If the complaint is not resolved at either of those levels, a written request for review of the situation is submitted to the Dean of the College of Graduate Studies for review by the Policies and Petitions Committee, if necessary. The chair of this committee is the Graduate College Dean.

Graduate Record Examination (GRE): At Virginia State University, all individuals seeking master's and post-master's degrees must submit test scores from the Graduate Record Examination (GRE). The GRE scores must be no more than six years old when the student is admitted to the Graduate College. If the GRE was taken earlier, the student must take it again and submit new scores. The GRE is to be taken prior to enrollment.

Probation/Dismissal: Graduate students must maintain a "B" average (3.00) in the courses taken in their approved graduate programs. A student who falls below 3.00 is put on probation with or without written notice from the Dean of the College of Graduate Studies. If the cumulative average is not raised to 3.00 in the following semester, students will be notified by the Dean, in writing, that they have been discontinued in the program.

Reinstatement: Graduate students suspended for academic reasons are never automatically reinstated. A student may appeal to the Policies and Petitions Committee to be given a chance to gain reinstatement. If the Committee approves, the student is allowed to enroll for one semester only to repeat the course or courses that pulled the average below 3.00 and caused the student to be dropped; no new course work may be taken while the student is seeking reinstatement. If the student succeeds that semester in raising the average to 3.00, the student must then appeal to the committee for full reinstatement. If, after reinstatement, the grade-point average falls below 3.00 again, the student will not be permitted to continue graduate study at Virginia State University.

Residence Requirements: A minimum of 21 semester hours in a 30-hour program or 24 semester hours in a 36-hour program must be completed through the offerings at Virginia State University. Although full-time study is desirable, it is not required and many of the programs can be completed through part-time study. Some programs have special stipulations concerning part-time study, which should be carefully followed.

Retention: To be retained in an approved program of study, a student is expected to maintain a minimum cumulative "B" average. If the cumulative average in the approved program of study falls below "B," with or without candidacy, the student must bring the cumulative average up to "B" during the next period of enrollment in the approved program of study. A students who fail to earn a "B" average, or whose average falls below "B" on a second occasion, will be dropped from the program in which they are enrolled.

For the purposes of retention, cumulative averages are to be computed on the basis of hours completed within a student's approved program of study.

Time Limit for the Completion of Degree Requirements: All requirements for the master's degree must be completed within six years from the date of initial registration in the graduate program; excluding periods of military service. Students who encounter unique problems which prevent compliance with this regulation may address an appeal to the Chairman, Policies and Petitions Committee, in care of the College of Graduate Studies.

Under compelling circumstances, students may be awarded extensions, totaling not more than two years, to the present limit of six years. This provision restricts the period for completion of the degree to a maximum of eight years.

All transfer credit for the degree must have occurred within the designated period (six years) prior to the date of graduation. Transfer courses are not eligible for an extension of time. Test scores submitted in support of applications for admission must be within the six-year period.

Transfer Credit from Another Institution: In a 30-hour program, nine semester hours earned at another accredited graduate school may be accepted toward the master's degree at Virginia State University. In a 36-semester hour program, 12 semester hours may be accepted. In any case, transfer credit from another institution must be approved by the department and must be of "B" quality or higher. Transfer of credit in the core courses is not permitted. The core courses are Foundations of Education, Statistical Procedures in Education and Psychology, and Educational Research.

All transfer credit will be applied after the student's application for advancement to candidacy. Transfer credit cannot be over six years old by the date of graduation; this limit cannot be extended.

Withdrawal from Graduate Study: Students who withdraw officially from the University will receive grades of "W" in the courses in which they are registered.

Students who withdraw without following official withdrawal procedures are subject to receiving the grade of record (F) on the final instructor's grade report.

Appendix A: Glossary to Section I: Academic Credits Committee

Administrative Error: A term used that identifies a mistake made by faculty, or an administrator.

Academic Grades: Symbols that are used to describe academic performance.

Academic Sanctions: A process that describes the steps leading to academic suspension of a student.

Academic Suspension: Will occur when a student's semester and cumulative average falls below the required minimum for three semesters. A new student (freshman or transfer student without an Associate Degree) must earn a minimum grade point average of 1.5 each semester during the first two regular semesters in residence. Thereafter, the student must earn at least 2.0 semester average each regular semester (to avoid Academic Warning or have a cumulative average of 2.0 (to avoid Probation or Suspension). Transfer students with the Associate Degree must maintain a 2.0 semester average each regular semester (to avoid Academic Warning) or have a cumulative average of 2.0 (to avoid Probation or Suspension) to remain in good academic standing.

