

Rules and Regulations

Regulations

These regulations pertain to master's degrees offered online through the College of Graduate and Continuing Studies. These regulations are subject to change. Norwich University students and faculty will be notified of changes made during the academic year.

Degree Awarded

The degrees awarded are the Master of Arts in Diplomacy, Master of Arts in History, Master of Arts in Military History, Master of Business Administration, Master of Civil Engineering, Master of Public Administration, Master of Science in Information Assurance, Master of Science in Information Security and Assurance, Master of Science in Leadership, Master of Science in Nursing, and Master of Science in Organizational Leadership. All degrees earned in Norwich University's College of Graduate and Continuing Studies will be awarded with the traditional University diploma. For example, the diploma reads:

Master of [Degree Awarded]
Norwich University

Degree Requirements

- All candidates for Norwich University master's degrees are required to:
- Complete 36-48 credit hours of course work as prescribed by the program of admission.
- Complete at least two-thirds of the required degree credit-hours at Norwich University.
- Maintain an overall GPA of 3.0 or above.
- Earn no more than six credits worth of C/C+ grades.
- Attend the on-campus Residency Conference.

Two-degree Programs

Well-qualified graduate students may elect to fulfill the requirements of two master's degrees simultaneously subject to the approval of the program director(s) concerned.

Residency, Conferring of Degrees, and Graduation

All Norwich University online master's degree candidates must attend and participate in the annual Residency Conference hosted on the Norwich campus. Due to the timing of this required event, typically students who begin their graduate programs in June, September, and December will attend the June Residency following the completion of their final seminar. Typically, students who begin their program in March are required to attend Residency just prior to or during their final seminar, but will have their degrees conferred in the December following completion of their final seminar. For specific dates, consult the enrollment calendar. All students who are academically and financially qualified, regardless of start date and duration of program, will participate in a full graduation ceremony at the conclusion of the Residency Conference week.

The faculty, through the Committee on Academic Standing and Degrees (CASD), shall recommend to the President, students who have completed all degree requirements. No degree shall be conferred until the Registrar's Office determines that all degree requirements are met. No degree shall be conferred until the recipient has paid all University bills or arranged for payment to the satisfaction of the Chief Financial Officer. Degrees shall be conferred in June and December.

Award of Credit

Credit hours and grade points shall be awarded only for those University seminars for which a student is properly registered. Credit hours, not grade points, for approved seminars taken by a Norwich student at other accredited institutions may be transferred, subject to the residence requirements and provided grades earned are "B" or above, for credit toward a master's degree.

Credits for Graduation

Graduation requirements are measured in seminars and credits. Seminars and credits required for graduation are specified in the Programs of Study for each curriculum. Students should consult the Programs of Study to be sure they are meeting the graduation requirements.

Credit Overload (Extra Credits)

Well-qualified master's students may elect to enroll in more than twelve (12) graduate credit-hours per semester subject to approval by the program director.

Course Audit

Students taking seminars as "auditors" will receive the notation "AU" on their permanent academic record in lieu of a grade and credits if the obligations of the auditor have been satisfactorily met. If the auditing student's performance is not deemed to have been satisfactory, no seminar entry will be indicated on the student's academic record.

Audit students are expected to participate as outlined by the relevant program director. Audited seminars may not be applied against degree requirements.

Prerequisites

Students shall not be registered for a seminar having prerequisites without having successfully completed those prerequisites or be allowed to remain scheduled for the successive seminar if the prerequisite seminar was not completed successfully. Exceptions to this policy are at the discretion of the program director.

Minimum Grade Standards

Students enrolled in master's degrees programs must maintain a grade point average of 3.0 and may not earn more than six (6) credits worth of C/C+ grades to remain in good standing (refer to Academic Standing Criteria for Academic Progress - Graduate).

Repeat Seminars Grade Policy

A student shall not receive credit twice for any seminar except those seminars whose Catalog description permits repetition for credit. If a

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

Dual Degrees and Concentrations

Well-qualified students may earn more than one master's degree or program concentration through the College of Graduate and Continuing Studies. Up to twelve (12) credit hours earned for a first master's degree may be applied toward a second master's degree in cases where those seminars will meet requirements of the second degree. Students seeking a dual degree must complete the first degree before pursuing the second degree. Enrollment beyond three semesters will be required for students seeking a dual degree. The College of Graduate and Continuing Studies shall maintain and publish a list of seminars approved for credit in programs other than the one in which they were originally earned. The Catalog should be consulted for the specific requirements and concentrations offered in each masters' degree program.

Some master's degree programs include multiple concentrations or specializations that are recognized as such on the student's transcript. In most cases a student will elect a single concentration as part of the degree program. However, a student may elect to obtain additional concentrations if the student is in good academic standing and obtains the permission of the program director.

