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# Section I - Degrees

These regulations pertain to the following undergraduate Norwich University Degrees. These regulations are subject to change. Norwich University Students and Faculty will be notified if there is a change made during the academic year.

## 1. Degrees Awarded

**A.** The Bachelor of Arts degree is awarded with majors in communications\*, criminal justice, English, history, international studies, political science, psychology, Spanish, and studies in war and peace.

**B.** The Bachelor of Science degree is awarded in accounting, architectural studies, athletic training, biology, biochemistry, , , chemistry, civil engineering, communications, computer engineering\* , , computer security and information assurance, computer science, , electrical engineering\*, electrical and computer engineering, engineering management, environmental science with concentrations in engineering or science, and outside the sciences, geology, management, mathematics, mechanical engineering, nursing, physical education, physics, and sports medicine.

\* Programs being phased out.

## 2. Requirements

The requirements for all degrees are to be found in the University Catalog. Degree candidates are subject to the degree requirements of the class year to which they are assigned at the time of their admission, or readmission, to the degree program.

## 3. Two Degree Programs

Well qualified students may elect to fulfill the requirements of the Bachelor of Arts and Bachelor of Science or two Bachelor of Science degrees in a program directed toward two degrees subject to the approval of the departments or schools concerned. Two degrees may take more than four years to complete.

## 4. Conferring of Degrees (Graduation)

**A.** The faculty, through the Committee on Academic Standings and Degrees (CASD), shall recommend to the President students who have completed degree requirements.

**B.** No degree shall be conferred or diploma awarded until the Registrar's Office determines that all degree requirements are met.

**C.** No degree shall be conferred or diploma awarded until the recipient has paid all University bills or arranged for payment to the satisfaction of the Chief Financial Officer.

D. No undergraduate degree shall be conferred or diploma awarded until the Vice President for Student Affairs and Commandant has cleared the student's record.

E. Only those undergraduate students who have met graduation requirements, or are in good standing and enrolled in courses, after the withdrawal date in the spring semester, that could complete graduation requirements will be allowed to participate in the graduation exercises. Enrollment in summer courses does not satisfy this requirement. Degrees will be conferred each May at Commencement.

## **Section II - Credit, Courses and Curricula**

### **1. Award of Credit**

A. Credit hours and grade points shall be awarded only for those University courses for which a student is properly registered.

B. Credit hours, not grade points, for approved courses taken by a Norwich student at other accredited institutions may be transferred, subject to the residence requirement and provided grades earned are "C" or above, for credit toward a bachelor's degree.

C. Credit hours for extra institutional learning may be awarded in accordance with the provisions of paragraph 3, following.

### **2. Credits for Graduation**

A. Graduation requirements are measured in courses and credits. Courses and credits required for graduation are specified in the catalog for each curriculum. Students should consult the catalog to be sure they are meeting the graduation requirements in their major.

B. A student will receive the equivalent of one three-credit course to fulfill published credit or course requirements as a free elective in a major or minor when three one-credit courses in the same discipline are combined. A student is limited to one such course. One-credit ROTC courses and courses numbered below 100 may not be used.

### **3. Requests for Course Equivalency or Exemption**

A. To waive a prerequisite course requirement a student must present the advisor's affirmative recommendation to the course's department chair for approval. The basis for such a waiver will be the student's demonstrated knowledge in the area concerned.

B. To waive a degree course requirement on the basis of an exemption examination or other documented extrainstitutional learning, a student must present the affirmative recommendations of major and course department chairs

and academic advisor on the form. The credits for the waived course must be replaced by free electives.

C. To obtain credits and grade points for a course on the basis of an equivalency examination administered under the provisions of 3d (1), a student must present the affirmative recommendations of the major and course department chair and the academic advisor on the form. Second semester seniors are not eligible for an equivalency examination unless a petition is approved not later than one week after mid-semester grades are due. Please Note: The repeat grade policy does not apply to credits earned by way of an equivalency examination.

D. Types of examinations to accomplish 3b or 3c above are either course equivalency or exemption. Course equivalency by examination is treated as transfer credit and is subject to the limits described in Section IX.

1. Examinations for course equivalency or exemption given at Norwich University will be given only if a nationally validated examination covering the same subject matter is not available. Examinations for EN101 and 102 are an exception and may be administered at the beginning of the fall and spring semesters to newly admitted students.

2. Before administering an exemption or an equivalency examination, Department Chairs and/or School Deans should determine whether the student wishes to waive the course requirement under paragraph 3b, above, or wishes to obtain credits and grade points for the course under 3c, above. An examination for waiver should be designed to test the student's general knowledge and competency in the tested area. An examination for credits and grade points should be typical of a final examination that covers the entire course content. Where appropriate, term papers, projects, etc. may also be required. An exemption or equivalency examination for laboratory courses may require demonstrated laboratory proficiency.

3. If the examination is for credits and grade points under 3c, above, a grade will be assigned and appropriate grade points awarded unless the Pass/Fail option is selected prior to the administering of the examination.

4. An extra tuition charge may be assessed by the Bursar's office for examinations under 3c above.

5. Credits, not grade points, are to be awarded when evidence that the minimum required grade has been achieved on a nationally validated examination, such as, Advanced Placement program, DANTES, CLEP, and International Baccalaureate higher level examinations.

#### **4. Extra institutional Learning**

Extra institutional Learning is learning that is attained outside the sponsorship of legally authorized and accredited post secondary educational institutions. The term applies to learning acquired from work and life experiences, independent reading and study, the mass media, and participation in formal courses sponsored by associations, business, government, industry, unions and the military. Credit from extra institutional learning is treated as transfer credit and is subject to the limits described in Section IX.

**A.** Basic ROTC courses may be waived on the basis of at least 6 months of active duty in the Armed Forces or as approved by the appropriate Professor of Military Science.

**B.** Credits, not grade points, may be awarded in accordance with the Guide to the Evaluation of Educational Experiences in the Armed Forces, published by the American Council on Education, provided courses are equivalent to a Norwich University courses.

**C.** Credits, not grade points, for other extra institutional learning as recommended in nationally recognized guides and publications may be awarded upon the positive recommendation of the appropriate course department head and dean. Such credits shall be awarded in compliance with the evaluations provided by the American Council on Education, (ACE).

**D.** Credits, not grade points, may be awarded for upper level International Baccalaureate courses based on evaluation by corresponding academic program departments.

#### **5. Internships**

Students who intend to engage in an internship must register for the internship during the designated registration period for a fall or spring semester internship and by 1 May for a summer internship. Departmental or school permission is required for an internship at registration.

Enrollment and registration for the internship will occur on the designated enrollment and registration day for the semester or session of the internship. Enrollment and registration for the internship will not occur unless the faculty member has received written confirmation from the field supervisor that internship arrangements are complete.

Internships will be scheduled to coincide with opening and closing dates of the semester of internship enrollment. Summer internships will coincide with the beginning and ending dates of the appropriate summer session.

#### **6. Independent Study**

To support a course registration for an independent study, , the affirmative recommendation of the student's academic advisor and the course Department Chair and School Dean must be present on an academic form. This form must accompany a registration form at the time the student registers.

## **7. Use of Courses to Satisfy Curricular Requirements**

A detailed statement of the ROTC requirement is published as Appendix VI of these Regulations. Up to six degree credits as free electives toward the baccalaureate degree may be granted for the following courses: AS311, AS312, AS411, AS412, MS411, MS412, NS321, NS322, NS331, NS332, NS342, NS421, NS422, NS431.