Academic Warning: Will occur when a student's semester average falls below the required minimum.

Administrative Withdrawal: Administrative withdrawal (grade of "W" for all courses in a semester) is warranted based upon irrefutable documentation relative to attendance or other extreme circumstances (e.g., military deployment, medical emergencies, etc.).

Dispositions: Final decisions made by the ACC involving requests for exceptions to academic policies in the areas of readmission to the University after suspension for poor academic performance, residency requirements and proficiency examinations, and other areas not assigned to the colleges.

Grade Appeal: A series of steps that students must follow to get a grade changed if the student believes that the grade issued by the instructor was inaccurate or unfair.

Probation: Occurs when a student's semester and cumulative average falls below the required minimum for two semesters.

Proficiency Examination: An examination designed to allow students to receive academic credit by examination in those subjects in which competence can be demonstrated by examination in lieu of formal course work.

Re-admission after Academic Sanctions: Students who are suspended for poor academic performance may apply for readmission to the University per the provisions of the Academic Sanctions policy. However, readmission to the University following academic suspension will be granted **ONLY ONCE**.

Residency Requirement: A candidate for the bachelor's degree must spend the last year in resident study for the degree at Virginia State University. A year's residence is interpreted to mean the accumulation of a minimum of 27 hours of upper-level courses in (1) two regular semesters, or (2) three regular summer sessions, or (3) one academic semester and one summer of nine weeks. Subject to the discretion of the chair of the department, the student may be required to take in residence a maximum of fifty percent of the credit hours required in his or her major sequence. This may in no case be less than twenty-five percent.

Withdrawal: If a student voluntarily withdraws from the university for a semester (for any reason), that student will return on the same status with which he/she left. (That is, if the student left on "warning," he/she will return on "warning;" if he/she left on "probation," he/she will return on "probation.")

Appendix A- 1: Glossary to Section II: Policies and Petitions Committee

Administrative Error: A term used that identifies a mistake made by faculty, or an administrator.

Academic Grades: Symbols that are used to describe academic performance.

Admission to Candidacy: A graduate college policy that ensures that all graduate students have met all requirements to become a candidate for the master's degree.

Auditing a Course: A student who attends a class without working or expecting a formal grade.

Course Load: A normal load for full time graduate students is nine semester hours and for part-time students it is six semester hours.

Grade Appeal: A series of steps that students must follow to get a grade changed if the student believes that the grade issued by the instructor was inaccurate or unfair.

Probation: A status for students whose grade point average drops below 3.0.

Reinstatement: A procedure used by students to petition the Policies and Petitions Committee for readmission to the University.

Resident Requirement: A minimum of 21 semester hours in a 30 hour program or 24 semester hours in a 36 hour program must be completed through the offerings at VSU.

Time Limit for Completion of Degree: All requirements for the doctoral or master's degree must be completed within six years from the date of initial registration in the graduate program; excluding periods of military service.

Appendix B: Grade Appeal Procedure for Undergraduate and Graduate Students

College Grade Appeal Committees consisting of at least one faculty member from each department shall deliberate requests for grade appeals and recommend an action to the college dean. The dean shall review the recommendation and make a decision on the outcome of the appeal. The dean shall serve as the final arbiter on the matter. Only if circumstances warrant further deliberation should a grade appeal be referred to the ACC. At the end of each semester, the dean shall submit to the Academic Credits Committee a summary report of the dispositions of grade appeals handled at the college level. The Chair of the Academic Credits Committee shall provide the Provost with a written acknowledgement of the deans' reports on grade appeals in their respective colleges.

The appeal procedure for a student with a complaint about grading requires initial contact with the instructor involved and further contact with the instructor's department chairperson if the matter is not resolved between the instructor and student. If the matter is not resolved at the departmental level, a grade appeal should be submitted to the dean of the college in which the instructor teaches. The dean shall then forward the request to the grade appeal committee for deliberation.