Successful completion of additional coursework leading to a concentration beyond the initial concentration will be noted on the student's academic record and calculated in the grade point average if completed prior to conferral of the degree. Seminars that comprise a concentration may be taken after conferral of a master's degree and will be noted as a certificate in the concentration area on the student's academic record and are not included in the grade point average associated with the earned degree.

Transfer Credits for Students from Academic Institutions

The College of Graduate and Continuing Studies may award credits, not grade points, for academic work accomplished at other regionally accredited institutions. Substitute credits from any "Special Topics" seminars taken at Norwich University also can be used to satisfy degree credit. Norwich University complies with Veterans Administration regulations and guidelines as they pertain to transfer credits.

Transfer Credit for Armed Forces Studies and Extra-institutional Learning

The College of Graduate and Continuing Studies may award credits, not grade points, in accordance with the Guide to the Evaluation of Educational Experiences in the Armed Forces, published by the American Council on Education, provided the courses are equivalent to Norwich University courses or seminars.

The College of Graduate and Continuing Studies programs may also award credits, not grade points, for other extra-institutional learning

as recommended in nationally recognized guides if applicable or by having the materials reviewed by the College's Academic Credit Review Committee and upon the positive recommendation of the appropriate program director or department chair. The term "extra-institutional learning" applies to learning acquired from participation in formal courses sponsored by associations, business, government, industry, unions, and the military. The fact a course of study constitutes professional certification or credentialing is not dispositive. A decision to award credit is based on the course(s) of study leading to such certification or credentialing. Such credits shall be awarded in compliance with the guidelines contained in the American Council on Education policy statement "Awarding Credit for Extra- institutional Learning."

Guidelines for Graduate Transfer Credits

Transfer of credits to Norwich University's College of Graduate and Continuing Studies is also governed by the following guidelines.

- The program director shall review any official transcripts or records of academic work in question, and determine the acceptance of specific courses in satisfaction of a Norwich degree requirement. An official transcript is one that corresponds with the credit granting institution's definition of "official" and is received directly from that institution by Norwich University's College of Graduate and Continuing Studies. The term "official transcript" includes any similar document issued by non-academic institutions maintained by an organization to record a person's program of study whether such course work is recorded as an academic credit or not.
- In the case of other units of education that are not from an accredited institution or otherwise reviewed by a nationally recognized authority (such as the American Council on Education) but are deemed it be credit worthy, the program director may request that the unit(s) of education being considered for credit within a program be forwarded to the College's Academic Credit Review Committee (ACRC). The committee will review the materials of the unit(s) of education and make a determination of credit applicability to the program. The program director may then award up to the maximum amount of credits identified by the ACRC within the degree. The program director may accept less credit within the degree program, but never more credit than that which has been approved by the ACRC.
- Courses in which a grade of less than B, or its equivalent, has been earned are not transferable (the grade must be equivalent to 3.0 or higher on a 4.0 scale).
- To be considered for transfer credit, such credit or course of study cannot be more than ten (10) years old by the time the Norwich University degree, into which that credit is transferred, is conferred.
- Total credits for transfer cannot exceed one third of the total credits earned for the degree.

Residence Requirement

At least two-thirds of the credits required for the master's degree must be earned at Norwich. There are exceptions to this policy as they pertain to established articulation agreements with specific institutions. Exceptions to this policy can also be obtained on an individual basis by appealing to the Norwich University's Committee on Academic Standing and Degrees as outlined in the University's regulations.

Statute of Limitations

Students must satisfy all degree requirements within ten years of the date at which they begin the program.

Student and Progress Records

All student academic records are available through the University Registrar. Unofficial records are available through the University's Self-Service web pages at the completion of each semester. In-progress grades are maintained in the online classroom grade book.

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 the University's Self-Service web pages via the online classroom. Any seminar taken after conferral of a degree will be shown as a separate record.

Transcript Evaluation and Posting of Transfer Credit

Academic work accomplished at other regionally accredited institutions and in accordance with regulations pertaining to other extra-institutional learning as described above 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.

Grades and Grade Points

Official grade reports are issued by the University Registrar within 15 days of the end of each seminar. Students may also retrieve unofficial electronic copies of final seminar grades through the University's Self-Service web pages.

Grades of F are failing, and will prompt a student's immediate academic dismissal from the University. Students will not receive credit for these grades and will be required to petition for re-enrollment to repeat any seminar in which a failing grade is received.