## **8. Extra Credit**

### **A. Approval for Extra Credits**

Course loads in excess of 16 credits for freshmen and 20 credits for upper class students, (including ROTC and one credit courses) except if specified differently in the major curriculum; require the approval of the student's advisor and major Department Chair or Program Director.

### **B. Extra Credit Charges**

1. Extra credit charges will be applied at the part-time rate for credits over 19, except as specified differently in the major curriculum. This excludes ROTC courses and MU260.
2. Music 200 (Applied Music) is subject to the extra credit charge.
3. Students should be familiar with published Fees & Financial Policy booklet. Copies may be obtained in the Bursar's office.
4. There will be no charge for extra courses if they are dropped before the Add/Drop deadline.

## **9. Course Audit**

**A.** A fee will be assessed for a course audit. The fee will not be charged to a full time matriculated student unless the audit is an overload.

**B.** Students taking courses as auditors will receive the notation "AU" (Audit) on their permanent academic record in lieu of a grade and credits if the obligations of the auditor have been met to the satisfaction of the instructor. If the auditing student's performance is unsatisfactory, there will not be a course entry on the academic record.

Auditing students are expected to participate in class discussion and laboratory activities. At the beginning of the course, the student and the instructor will agree on the extent to which the student is expected to attend classes and take

examinations. Students may audit a course only if, in doing so, students desiring to take the course for credit are not excluded because of enrollment limitations.

#### **10. Prerequisites**

Students shall not register for a course having prerequisites without having successfully completed those prerequisites or be allowed to remain scheduled for the successive course if the prerequisite course was not completed successfully. Prerequisites are identified in the current Norwich University Catalog. For information regarding the waiver of a prerequisite, see Section 2, Item 3a.

#### **11. Co-requisites**

Students shall not register for courses having co-requisites without registering for the co-requisite course. Co-requisites are identified in the current Norwich University Catalog.

#### **12. Minimum Grade Standards**

Minimum grade standards are established for various curricula. These minimum standards are shown in the Catalog.

#### **13. Repeat Courses/Repeat Grade Policy**

**A.** A student shall not receive credit twice for any course except those courses whose catalog description permits repetition for credit.

**B.** If a previously graded course is repeated, and a grade other than "W" is earned, only the last grade earned in the course will be calculated in the grade point average (GPA). All grades previously earned in the course will be removed from the GPA calculations even in the event that a lower grade is earned upon repetition of the course. If a failing grade is earned upon repetition of a course, any previous credit earned will be lost. Credit by examination does not constitute a repetition under this provision.

#### **14. Conflicts**

Students shall not schedule courses which require conflicting hours of attendance unless the responsibility for resolution of the conflict is accepted in writing on the course registration form by all of the faculty members and their School Deans.

## **Section III – Majors, Minors, and Concentrations**

### **1. Definitions**

**A. Major** – A major is the field of academic specialization within the baccalaureate degree. It is defined as the departmental requirements set forth in the catalog, having a minimum of 10 courses totaling at least 30 credit hours, of which a

minimum of two must be at the 300-400 level. Interdisciplinary majors may include courses from more than one related academic discipline.

**B. Minor** – A minor consists of six courses of three or more credit hours as specified in the catalog. Minors may include courses from more than one related discipline. The six courses for the minor must be completed with a grade of “C” or higher. A student may not earn both a minor and a major in the same field of specialization.

**C. Concentration** – A concentration consists of six courses of three or more credit hours in a “specialized area” within a major, as specified by an academic department. It may consist of a selection of courses or an established minor in a specialized area within the major approved by the department. Concentrations may include courses from more than one related academic discipline. The six courses for the concentration must be completed with a grade of “C” or higher. Concentrations are available only to students enrolled in the major under which the concentration is listed.

## **2. Choice of Major**

**A.** Students, who enter Norwich as an undeclared BA or BS student, must select a major by the time of registration for the 5th semester.

**B.** Students who enter Norwich as Sports Medicine majors must select their concentration by the time they registrar for their 2nd semester.

**C.** Students must meet minimal major course and grade requirements to be accepted by the desired major.

## **3. Change of Major**

A change of major requires the approval of the School Dean or Department Chair and must include the assignment of the new advisor and the catalog year that the student will follow. A form for this is available in the Registrar's Office or on the web. Students must obtain the recommendation of the advisor for the major they are leaving.

## **4. Second Major**

A student may apply for a second major. The current advisor, and the School Dean must all approve the application and a second advisor assigned by the Department Chair of the second major prior to when the application is brought to the Registrar's Office. The student will follow the catalog year of the primary major.

## **5. Minor**

Academic minors and their requirements are to be found in the academic major section of the catalog. To request a minor, a student is to file an application form with the Registrar's Office. The form is to carry the approval of the student's advisor and of the Department Head of the academic department that offers the minor. Minor requirements will follow the catalog year of the student's primary major. Minors will not be added after the Bachelor's Degree is awarded.

## 6. Dismissal From a Major or Minor

School Deans and Department Chairs have the authority to dismiss a student from a major or minor for academic deficiency or unsatisfactory performance in a clinical program or an internship, practicum or program. Copies of dismissal letters must be sent to the Registrar's Office.

## 7. Concentrations

Academic concentrations and their requirements are to be found in the academic major section of the catalog. Each concentration represents an area specialization within a major and consists of six courses. To declare a concentration, a student is to file a request with the Registrar's Office. The request is to carry the approval of the student's advisor and of the Department Chair. Concentration requirements will follow the catalog year of the student's primary major. Concentrations will not be awarded after the primary Bachelor's Degree is awarded.

# Section IV - Grades, Averages and Marking Periods

## 1. Grades

These grades and grade points shall be awarded:

Grade	Grade Points
A	4.0 Grade points per credit hour
A-	3.7 Grade points per credit hour
B+	3.3 Grade points per credit hour
B	3.0 Grade points per credit hour
B-	2.7 Grade points per credit hour
C+	2.3 Grade points per credit hour
C	2.0 Grade points per credit hour
C-	1.7 Grade points per credit hour
D+	1.3 Grade points per credit hour
D	1.0 Grade points per credit hour

D-	0.7 Grade points per credit hour
F	0.0 Grade points per credit hour
P Pass/Fail option exercised	None
AU (Audit)	None
I (Incomplete)	None (Not used at mid semester)
NG (No Grade)	None (Not used for final grade)
S (Satisfactory)	None
U (Unsatisfactory)	None
W (Withdrawal from course)	None
NS (Not Submitted)	None

## 2. Grade Point Average

A. The grade point average is computed by dividing grade points earned by credit hours attempted after applying the repeat grade policy.

B. Only grade points earned and semester credit hours attempted in courses at Norwich will be included in computing the student's grade point average. (See the repeat course policy for the effect on the grade point average of course repetition).

C. Grades for courses taken after conferral of a degree will not be used to recalculate the grade. Grade point averages for these courses will be calculated separately.

## 3. Pass/Fail Option

A. Students in good academic standing may choose one course per semester in the sophomore, junior, pre-senior and senior years in which to exercise a Pass/Fail option.

B. Courses chosen under this option must be free electives. Courses that satisfy University requirements, or are specifically listed courses in the student's major, or require a minimum grade of "C", or are restricted electives other than free electives may not be taken pass/fail.