Normally, students may appeal final grades based upon documented evidence that a grade was incorrectly awarded. **Grade appeals must be requested within ONE YEAR of the semester in which the grade was awarded.** Typically, grade changes are warranted based upon the following:

- The Professor did not have information or documentation at the time the grade was awarded;
- The Professor made an error of calculation (or other error) or entry of a grade;
- A grade of "I" (incomplete) was entered and the student completed the necessary work for the course.

Grade changes involving the "N" grade should be referred to either the Academic Credits Committee or the Policies and Petitions Committee as appropriate.

The student will follow the steps below:

1. Make his/her case (with documentation⁵) to the faculty member who awarded the grade. (If the faculty member is no longer employed by the University, the student may approach the Department Chairperson for the unit through which the course was offered.)
2. If the student is not satisfied with the disposition of the faculty member, he/she may repeat this process with the Department Chairperson.
3. If the student remains dissatisfied, he/she may appeal to the college grade appeal committee via a letter which states the student's case with supporting documentation appended.
4. After deliberation, the college grade appeal committee makes a positive or negative recommendation to the dean.

⁵ Privacy concerns may limit reviewers' access to sensitive and personal documents submitted by the student.

5. The dean will consider the appeal, entering one of two dispositions:
 - The appeal has no merit and the faculty member's grade stands as entered;
 - The appeal has merit and is remanded to the department chairperson and faculty member for reconsideration. In these cases, the disposition of the faculty member is reported to the dean and is final.

Appendix C: Guidelines for Writing the Appeal Letter

Communication regarding appeals should be routed as follows: academic advisor, department chair, and college dean. The student's request for action should then be forwarded to the Academic Credits Committee.

Academic advisors, department chairs, and academic deans are encouraged to review the University's academic policies with the student to determine that the student is eligible to file an appeal. An appeal for readmission can only be made after the student has been out for a period of one year. Students seeking readmission should remember that they can be reinstated only **ONCE**. The Academic Credits Committee does not consider financial aid appeals or judicial affairs appeals.

Students should complete the "Appeal Action Request" form and attach it to the appeal letter following the guidelines below. All letters must first be reviewed by the department chair and academic dean **BEFORE** they are received by the Academic Credits Committee.

The appeal letter should be typed, grammatically correct, and signed by the student requesting consideration by the Academic Credits Committee. It is imperative that the letter contain the student's PERMANENT address, not campus address, to avoid delay. Documentation in support of the appeal must be submitted with the letter. This should be the same documentation that is presented to the academic advisor, department chair, and academic dean unless the additional documents were not available for review. If the appeal seeks readmission, it **MUST** be accompanied by a letter of support from at least one faculty member.

Suggested Format for the Appeal Letter

(RETURN ADDRESS or LETTERHEAD)

Student's Permanent Mailing Address

City, State ZIP

DATE

(ADDRESSEE)

ATTN: Academic Credits Committee

Office of the Vice President for Academic Affairs

P.O. Box 9404

Virginia State University, Virginia 23806

(SALUTATION)

Dear Academic Credits Committee:

(BODY OF LETTER)

FIRST PARAGRAPH

In three or four sentences, state the PROBLEM that you would like the Academic Credits Committee to address. Be clear in stating the nature of your appeal, including the academic policy in question and the exception you are requesting from the Committee. (Ex. seeking readmission after being academically dismissed.)

Appendix D: Appeal Action Request Form



APPEAL ACTION REQUEST FORM

NOTE: All appeal requests must begin in the academic department and follow the appropriate procedure. The Office of the Provost/Vice President for Academic Affairs will not receive requests submitted directly by faculty or students.

Directions: Please provide the information requested below and attach this form to the appeal packet.

I. Student Identification

Name: _____
 Last First Middle Initial

Student Number: _____ Major: _____

Department: _____

College: _____

II. Request for Action

(Check One)

Readmission after Academic Sanction _____

Request for Proficiency Examination _____

Waiver of Residency Requirement (last 27 hours at VSU) _____

Other (Please describe): _____

Student Name (Print): _____

Student Signature: _____ Date _____

Appendix E:



OFFICE USE ONLY	
Processed by:	_____
Date:	_____
Form #	_____

JUSTIFICATION FOR ASSIGNING AN INCOMPLETE ("I") GRADE

NOTE: The grade of Incomplete ("I") should be assigned **ONLY** to a student who is otherwise passing the course but is unable to complete course requirements due to extenuating or extraordinary circumstances. If the "I" grade is not removed within **one year**, the grade will automatically become an "F." **This form must be submitted to the Department Chairperson housing the course.**