Grades and grade points shall be awarded as follows:

Grade	Percentage	Grade Points
A	93-100%	4.0
A-	90-92.9%	3.7
B+	87-89.9%	3.3
B	80-86.9%	3.0
C+	77-79.9%	2.3
C	70-76.9%	2.0
F	0-69.9%	0.0
I	Incomplete grade	0.0
W	Withdrawal from program	0.0

S/U	Satisfactory/ Unsatisfactory	0.0
P/F	Pass/Fail on non- graded component	0.0
AU	Audit	0.0

Grade Point Average

The grade point average (GPA) is computed by dividing grade points earned by credit hours attempted after applying the repeat seminar policy and including failing grades. Only grade points earned and semester credit hours attempted in seminars completed at Norwich will be included in computing the student's grade point average. (See the repeat seminar policy for the effect on the grade point average of seminar repetition.)

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

Incomplete Grades

Students who are unable to complete required work in any seminar may request the grade of incomplete (I). Incompletes will be approved on a case-by-case basis only and must be based upon unusual circumstances. The request for an incomplete, accompanied by a proposed study plan, must be submitted to the instructor and will be evaluated by the program director. If approved, the incomplete will be assigned for a period not to exceed 180 days. If the seminar in which the incomplete is assigned is a prerequisite to one or more subsequent seminars, the student may not be permitted to proceed to any subsequent seminar or course until the incomplete work has been finished. Students who cannot successfully complete the work necessary to remove the grade of "I" by the due date will receive a final grade for the seminar or course based on all unfinished assignments graded as zero.

Students who are granted a grade of "I" and subsequently withdraw from the program will be handled according to the Refund Policy and Schedule.

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

Incomplete Grades Due to Military Activations and Deployments to or in Support of a Combat Zone

Students serving in the military who are notified after the start of enrollment that they are being activated or deployed to a combat zone or in direct support of or proximity to a combat zone and choose to withdraw from the university may request to have a grade assigned at the time of withdrawal if they have successfully completed at least 60% of a course and if their cumulative grade represents sufficient knowledge of the course. In lieu of requesting a grade, students may submit a study plan outlining how the final weeks of academic work will be completed. Upon approval of the study plan by the relevant program director, a grade of Incomplete will be assigned. Incomplete grades assigned as a result of approved study plans for activated or deployed students must be resolved within one year of the issuance of the original incomplete grade.

Grades for Course Withdrawal

A student who withdraws from the University, for any reason, prior to the end of the semester will receive a grade of "W" in each seminar not completed prior to the withdrawal.

Grading Practices Notification for Students

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

Grade Reporting By the Faculty

Faculty will record assignment and final grades in the online classroom grade book. Students may view assignment, in-progress, and final grades for current seminars inside the online classroom.

Students may view their final grades for all completed seminars by accessing the University's Self-Service web pages via the online classroom.

The College of Graduate and Continuing Studies maintains assignment grade records for a minimum of one year.

Grade Appeals

Final course-grade appeals must begin with a written request from the student to the instructor. If resolution is not achieved with the instructor, the written grade appeal may be filed with the program director. Failing resolution at the program director level, the student may appeal in writing to the Vice President of Academic Affairs and Dean of the College of Graduate and Continuing Studies. If the issue is still unresolved, the final avenue of appeal must be directed in writing to the Senior Vice President for Academic Affairs (SVPAA), who has final authority over matters involving grade appeals.

Grade Changes

An instructor assigns final grades after careful and thorough evaluation of a student's academic performance in the seminar. A final grade will be changed only for cause and only at the request of the instructor and with the approval of the program director and dean. Requests for change of grade must be made within 120 days after the grade was awarded.

Repeat Seminar/Course Grading

If a seminar is repeated, only the last earned grade will be calculated in the grade point average. The grade previously earned in the seminar will be removed from the grade point average calculations even if a lower grade is earned when the seminar is repeated. Students may repeat a seminar one time only. Tuition and fee rates in effect at the time of the repeat enrollment apply to all repeat seminars.

Academic Standing Criteria for Academic Progress

Good Standing

A student in good standing is allowed to register without qualification. To maintain good standing and remain enrolled in and graduate from

a master's program, a graduate student must maintain a minimum cumulative grade point average (GPA) of 3.0. If a student's GPA falls below 3.0, the student will have **one full semester** to restore his or her GPA to a 3.0 or greater. In cases where the GPA falls below 3.0 in the final semester a student may need to take additional seminars or repeat seminars to attain a 3.0 GPA required for graduation.

Additionally, students may receive no more than six credits worth of C grades (C or C+) during enrollment in the program. If, at the conclusion of any seminar, the student has accumulated more than six (6) credits worth of C grades, the student will be dismissed from the program. Students in Prerequisite Seminars must achieve a grade of B or better in each prerequisite seminar to advance to the first seminar of the masters' program.