C. To receive "Pass" credit under this option, the student's work in the designated course must receive a semester grade of at least "D-". An earned grade of "F" will be entered as such on the student's academic record and will be included in all grade point computations. A "Pass" grade will earn credits but will not be included in grade point computations.

D. Students seeking to take a course under the Pass/Fail option shall complete and submit the required form to the Registrar's Office prior to the course withdrawal deadline. Forms are available on the Registrar's Office web page.

#### **4. Incomplete Grades (I)**

A. A student who fails to complete required work in any course due to authorized absence caused by illness or emergency may receive the grade of incomplete (I).

B. The grade "I" may not be assigned for simple failure to submit required work. It may not be awarded as the result of class cuts, regular leave, or detached service.

C. A grade of "I" may only be assigned at the end of the semester and not at mid-semester.

D. Faculty, when assigning a grade of "I", shall complete the I Grade Form and email it to the student and Registrar's office. The form requires:

1. The reason the "I" grade was assigned;
2. What work is still required;
3. The deadline for submission of the work (the instructor determines the deadline, but the deadline shall be no later than 30 days from the last day of finals); and
4. What the grade will be if no additional work is received from the student.

E. The faculty member has 48 hours to submit a new grade to the Registrar's Office. If no new grade is received the grade that the faculty member stated would be the grade if no additional work was received will be entered as the course grade.

F. A course carrying the grade of "I" will be excluded from the computation of total semester credit hours and grade point averages.

G. A student with a grade of "I" is ineligible for consideration for the Dean's List. Dean's List eligibility will be determined when a final grade is awarded.

#### **5. Course Drop/Add and Course Withdrawal**

A. A student may drop or add a course within one week after classes start. The deadline for dropping or adding a course is listed on the academic calendar. The permanent academic record will not reflect courses DROPPED during this period.

**B.** During the time from the end of the DROP/ADD period and extending to two weeks following the date on which mid-semester grades are due, a grade of W will be entered on the Permanent Academic Record for any course withdrawal by a student, or the administration, who remains enrolled at the University. The student is responsible for filing a complete DROP/ADD/WITHDRAWAL form, with the Registrar's Office prior to the withdrawal deadline. A student must meet with the faculty member prior to withdrawal and obtain their signature on the withdrawal form. After the deadline, a grade of "F" will be entered on the Permanent Academic Record for any course withdrawal unless the Committee on Academic Standing and Degrees approves the assignment of a grade of W.

**C. Withdrawals from the University**

A student who separates from the University, for any reason, prior to the end of the semester will receive a grade of "W" in each class.

**6. Course Schedule Administrative Adjustment**

**A.** Within the first 20 school days of a semester, a school dean may approve course adjustments for students who have been enrolled in an inappropriate level of a course, such as MA 005 rather than MA 101 or vice versa. This adjustment is made using an Administrative Course Adjustment form containing all required signatures, and turned into the Registrar's Office

**B.** Within the first 20 school days of a semester, a school dean may approve course adjustments for students who are not on track to complete their degree by their expected date of graduation. To be eligible for this adjustment, the adjustment must allow the student to complete the degree within two semesters. This adjustment is made using an Administrative Course Adjustment form containing all required signatures, and turned in to the Registrar's Office.

**7. Grading Practices Notification For Students**

At the beginning of a course, on the course syllabus, a student must be made aware of the method of grading in the course and of the weight that is attached to all course requirements.

**8. Grade Reporting By the Faculty**

**A.** The faculty reports grades for all campus base programs twice during the semester.

1. Mid-semester grades are reported to the Registrar's Office on or before the Friday of the seventh week of each semester, in accordance with the Academic Calendar. In the rare case where sufficient course evaluation is not available for the reporting of a grade at mid-semester, the grade of "NG" (no grade) is reported.

2. Final grades are reported to the Registrar's Office at the conclusion of the semester. These grades are posted on the permanent academic record.

**B.** Final grades will be submitted to the Registrar's Office within seventy-two hours after the final examination has been administered. Seniors, in their spring semester will need to have their grades reported to the Registrar's Office in less than seventy-two hours. The time for submittal of these grades will be as directed by the Registrar's Office. For courses in which no final examination is given, final grades will be submitted to the Registrar's Office seventy-two hours after reading day.

**C.** Faculty will maintain course grade records for a minimum of one year. Faculty leaving the employment of the University will turn these grade records over to the department.

## **9. Grade Notification**

**A.** Mid semester grades will appear on the individual student Banner Web Self-Service account. A copy of the mid-semester report for first semester freshman will be sent to the eligible parent or guardian.

**B.** After grades have been reported to the Registrar's Office, students may view their grades on their "Degree Evaluation" form. After a period of about one week the students will be able to review their grades and current GPA on their "Academic Transcript" form. Both of these forms are on the web.

**C.** Parents wanting to see the grades of their son or daughter must have them open one of the forms that show the grades. The University does not mail grades or give them to anyone over the phone to comply with FERPA.

## **10. Academic Warning at Mid-Semester**

**A.** Students who are failing two or more courses at mid-semester will be issued an academic warning.

**B.** Students receiving Academic Warnings must report to their academic advisor within 5 days.

**C.** The Registrar's Office will notify the eligible parents or guardians of all first semester freshmen receiving Academic Warnings.

## **11. Official Grades**

Official grades are final grades that are entered upon a student's permanent academic record. Mid-semester grades are not official grades, are not entered on the permanent record, and are reported for the sole purpose of assisting students in assessing their academic status at mid-semester.

## 12. Changes In Final Grades

Assignment of final grades in each course is the responsibility of the faculty member of record. Students are urged to meet promptly with the faculty member if they have questions about the assigned grade.

The faculty member assigns a final grade only after a careful and thorough evaluation of the student's performance in the course and in accordance with the grading plan given to the student at the start of the course.

Unless as a result of a formal grievance process, a final grade will be changed only for cause and only at the request of the faculty member and with the approval of the Vice President of Academic Affairs. The Vice President of Academic Affairs will require the recommendations of the Department Chair and the School Dean.

The Vice President of Academic Affairs will normally not consider a grade change request if it is received by the Registrar's Office more than 120 days after the grade to be changed was issued.

## Section V - Academic Standing Criteria for Academic Progress

### 1. Good Standing

A student in good standing is allowed to enroll without qualification. To maintain good standing, a degree candidate must have a minimum cumulative grade point average as listed in the Criteria for Academic Progress. The minimum grade point average required for good standing is based on a scale that is determined by the sum of credits a student has attempted at Norwich, whether passed or failed, and credits accepted in transfer, according to the transfer credit policy. In addition, students must pass 50% of their credits attempted at Norwich during their first two semesters and have a cumulative 67% pass rate thereafter. Failing either criteria will lead to academic probation.

#### Criteria For Academic Progress

<b>(1) The greater of * Credits Attempted or * Credits Earned (Including Transfer Credit)</b>	<b>(2) Minimum Accumulative Grade Point Average Required for Enrollment in Good Standing</b>
0-17	1.60
18-34	1.80
35+	2.00

To be eligible to enroll in good standing, the student in the credit range in the first column must have a grade point average of not less than that in the second column .

*\*Courses numbered below 100 will only meet pre-requisite requirements, but they will be included in the GPA and Academic Standings calculations and the Class Year Assignment..*

### **Credit Hour Criteria**

Cumulatively, students must meet or exceed the percentages of their degree requirements given below:

Percentage of required degree credits earned.