Student's V- Number _____

Student's Name _____

Course Title _____

Course Prefix/ Number/ Section _____

CRN _____

Current Course Grade _____

JUSTIFICATION:

RECOMMENDED DUE DATES:

DESCRIPTION OF WORK NEEDED TO COMPLETE FINAL GRADE:

Please attach a copy of assignments, tests, papers, and other work that must be completed by student before "I" can be removed. **Include a copy of the course syllabus.**

Instructor's Printed Name _____

Instructor's Signature: _____

Date: _____

Copies go to STUDENT, INSTRUCTOR, and INSTRUCTOR'S DEPARTMENT CHAIR.

APPENDIX F: Procedures for Completing the Proficiency Examination

Proficiency Examinations: The purpose of proficiency examinations is to allow students to receive academic credit by examination in those subjects in which competence can be demonstrated by examination in lieu of formal course work.

1. Proficiency examinations are coordinated by the individual departments.
2. The student will inform the department chairperson that he/she intends to take a proficiency examination in a given course in order to satisfy the requirements of the course. Proficiency examination forms are secured in the Office of the student's major department. The student will then seek counsel of the chairperson of the department in which the examination will be administered. The student will then be assigned to a specific instructor who will schedule the examination. A student must register for a proficiency examination by the **eighth** week of the semester in which he/she plans to take the examination. The proficiency examination must be administered and the grade submitted to the Office of the Registrar by the end of the **twelfth** week of the semester. Any and all exceptions to this policy will be considered on a case-by-case basis depending on extenuating circumstances at the discretion of the Provost and Vice President for Academic Affairs.
3. Students will receive credit for grades of A, B, and C earned on proficiency examinations. The grade will be recorded on the student's permanent record.
4. A maximum of twelve (12) semester hours may be earned through proficiency examinations.
5. The cost will be one-half of the regular fee per semester hour for proficiency examinations.
6. A committee in each department will be responsible for structuring and evaluating proficiency examinations. The examination should be so structured as to measure accurately the master of specific course content.
7. Instructors responsible for the administration of proficiency examinations should recommend or make available materials needed for preparation by the student.
8. No student may take a proficiency examination in the same course more than once.
9. Any student currently enrolled may request a proficiency examination.
10. Credit by proficiency examination shall not be granted for any course for which a student has been previously enrolled.
11. Continuing Education students and graduate students are not eligible to earn academic credit through proficiency examinations.
12. Proficiency examinations will not be administered without proof of payment of the required fee.

Completing the Proficiency Examination

Students requesting the awarding of academic credit through the completion of a proficiency examination should follow the procedure described below.

1. The student contacts the academic advisor to request a proficiency examination.
2. After the department provides the student the Request for Proficiency Examination form, the student completes the appropriate section of the form and submits the form to the academic advisor.
3. The academic advisor completes the appropriate section of the form and submits it to his or her department chair.
4. Upon approval, the department chair forwards the form to the chair of the department housing the course for which the proficiency examination is requested.
5. Upon approval, the chair of the department housing the course forwards the form to the dean of the college housing the course for which the proficiency examination is requested.
6. If the dean approves the student's request, the dean then (1) notifies the student to go the Cashier's Office to pay the fee and (2) forwards a copy of the signed form to both department chairs.
7. The student proceeds to the Cashier's Office, pays the proficiency fee, and brings the receipt to the department housing the course.
8. The department housing the course schedules and administers the proficiency examination.
9. The chair of the department housing the course completes the "Report of Proficiency Examination" form, indicating the grade earned by the student.
10. Within 48 hours of the student's completion of the exam, the chair of the department housing the course submits the report to the Office of the Registrar for processing and provides a copy to the chair of the student's department.

NOTE: At NO TIME should a student handle the proficiency form after the initial request is made with the academic advisor.