Academic Warning

Students enrolled in master's degrees in the College of Graduate and Continuing Studies must maintain an overall grade-point average (GPA) of 3.0 and may not earn more than six credits worth of C grades (C or C+). Students earning a grade of C or C+ in any seminar, regardless of the credit value of that seminar, and whose overall GPA is 3.0 or better will be placed on Academic Warning as a warning that an additional grade of C or C+ will necessitate dismissal. Once placed on Academic Warning, students will maintain this status, if no other C or C+ grades are earned, until graduation and will receive an Academic Warning letter at the end of each grading period.

Placement on Academic Probation

Students who fail to earn the cumulative grade point average for good standing at the end of a semester are enrolled for the following semester on academic probation. The student will have one full semester to restore his or her GPA to a 3.0 or greater. In cases where the GPA falls below 3.0 in the final semester a student may need to take additional seminars or repeat seminars to attain a 3.0 GPA required for graduation.

Dismissal for Academic Deficiency

Students who fail to achieve the cumulative grade point average for good standing within one full semester of being placed on probation, or who have accumulated more than six credits worth of C/C+ grades shall be dismissed from the university.

Application for Readmission by a Dismissed Student

Students whose enrollment in a graduate program is interrupted due to an academic dismissal may apply for readmission to the program following a one-semester separation. A written request for readmission should be addressed to the program director and filed with the student services advisor and must include an explanation of the change in the student's circumstances, which now permit successful completion of the program, as well as the measures taken to ensure satisfactory academic progress upon reenrollment.

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.

Application for Readmission by a Withdrawn Student

Students whose enrollment in a graduate program is interrupted due to a student-initiated withdrawal may apply for readmission to the program by contacting a student services advisor.

Academic Honors

All masters' degree candidates with a final Grade Point Average (GPA) of 3.80 or higher will graduate with the "Honors" distinction noted on the official transcript.

Discipline

A student's online behavior is expected to be professional, ethical, and in compliance with university rules and regulations and the Norwich University Honor Code.

Attendance

Online students are required to be active and participate academically in the online classroom on a weekly basis. Students who fail to access the online classroom and participate for more than fourteen (14) calendar days without prior instructor approval **will be administratively withdrawn** from the university. Students who are unable to maintain weekly attendance in the online classroom due to an expected absence are required to notify their instructor in advance of the absence.

Withdrawals

A withdrawal is generally a permanent separation from the University. Either the student or the University may initiate the withdrawal process.

Withdrawals Initiated by the Student

When a withdrawal is necessary, the student must direct the following requests in writing to the appropriate institutional officer.

- Requests for withdrawal must be submitted in writing to the program's Student Service Advisor.
- Requests for a refund must be submitted in writing to the University Bursar.

Students using financial aid in the form of federal loans, who anticipate returning to the university within a reasonable length of time from the withdrawal, should notify their Financial Aid Advisor in writing of their intent.

Norwich University must make commitments to faculty and staff in advance of actual student enrollment, therefore only a partial refund of tuition paid will be made if the student leaves for any reason prior to the end of any semester. The only exception to this policy is for activation or deployment of military personnel to a combat zone or in direct support of or proximity to a combat zone during the period of enrollment (see Military Activations and Deployments to a Combat Zone).

Scholarships, grants, and federally funded loans will be refunded, in the appropriate ratio, using federal guidelines for financial aid, either to the University or to the agency from which the aid funds were received. In

many cases, this will result in an additional amount due from the student to the University.

Withdrawals Initiated by the University

The University, through the Dean of the College of Graduate and Continuing Studies, may also initiate an Administrative Withdrawal. Such instances might occur for student failure to participate, unexcused absence of 14 days or more, violation of the academic honesty policy, failure to pay tuition, or in cases where the student is a distraction to other students and instructors.

Military Activations and Deployments to or in Support of a Combat Zone

1. Students serving in the military who are notified after the start of enrollment that they are being activated or deployed to a combat zone or in direct support of or proximity to a combat zone, or;
2. Any student, or the spouse of a student if the student has a dependent child, who is a member of the National Guard or reserve forces of the United States and who is ordered to state military service or federal service or duty may:

- Withdraw from the entire registration and receive a full refund of tuition and mandatory fees;
- Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full;
- Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded, or;
- If having successfully completed at least 60% of a seminar or course and whose cumulative grade represents sufficient knowledge of the seminar or course, request to have a grade assigned at the time of withdrawal. In lieu of requesting a grade, graduate students may submit to their Program Director a study plan outlining how the final weeks of academic work will be completed. Upon approval of the study plan, a grade of Incomplete will be assigned. Incomplete grades assigned as a result of approved study plans for activated or deployed students must be resolved within 180 days of the issuance of the original incomplete grade.

Students will be required to provide a copy of orders confirming that the date of activation/deployment was during the currently enrolled academic semester. Upon any future re-matriculation at Norwich University, the student will be charged tuition and fees at the rate in force at the time of re-matriculation.