Semester 1	5%
Semester 2	10%
Semester 3	19%
Semester 4	28%
Semester 5	37%
Semester 6	46%
Semester 7	55%
Semester 8	64%
Semester 9	73%
Semester 10	82%
Semester 11	91%
Semester 12	100%

The number of degree credits required depends on the number required by the degree program. For example, for a program that requires 120 credits in total, 5% is 6 credits, 10% is 12 credits, 19% is 23 credits, 28% is 34 credits, 37% is 45 credits, 46% is 56 credits, 55% is 66 credits, 64% is 77 credits, 73% is 88 credits, 82% is 99 credits, 91% is 110 credits, and 100% is 120 credits. For these calculations, when EN005 and/or MA005 are required, these courses add to the number of credits required and count as credits earned towards the degree.

*Courses numbered below 100 will only meet pre-requisite requirements, but they will be included in the GPA and Academic Standings calculations and the Class Year Assignment.*

## **2. Placement on Academic Probation**

Students who fail to earn the cumulative grade point average required for good standing at the end of a semester and/or have not passed the minimum number of credits in section 1 above are enrolled for the following semester on academic probation. Being placed on probation warns students that academic progress is in jeopardy and places restrictions and conditions on their enrollment. The conditions are as follows:

- Must have a contract with the Academic Achievement Center as a condition of enrollment. The student must schedule an appointment to sign this contract by

the end of the add/drop period. Failure to schedule this appointment by end of the add/drop period may lead to dismissal.

- May not carry more than 14 credits plus one ROTC course.
- Whenever possible, courses in which the student received a C- or below should be repeated to increase the GPA.
- May not participate in extracurricular activities.
- Shall hold no rank in the Corps of Cadets and shall have no additional Corps responsibilities.

A student on academic probation is eligible to participate in academic field trips and other appropriate academic activities scheduled as part of course requirements.

Students who fail to adhere to the conditions of enrollment on probation may be dismissed prior to the conclusion of the semester.

## Class Year Assignment

Class Year	Credits	Class Year	Credits
Freshman		Junior	
First Semester	Second Semester	First Semester	Second Semester
0 – 12	13 – 26	57 – 72	73 - 88
Sophomore		Senior	
First Semester	Second Semester	First Semester	Second Semester
27 – 41	42 - 56	89 – 103	104+

Students will be assigned a class year at the time of their admission or readmission. Updating of class year will occur as credits are posted. Classification will be based on the above chart. The student who fails, at the beginning of each semester, to have earned the required number of credits to remain with his or her class, but who is eligible to enroll, will be reclassified to the next highest class year which is supported by total credits earned.

### 3. Dismissal For Academic Deficiency

A student who fails to achieve good standing will be dismissed after two consecutive semesters on probation unless the student earns a semester GPA of 2.0 or above in the second semester. Summer school sessions do not count as semesters on probation. Summer school credits are included in attempted credits. Students who attain good standing after being on probation will restart the procedure above if they return to probationary status.

Students who have been readmitted after dismissal for academic deficiency with the special condition of signing a mentoring contract with the Academic Achievement Center will be dismissed at the end of that semester, if they do not return to good standing, unless they obtain a semester GPA of 2.0 or above. Students earning a

semester GPA of 2.0 or above will remain enrolled with the original conditions in place until they obtain good standing as long as they continue to earn semester GPA's of 2.0 or above, provided they comply with the conditions of their enrollment. The dismissal may affect a student's eligibility for federal financial aid.

#### **4. Application For Readmission by a Dismissed Student**

**A.** Individuals dismissed for an unsatisfactory academic or disciplinary record may apply for readmission after a six-month period of separation has been completed. Individuals who have been dismissed for academic reasons and have returned themselves to good academic standing may, provided there are no financial or disciplinary barriers, return to the university by informing the Registrar of their desire to return in writing. These individuals will be designated as returning students, and will be exempt from the provisions of paragraphs B and C below, but their School Dean or department Chair will assign the student an advisor and an appropriate catalog year on his/her return.

**B. For academic dismissals,** an application for readmission form requesting re-admission is submitted to the Registrar's Office at least one week before the start of the semester. The readmission decision of the Committee on Academic Standing and Degrees (CASD) will be based on the provided evidence, that the student can academically succeed. Appeals of the CASD's decisions may be made to the Vice President for Academic Affairs (VPAA) whose decision is final. Students who are readmitted after having been dismissed for academic reasons may have limited eligibility for federal financial aid.

For disciplinary dismissals, requests for readmission go to the Vice President for Student Affairs.

**C.** Individuals who are dismissed for academic deficiency may be conditionally readmitted to the University. Failure to adhere to the mandatory conditions of readmission may result in dismissal from the university prior to the conclusion of the semester.

**D.** A School Dean or Department Chairs must assign an advisor and catalog year to the student at the time of readmission. The catalog year establishes the academic regulations and degree criteria that the student must follow to graduate.

## **Section VI - Academic Honors**

Academic honors for full-time undergraduate students are announced at the Fall Convocation. Academic honors presented at Convocation recognize University Scholars and students on the Dean's List.

### **1. University Scholars**

Recognition as a University Scholar for the current academic year is given at the

Fall Convocation to those full-time undergraduate students who for both the Fall and Spring Semester of the previous academic year have earned not only placement on the Dean's List, but also a current cumulative grade point average of no less than 3.50. University Scholars are announced and recognized individually during the ceremonies of Fall Convocation.

## **2. Dean's List**

The Dean's List, which is established for each semester, shall consist of the names of those undergraduate degree candidates who during either the previous Fall or Spring semester, had no failures, carried at least twelve credit hours, and attained a semester academic grade-point average of at least 3.0.

## **3. Graduation Honors**

All degree candidates whose final cumulative grade point average when the degree is conferred is 3.60 or higher, are graduated "Summa Cum Laude;" those with an average from 3.30 to 3.59, "Magna Cum Laude;" and those with an average from 3.00 to 3.29, "Cum Laude."

**Valedictorian** -- An award given at the May graduation ceremony to a senior in a bachelor's degree program, who has the highest Grade Point Average. Selection of a student for this award will be made at the beginning of the Spring Semester from full-time students who have completed at least 90 credits at Norwich and who are enrolled in courses that will complete all degree requirements.

# **Section VII - Classroom Procedures**

## **1. Time**

Classes will meet as scheduled by the Registrar's Office.

## **2. Discipline**

A member of the faculty is in charge of any classroom and shall have jurisdiction over the classroom and take measures to maintain discipline in conformity with the regulations of the University.

## **3. Cancellation of Class Meeting**

If the faculty member is not present ten minutes after the scheduled beginning of a class, the class is canceled. The class will select one class member to report the cancellation to the chair of the academic department of the course being taught, or School Dean of the course being taught, or the Registrar's Office.

## **4. Class Attendance**

**A.** Students are expected to be on time for all scheduled classes and laboratory sections and are responsible for handing in all required work on time.

**B.** Faculty will begin taking attendance on the first class meeting of each semester.

C. Students not attending the first class meeting of a course for which they are registered may be dropped from the class roster upon report of such absence to the Registrar's Office. Exceptions may be granted to students who are unavoidably absent as defined by the excused absence policy. In this instance, excused absences must be approved by the Vice President of Academic Affairs Office prior to the first day of class.