**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

APPROVING PROFESSOR EMERITUS

April 29, 2016


WHEREAS, § 23-165.6 of the *Code of Virginia* provides that “[t]he board shall control and expend the funds of the University and any appropriation hereafter provided, and shall make all needful rules and regulations concerning the University, appoint the president, who shall be its chief executive officer, and all professors, teachers and agents, and fix their salaries, and generally direct the affairs of the University”; and

WHEREAS, Dr. Richard I. Schwartz has distinguished himself via his of distinction in teaching, research/creative activities, and service, and made documented extraordinary contributions to his department, school, the University, and as a professional performer and musicologist; and

WHEREAS, Dr. Schwartz will retire in May 2016 at the rank of Professor after over 30 years of service as a faculty member at Virginia State University; and


WHEREAS, Dr. Schwartz’s departmental colleagues and the University Emeritus Committee have unanimously supported his candidacy for Professor Emeritus, and the Provost has recommended and received approval of the President;

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves Dr. Richard I. Schwartz as Professor Emeritus with all the rights and privileges thereto appertaining.



Harry Black, Rector
4/29/16

Date



Daphne Maxwell Reid, Secretary
4-29-16

Date

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY
BOARD OF VISITORS**

APPROVING PROFESSOR EMERITUS

April 29, 2016

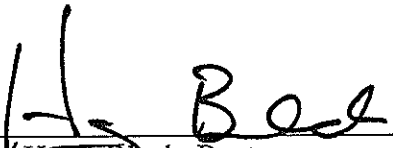
WHEREAS, § 23-165.6 of the *Code of Virginia* provides that “[t]he board shall control and expend the funds of the University and any appropriation hereafter provided, and shall make all needful rules and regulations concerning the University, appoint the president, who shall be its chief executive officer, and all professors, teachers and agents, and fix their salaries, and generally direct the affairs of the University”; and

WHEREAS, Dr. Raymond Fletcher has distinguished himself via his teaching, research, service, and documented significant contributions to his department, school, the University, and his discipline (mathematics);

WHEREAS, Dr. Fletcher will retire in May 2016 at the rank of Professor after over 20 years of service as a faculty member at Virginia State University; and


WHEREAS, Dr. Fletcher’s departmental colleagues and the University Emeritus Committee have unanimously supported his candidacy for Professor Emeritus, and the Provost has recommended to, and received approval from, the President for same;

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves Dr. Raymond Fletcher as Professor Emeritus with all the rights and privileges thereto appertaining.



Harry Black, Rector
4/29/16

Date



Daphne Maxwell Reid, Secretary
4-29-16

Date

**RESOLUTION OF THE
VIRGINIA STATE UNIVERSITY BOARD OF VISITORS**

APPROVING CANDIDATES FOR PROMOTION AND TENURE

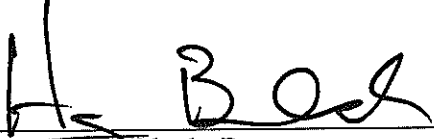
April 29, 2016

WHEREAS, § 23-165.6 of the *Code of Virginia* provides that “[t]he board shall control and expend the funds of the University and any appropriation hereafter provided, and shall make all needful rules and regulations concerning the University, appoint the president, who shall be its chief executive officer, and all professors, teachers and agents, and fix their salaries, and generally direct the affairs of the University”; and

WHEREAS, the persons listed below (with promotion and/or tenure recommendations) have—in accordance with the provisions of the current *Faculty Handbook*—been recommended by their respective departments, colleges, and Dean with the subsequent concurrence of the Provost and approval by the President:


#	CANDIDATE	ACTION	DISCIPLINE
1	Boyd, Kimberly	Promotion to the Rank of Professor	Psychology
2	Jain, Chaya	Promotion to the Rank of Professor	Public Policy
3	Javidi, Giti	Promotion to the Rank of Professor	Computer Science
4	McClure, Michael	Promotion to the Rank of Professor	English
5	Quazi, Tariq M.	Promotion to the Rank of Professor	Engineering
6	Robinson-Oliver, Andrean	Promotion to the Rank of Professor	Counseling
7	Rockenbach, Stephen	Promotion to the Rank of Professor	History
8	Stepney, Ronal	Promotion to the Rank of Associate Professor with Tenure	Speech
9	Uzochukwu, Benedict	Promotion to the Rank of Associate Professor with Tenure	Engineering
10	Witiak, Sarah	Promotion to the Rank of Associate Professor with Tenure	Biology

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Visitors of Virginia State University hereby approves promotion and/or tenure as approved by the President from the list of candidates herein with all the rights and privileges thereto appertaining.



Harry Black, Rector
4/29/16

Date



Daphne Maxwell Reid, Secretary
4-29-16

Date