D. Faculty will, in conjunction with students, schedule a make-up exam or a make-up lab, or other appropriate work in lieu thereof, for students with excused absences.

1. Excused Absences - The following will be considered excused absences according to the guidelines issues by the Office of the Vice President of Academic Affairs, which is the authority on academic policy.

- a. Documented debilitating illness,
- b. Emergency leave, as approved by the Commandant or Dean of Students,
- c. Single-day course field trips, military obligations for students contracted for commissions in the US military and other military obligations beyond the student's control, varsity athletic contests, and regimental band appearances. For these types of excused absences, an official of the University must submit a request, at least 72 hours in advance to the Registrar's Office for detached service. The student is required to notify his or her instructors at least 48 hours in advance. Faculty may deny an excused absence for these events for a student currently achieving a D+ or lower in their course if the faculty member believes that additional absences are a serious detriment to the student. Faculty members must promptly notify the coach or appropriate official of their denial.
- d. Other absences as approved by the faculty member.

2. Unexcused Absences - All absences not included in paragraph D.1. above.

E. Faculty members may assign a grade of "F" to students whose total absences, excused or un-excused, equals or exceeds 15% of the class meetings, if this policy is stated on the syllabus. Faculty may allow students with passing grades to exceed the 15% limit.

F. Faculty members are responsible for clearly stating the course attendance policy on the syllabus at the beginning of the course. Unless stated otherwise, the maximum number of permitted absences is the number of times the course meets per week. When the student has reached the maximum number of permitted absences, the faculty member will warn the student of impending dismissal from class with a grade of "F." This warning letter will include the course number and section and dates(s) of absence(s). The letter will state that any future unexcused absences may result in recommendation to the Vice President of Academic Affairs through the course School Dean that the student be dismissed from the class with

a grade of "F." A copy of the warning letter will go to the student's academic advisor and to the Commandant and Vice President of Student Affairs. Receipt of two grades of "F" for excessive absence during any one semester is cause for immediate separation from the University.

## **Section VIII - Conduct of Examinations and Final Examinations**

The term examination is understood to include tests, quizzes, graded exercises or laboratory work, hour examinations, and final examinations. Faculty members are expected to be present at examinations to answer questions and maintain order. Examinations, except for quizzes, must be announced at least one week in advance.

A student absent without proper authority (*See Section VII*) from a scheduled examination should be given a zero and is not entitled to a make-up.

Academic departments may make available to students files of previous examinations for use in preparation.

### **1. *Final Examinations***

- A. A final examination will be administered in every course unless its omission has been approved by the VPAA and Dean of the Faculty.
- B. In-class final examinations are normally expected to be no more than 2.5 hours in length.
- C. If a substitute procedure as approved in I. A is used for the final examination, it will apply to all students in that course section.
- D. All final exams will be completed during the regular final exam period as scheduled by the Registrar.
- E. Requirements for implementing final examinations will be determined on a course by course basis. Departments will report their needs to School Deans who will inform the Registrar.
- F. In a course that requires a final examination, the examination will count no more than fifty percent of the course grade. At the beginning of a course, an instructor will inform students of the weight of the final examination and the method of grading in the course on the course syllabus.
- G. Intercollegiate, extracurricular, and intramural activities will not be scheduled during a final examination period nor during the Reading Period which precedes it.
- H. Re-examination will be conducted only after an academic petition has been submitted and approved by the Committee on Academic Standing and Degrees and the VPAA and Dean of the Faculty.

**2. *One-hour Examinations in Multi-Section Courses***

- A. The use of examinations which are equivalent both quantitatively and qualitatively, but different, is encouraged.
- B. The same examination may be given to multiple sections, when approved by the department head, if identical tests are administered at two consecutive periods in the same day. A student should not be permitted to leave the classroom before the end of the first period.

**3. *Common-hour Examinations***

- A. Concurrent identical testing of several sections of a multi-section course (Common-Hour Examination) is permitted only upon approval of the VPAA and Dean of the Faculty at least two weeks in advance of the test date.
- B. Common-hour examinations will normally be held during the evening.
- C. A student unable to take a common-hour examination because of an excused absence must be given an opportunity to make-up the examination at a time to be determined by both the course instructor and the student.

**4. Attendance**

Attendance at scheduled examinations is mandatory.

**5. Special Final Examination For Seniors**

- A. Seniors who, at the end of the second semester, receive a final grade of "F" in a course as the result of exceptional circumstances surrounding the final examination may petition the Committee on Academic Standing and Degrees for a reexamination.
- B. A record of marginal or failing performance in the course prior to the final examination may cause a petition for reexamination to be denied.

**6. Three Final Examinations In One Day**

Students who have three final examinations scheduled on the same day may complete an exception form to have one of the three rescheduled to another date. The form is to be submitted to the Registrar's Office prior to the last week of the semester.

The selection of the examination to be rescheduled and the time of its administration will be the result of coordination by the Registrar's Office in conjunction with the student and professor(s) concerned.

**7. Rescheduling Final Exams**

Students may request that a final be rescheduled by submitting an exception form to the Dean with an explanation of the reason for rescheduling and supporting documentation including the recommendation of the course instructor and course department chair.

## **Section IX - Transfer of Academic Credit from Other Institutions of Higher Learning**

### **1. Transferees to Norwich**

Students transferring from other institutions of higher learning are governed by the following transfer credit policy:

- A. The course departments shall determine the acceptance of specific courses.
- B. Courses in which a grade of less than C or its equivalent has been earned are not transferable.
- C. Grade points will not be transferred.
- D. Credit will transfer only from institutions of higher learning accredited by the appropriate regional accrediting association or, in accordance with the regulations pertaining to other extra-institutional learning as described in Section II, Paragraph 3, item d-5 (b).
- E. Limits on the amount of Transfer Credits apply -- see item 3., below.

### **2. Norwich Students**

- A. A Norwich student wishing to attend another regionally accredited collegiate institution for the purpose of obtaining semester credit hours acceptable to Norwich University should obtain prior approval of both the institution to be attended and the specific course or courses to be taken by filing a completed Application for Transfer Credit (RF8) with the Registrar's Office. No transfer of semester credit hours can be assured for courses for which prior approval has not been obtained.
- B. The course departments will determine the acceptance of specific courses.
- C. Provided the grades earned are "C" or better, semester credit hours for approved courses taken at other institutions may be transferred for credit toward the bachelor's degree. Grade points will not be transferred.

### **3. Norwich University's Residence Requirement (Limits the amount of degree credit which may be transferred to Norwich University.)**

- A. At least 60 degree credits of those required for the degree must be earned at Norwich, including not less than 45 of the last 60 degree credits earned. Transfer credit from Norwich approved programs of foreign or other off-campus study will be considered as Norwich credit for purposes of determining if 45 of the last 60 credits applied to an undergraduate program are Norwich University credit. [Grades will not transfer for such courses, regular transfer course rules apply for determining if transfer credit is awarded.]
- B. Limits to transfer credit in major and minor.

1. Major: No more than 40% of credits required in courses specified in the discipline of the major.

2. Minor: No more than two of the six required courses specified in the discipline of the minor.

C. Military members currently serving on active duty, including those in the national Guard, Reserves and U.S. Coast Guard, who are enrolled in an online degree completion program, may transfer into the degree program up to 70% of the required credits.

D. Military members currently serving on active duty, including those in the National Guard, Reserves and U.S. Coast Guard, who are enrolled in a campus base degree program, may transfer into the degree program up to 75% of the required credits.

#### **4. Statute of Limitations**

Students must satisfy the catalog degree requirements of a catalog year that is within ten years of the graduation year.

#### **5. Transcript Evaluation and Posting of Transfer Credit to the Norwich Academic Record**

Academic work accomplished at other regionally accredited institutions and in accordance with regulations pertaining to other extrainstitutional learning as described in Section II paragraph 3, item d-5 (b), will be reviewed for Norwich course equivalency. The posting of transfer credit for approved courses will be undertaken by the Registrar's Office upon the receipt of an official transcript. An official transcript is one that corresponds with the credit granting institution's definition of "official" and is received directly from that institution by the Admissions or Registrar's office.

## **Section X - Transcripts of Academic Records, Official Transcripts**

The Registrar's Office provides official transcripts of student academic records. Official transcripts will be withheld until all financial accounts are settled. Unofficial transcripts are available to students on Banner Web. Any courses taken after conferral of a degree will be shown as a separate record.

## **Section XI - Foreign Study and Exchange Programs**

### **1. Foreign Study**

In order to participate in an approved foreign study program for credit toward the Norwich undergraduate degree, students must have a cumulative grade point average of 2.50 or higher at the time of application. In addition, participants must demonstrate proficiency in the language of the country in which they plan to study (if required), satisfy all the requirements of the Study Abroad Checklist, and complete the Study Abroad Approval Form.

### **2. Exchange Program**

In order to participate in an approved exchange program for credit toward the Norwich undergraduate degree, students must meet the criteria of the Norwich School

sponsoring the approved exchange program. Students must be in good standing in all respects at Norwich, must complete an Application for Foreign Study/Participation in an Exchange Program, and must receive approval of their academic department and the Registrar's Office at least six weeks prior to their departure from Norwich.

### **3. Procedures**

- A.** Complete an Application for Foreign Study/Participation in an Exchange Program. An application and further instructions can be obtained in the Registrar's office.
- B.** Complete an Application for Transfer Credit that must be submitted along with the completed Application for Foreign Study/Participation in an Exchange Program. These forms are available in the Registrar's office.
- C.** ROTC Scholarship students will have to make specific arrangements with their ROTC Unit to complete their ROTC requirements in order to continue their scholarship status.
- D.** All outstanding financial obligations to the University must be paid in full.

A student who receives approval for Foreign Study and/or participation in an Exchange Program will be considered as an enrolled Norwich student by all agencies of the university.

## **Section XII - General**

### **1. Right of Petition and Appeal**

- A.** Students may present to the Committee on Academic Standing and Degrees petitions requesting exceptions to these regulations. Submission of a petition does not guarantee approval. Students should obtain confirmation of the result of the petition from the Registrar's Office.
- B.** Decisions of the Committee on Academic Standing and Degrees may be appealed within ten business days of receipt of CASD action to the Vice President of Academic Affairs (VPAA) of the University. The VPAA's decision is final.
- C.** All petitions and appeals are to be presented in writing together with the necessary supporting documentation. Refer to the Guide to Academic Petitioning (Appendix 5) for further information, including the names of those University officials whose recommendation must appear on the Academic Petition.
- D.** Decisions rendered by university officials in response to the submission of any of the various academic forms mentioned elsewhere in these regulations shall be subject to appeal to the Vice president for Academic Affairs. Appeals made under this provision shall conform to the timelines, criteria and limitations in paragraphs B and C above.

### **2. Grievance Procedure**

Students who are dissatisfied with some aspect of the conduct of a course are encouraged to seek a resolution of the problem. The first step toward that resolution

should be a discussion of the problem with the course instructor. If no mutually agreeable solution is reached, the student should next take the matter to the faculty member's Department Chair.\* If the department chair is unable to resolve the problem, the student should present a written request for relief to the instructor's Dean. The statement should include a full description of the problem and a request for specific remedial action. The Dean will discuss the matter with both the student and the faculty member and will attempt to find a satisfactory resolution of the problem. If the issue is not resolved to the student's satisfaction, the student may request that the Dean forward the student's written request and the Dean's written determination to the Vice President for Academic Affairs for a final review. The Vice President for Academic Affairs will analyze the material, arrange additional discussion as necessary, and resolve the issue.

*\*When there is no Department Chair, the student should follow the next step by presenting a written request to the faculty members Dean. See Appendix 5 for a listing of schools, departments and majors.*

### **3. University Leave**

Norwich has two types of "Leave of Absence" (LOA). There is a general LOA and a military LOA.

**A. General Leave of Absence.** The general LOA is designed to allow a student to voluntarily withdraw from the University and to return to the University at a semester of the students' choice following the academic regulations in place at the time of the leave. A student taking a general LOA must be in good academic standing, request no more than three years, will be classified as an inactive student, and complete the LOA form found on the Registrar's Office home page.

**B. Military Leave of Absence.** Active reservists and guardsmen who are called up for active duty, are eligible for a military LOA. A student taking a military LOA must complete the form found on the Registrar's Office home page. The leave is for a maximum of three years, the student will be classified as an inactive student, and the student will be returned to the same academic status that they held at the time of their leave.

## **Appendix I - Academic Dishonesty**

1. Academic Dishonesty is any behavior intended to promote or enhance a student's academic standing within the University by dishonest means. Acts of academic dishonesty include, but are not limited to, the following:

**A.** Submitting work done by another as your own.

**B.** Submitting your own academic work for credit more than once, whether in whole or in part, in the same course or different courses without the approval of the instructor who is responsible for assigning credit to the work.

**C.** Giving or receiving unauthorized aid on any assignment or examination.

D. Altering any University form, record, or document, or forging the signature of any University instructor or official.

E. Interfering with, or attempting to interfere with, the access of others to the University computer system, or any part thereof, copying computer files, diskettes, programs, software, or manuals without proper authority, or tampering in any way with the integrity of the University computer system. Interfering with, or attempting to interfere with, the fair and equal access of others to the use of the University libraries or other academic resources.

2. Acts of academic dishonesty are offenses against established standards of the academic community and the University's honor code. All suspected acts of academic dishonesty are initially subject to review by the Academic Integrity Committee as provided in paragraph 5 below.

3. Plagiarism is the use of words, ideas, concepts, or work of another, without proper acknowledgment. The direct quotation of the words of another must be set off in quotation marks and acknowledged in a footnote or other acceptable form of citation. The use of paraphrased material, or the ideas, concepts, or work of another must also be acknowledged in a footnote or other acceptable form of citation. Acknowledging sources used in the preparation of an assignment solely in a bibliography does not constitute an acceptable acknowledgment of the words, ideas, concepts, or work of another used in the assignment. In any case where a student is found to have used plagiarized material, an academic penalty will be assessed.

4. It is assumed that all students will abide by the Honor Code. Instructors may require students to write and sign either of the following statements, or such other words as shall convey the same or similar meaning, as part of any assignment submitted for academic credit:

A. "I have neither given nor received unauthorized aid on this assignment."  
Signed/

B. "I certify that this is my own original work, prepared for this assignment only, without any form of unauthorized aid." Signed/

Failure to write and/or sign any pledge will not excuse any student from a violation of these regulations.

5. The Academic Integrity Committee is comprised of members of the faculty and four students who are chosen by their respective honor committees and chaired by the Vice President of Academic Affairs designee. This committee is responsible to the Senate for the implementation of University regulations involving violations of academic integrity. All suspected acts of academic dishonesty, including intentional plagiarism, must be referred promptly to the Academic Integrity Committee. In cases where there is sufficient evidence to support an allegation of academic misconduct, the Committee will review all available facts and authorize an appropriate academic penalty if its review confirms that an act of academic dishonesty or intentional plagiarism occurred. The Committee will forward a record of its findings to the appropriate student honor

committee in all cases in which an academic penalty is imposed for an act of academic dishonesty. Decisions of the Academic Integrity Committee may be appealed to the Vice President of Academic Affairs of the University. The Procedures of the Academic Integrity Committee describing the procedures of hearings are provided to all students charged with academic dishonesty.

## Appendix II - Definitions

The following terms and definitions are currently in use at Norwich University relative to student status:

**Full-Time** - A student who is registered for twelve or more semester credit hours as either a matriculant or non-matriculant during the fall or spring semester.

**Part-Time** - A student who is registered for fewer than twelve but more than 0 semester credit hours as either a matriculant or non-matriculant during the fall or spring semester.

**Matriculant** - A student who is a formal candidate for a Norwich degree.

**Non-Matriculant** - A student who is not a candidate for a Norwich University degree. All non-matriculants are non-resident students.

**Resident and Commuter Students** - These terms differentiate between matriculant students who live on campus (resident) and those who reside off campus (commuter).

**Enrolled** - Students who have received academic, financial, and disciplinary clearance to attend the University during a specified period and are registered for a schedule of courses. At the beginning of each semester, students shall follow the instructions issued to them concerning enrollment.

**Registered** - Students who have a schedule of courses for a semester.

## Appendix III - Norwich University, Family Educational Rights and Privacy Act

### Purpose

The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended and right to have some control over the disclosure of information from the records. The act does not apply to students admitted to the university who have not officially enrolled. Norwich University affords all of the rights under the law to its students.

### Annual Notification

Students rights as stipulated by FERPA are posted within the Academic Rules and Regulations, which are posted on the Registrar's page of the University's web site, [www.norwich.edu](http://www.norwich.edu).

## **Release of Student Record Information**

In general, Norwich University will not release student educational record information without the expressed, written consent of the student. There are, however, some exceptions:

### **Directory Information**

The following information is designated as "Directory (Public) Information" and may be released without the student's consent:

- Student's name
- Student's local address & telephone number
- Student's permanent address and telephone number
- Student's e-mail address • Dates of enrollment
- Date of disenrollment, but not the reason if prior to graduation
- Status of enrollment (i.e. whether the student is, or is not, currently enrolled)
- Full or part-time enrollment
- Major field of study
- Advisor
- Anticipated date of graduation, if currently enrolled
- Participation in officially recognized activities and sports
- Residency - Corps of Cadets, Civilian, Commuter
- Weight and height of members of athletic team
- Degrees earned, if any, and date conferred
- Awards and honors received (including promotions in the Corps of Cadets)

Students have the right to withhold the release of "Directory Information." To do so, a student must make a written request for withholding of this information to the Registrar's Office. It should be noted that if a student asks for "Directory Information" to be withheld, it will be withheld from a variety of sources, including: friends, relatives, prospective employers, honor societies and the news media. Student directories are published on the University's web site, my.norwich page, at the end of the add/drop period. If the student has not made a request for an information block by that time, his or her name will appear in those directories. Students should be aware that directory blocks are permanent while the student is in attendance and will not be removed without a written request, until they have completed their studies at Norwich.

### **Examples of other exceptions**

- A. Emergency situation
- B. Serious concerns for the safety of students, faculty, or staff.
- C. Lawfully issued subpoena
- D. School officials with legitimate educational interests as determined by the Registrar's Office
- E. State and federal representative as required by law

### **Right to Review Records**

Students have the right to review any of their educational records except parental financial records or letters of recommendation if the student has specifically waived the right of access to those letters in writing. A fee of twenty-five cents per copy is charged for requested copies of eligible documents. Requests must be made in writing and addressed to the Registrar's Office.

**Right to Seek Amendment of an Educational Record**

Students who believe that information contained in their educational records is in error or misleading may request that the record custodian amend the record. If the record is not amended to the student's satisfaction, a University hearing may be requested. Requests must be made in writing and addressed to the Registrar's Office.

**Student Right of Complaint**

Students have the right to file complaints with the Department of Education concerning alleged failures by Norwich University to comply with the law. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 26202-4605; (202) 260-3887, FAX: (202) 260-9001.

## **Appendix IV - University Policy - Section 504 of the Rehabilitation Act of 1973/ADA**

**1. Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act provides:**

- A. That no student may be excluded from any program or any course solely on the basis of disability;
- B. That modifications in degree or course requirements may be necessary to meet the requirements of some disabled students;
- C. That auxiliary aides, such as tape recorders, must be permitted in the classroom when they are required to ensure the full participation of disabled students;
- D. That alternate testing and evaluation methods for measuring student achievement will be necessary for students with impaired sensory, manual, or speaking skills (except where those are skills being measured);
- E. That classes may have to be relocated to permit access for students with mobility impairments;
- F. That special teaching equipment or devices used in the classroom (and in some cases teaching techniques that rely upon the sight, hearing, or mobility of students) may require adaptation in individual cases; and
- G. That it is discriminatory to counsel disabled students toward more restrictive careers than nondisabled students unless such counsel is based on strict licensing or certification requirements in a profession.

**2. Admission & Transition:**

Norwich University will not discriminate against any applicant, who is otherwise qualified, solely on the basis of disability. No inquiry will be made regarding any possible disabling condition until after the admission decision has been made and the applicant informed of acceptance or rejection.

### **3. Physical Standard:**

Because of the physical training component of the Corps of Cadets program, a physical examination is required for all students admitted to that program. A physical examination is also required of any student participating in intercollegiate sports. Students must meet certain standards of physical ability to participate in these programs. In addition, all students admitted to

Norwich University will receive a standard form requesting information about diagnosed disabilities which may have an impact on functioning in the college setting.

*Note:* Disability disclosure on the University form is purely voluntary; the form must be returned to the University, regardless.

### **4. Documentation Procedure:**

Any student who has identified him/herself as having a disability shall submit the following as written documentation in order for accommodations to be made. As appropriate to the type and severity of the disability, written documentation must include: A comprehensive neurological, medical, psychological or educational report by an appropriate licensed medical or educational specialist. This report must contain:

- A. Date of evaluation and/or date of original diagnosis and diagnostic statement identifying the disability with a medical or DSM-IV code (learning disability reports may be no more than five years old; AD/HD reports, no more than three).
- B. Explanation of diagnostic criteria and/or evaluation measures used with all test scores included;
- C. Explanation of current/future functional impact of the condition;
- D. Services, accommodations, treatment, medication, and/or assistive devices currently in use or prescribed;
- E. Credentials of diagnosing professional(s) (all reports must be on standard-size letterhead, signed by the evaluator(s)).

### **5. Requests for Accommodation**

When information is received relating to a disability which may directly affect the academic, psychological or environmental lifestyle of the student, the appropriate university departments or individuals (e.g. Counseling, Commandant's office, Dean of Students, Infirmary, faculty) can be contacted to coordinate the necessary accommodation only after the student's permission is secured. The following will be the procedure.

**A.** Information will go to the Director of the Academic Achievement Center for review. If documentation is not sufficient, the student will be referred for further evaluation/verification.

**B.** The Director will determine student eligibility. If the student chooses, an educational profile may be developed listing suggestions for classroom accommodations. (NOTE: The student must formally register with the AAC before accommodations can be arranged.)

**C.** The Director at the signed request of the student will send the academic advisor and course professors a copy of the educational profile. The student must then meet with these individuals to assist with developing a plan for the execution of accommodations pertinent to each distinct course; this should be done within the first two weeks of classes with or without direct consultation with the AAC Director. A written contract can be agreed upon, signed by both parties and sent to the Academic Achievement Center Director for placement in the student's file.

**D.** Decisions about specific adjustments to the Educational Profile can be made only in consultation with the student and further diagnostic information; the AAC Director may then revise the list of legal accommodations included in the student's profile. NOTE: All accommodations must be based on comprehensive, written diagnostic information from a qualified professional. They cannot be based on school programming reports (IEPs), notes or short letters, conversations or informal observations.

**E.** Degree requirements will not be waived for students with disabilities, but course substitutions may be petitioned for in extreme circumstances where accommodations alone have been demonstrated as insufficient to serve the needs of an otherwise qualified disabled student.

## **6. Confidentiality**

The material provided by the student or by professionals who have been involved in the student's diagnosis or treatment will be treated as confidential information. Access will be granted only to those involved in the process described above, and only to the extent that it contributes to developing an individual educational plan for the student. Information will be shared with others only with the written permission of the student.

## **7. Appeal**

Any student dissatisfied with the adjustments made to accommodate a disability will have the right to appeal. The appeal process will be as follows:

A written statement will be sent by the student to the Director of Human Resources, the University 504 Coordinator: This statement should include all the relevant information and should request clear remedial action. Based on this statement, the Coordinator will either reactivate the individual planning process, or determine that the plan as developed is appropriate. If the appeal is rejected, it may be resubmitted to the Committee on Academic Standing and Degrees. That Committee will conduct an

informal hearing on the issue, and either change the individual plan or sustain the original decision.

The final level of appeal will be the Vice President of Academic Affairs of the University or a designee. This decision will be final.

## **Appendix IVa - Accommodations for Students for whom English is a Second Language**

### **1. Students eligible for accommodation for functional difficulty with English language are:**

**A.** Students enrolled at Norwich having come directly from a non English speaking foreign country.

**B.** Students who are U.S. citizens with background of a multi-lingual environment.

### **2. Determination of Eligibility:**

**A.** TOEFL, SAT, A C T, Freshmen Placement Testing scores and transcripts of English courses at the high school or college level will be reviewed by English department personnel to determine placement in ESL or develop-mental English courses. Such students, as an adjunct to course placement, will be automatically eligible for academic accommodations in all university courses, except in situations where the actual English skill is being assessed.

**B.** Eligibility will customarily expire at the end of the first semester, but may be continued for an additional semester on the basis of English performance, additional diagnostic testing and faculty referral on a case by case basis.

**C.** All eligibility determination will be reviewed by the English department for final approval.

### **3. Allowed Accommodation:**

**A.** Reduction of credit penalty for misspellings, words, usage, errors, and sentence structure and punctuation, errors characteristic of EFL/ESL students, except in coursework where those skills are being directly assessed.

**B.** Alternative assignments to gain credit for class participation where spoken language productivity is a problem.

**C.** Allowance of short extensions of time on assignments if appropriate tutorial assistance is in process.

**D.** Allowance of a reasonable amount of additional time for examinations, with or without a reader, that is administered by the professor or Academic Achievement Center.

### **4. Student Responsibilities:**

Students with functional language difficulties should seek every opportunity available in the University environment to practice English language in academic and social situations. Members of the Corps of Cadets during their time as rooks should work in an ongoing fashion with their company chain of command to take advantage of such opportunities in ways compatible with both academic and Corps standards.

## **Appendix V - Guide to Academic Petitioning**

All academic petitions are to be filed with the Registrar’s Office for action by the Committee on Academic Standing & Degrees (CASD). At a minimum the petition must carry a clear statement by the student of the request, the student’s signature and the recommendations of the individuals who are identified by role, below. In addition, if the petition is for an exception to Academic Regulations, the student must specify the grounds to be considered by the CASD in determining whether an exception to regulations should be granted. Any petition for an exception that lacks justification will not be considered.

Additional recommendations required -- if reference is made in the petition by the student to any Norwich University official, (because of an alleged action or statement by that official which is germane to the petition) that official (faculty member or administrator) must provide a recommendation.

Chart is on the next page

## Recommendations Required

Petition or Action by Academic Petition	Student's Advisor	Student's Major Dept. Chair	Course Department Chair	Student's Major School Dean	Instructor	Other Required Recommendations
General Education and B.A. Course Substitution/ Waiver for degree require-	X	X	X	X		A brief explanation by advisor is required
To be readmitted after Separation**	X	X		X		New Major Bursar, Commandant (Corps) or Dean of Students (Civilian)
To overload	X	X				Specify courses(s) (beyond probation limit to be dropped if overload is disapproved)**
To extend an Calendar Deadline for course drop, add, withdrawal**	X	X	X			Instructor for Add or Withdrawal
To extend an Incomplete Beyond the Enrollment Day for the Next Semester**	X				X	
To participate In an extra-Curricular Activity on Probation**	X					Activity advisor,

**\*\* These petitions must include a statement of grounds for consideration by the Committee on Academic Standing and Degrees.**

## Appendix VI - ROTC Requirement

To be enrolled in Norwich University's ROTC program or courses, a student must be a member of the Corps of Cadets. An exception to this regulation is allowed for

- a. BSN students; and
- b. Students who have honorably and faithfully served our nation as a member of the Armed Forces of the United States, as evidenced by either the award of an honorable discharge certificate (DD214) or the completion of three years of honorable service in the active component, the reserve component (drilling member) or a combination of both as evidenced by a letter from the individuals commanding officer, and has achieved the age of at least 22 years as of 1 September of the year of matriculation, may apply for enrollment in the Norwich University ROTC program of their choice. The applicable ROTC Department Professor (Colonel), the Dean of National Services, and the Commandant will review the applicants file for eligibility to enroll in ROTC and pursue a commission in the service of their choice.

### 2. Cadets contracted for Commission

The Norwich University Board of Trustees has directed that all members of the Corps of Cadets who are contracted for commission be required to take four years of ROTC courses, one course per semester. The ROTC courses must include each of the two courses offered at each of the four levels (100, 200, 300, 400). Branch of service transfers will be allowed (prerequisites permitting) during the first two years of the requirement.

### 3. Non-contracted Cadets

Non-contracted cadets are required to complete six semesters of ROTC courses. Students remain responsible for all established degree requirements. The ROTC courses must include each of the two courses offered at each of the three levels (100, 200, 300 ). Branch transfer for non-contracted, third and fourth year Cadets must be coordinated between the ROTC departments and approved by the Dean of the School of National Services School.

4. Students transferring into the Corps are required to pass as many ROTC courses as they have semesters remaining at Norwich University.

5. Veterans with an honorable discharge certificate (DD214) or the completion of three years of service in the active component, the reserve component (drilling member) or a combination of both, may apply for enrollment in the Norwich University ROTC program of their choice. The applicable ROTC Department Professor (Colonel), and the Commandant will review the applicants.