

## Grades

### Minimum Grade Standards

Minimum grade standards are established for various curricula. These minimum standards are shown in various Curriculum Maps in Majors/Concentrations/Minors section (<http://catalog.norwich.edu/archives/2014-15/residentialprogramscatalog/majors>) of this catalog.

### Grades and grade points shall be awarded as listed below:

| Grade                      | Grade Points   |
|----------------------------|--|
| A                          | 4.0 grade points per credit                            |
| A-                         | 3.7 grade points per credit                            |
| B+                         | 3.3 grade points per credit                            |
| B                          | 3.0 grade points per credit                            |
| B-                         | 2.7 grade points per credit                            |
| C+                         | 2.3 grade points per credit                            |
| C                          | 2.0 grade points per credit                            |
| C-                         | 1.7 grade points per credit                            |
| D+                         | 1.3 grade points per credit                            |
| D                          | 1.0 grade points per credit                            |
| D-                         | 0.7 Grade points per credit hour                       |
| F                          | 0.0 grade points per credit                            |
| P (Pass)                   | no grade points; does not affect GPA                   |
| AU (Audit)                 | no grade points  |
| I (Incomplete)             | no grade points  |
| NC (No Credit)             | no grade points; does not affect GPA                   |
| NG (No Grade)              | None (Not used for final grade)                        |
| S (Satisfactory)           | no grade points; only assigned to zero credit courses  |
| U (Unsatisfactory)         | no grade points; only assigned for zero credit courses |
| W (Withdrawal from course) | no grade points; does not affect GPA                   |

### Grade Point Average (GPA)

- GPA is computed by dividing grade points earned by credit hours attempted (minus any P graded credits) after applying the repeat grade policy.
- Only grade points earned and credits attempted in courses at Norwich are included in computing the student's grade point average. (See the Repeat Courses policy below).
- 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.

### Repeat Courses/Repeat Grade Policy

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

### Pass/Fail Option (P/F)

- 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.
- 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.
- To receive P grade student's work in the designated course must be of at least D- quality. A failing grade of F will be entered on the student's academic record and will be included in all grade point computations, if the student's work was below D- quality. P grades earn credit, but are not be included in grade point computations.
- Students seeking to take a course under the Pass/Fail option shall complete and submit a Pass/Fail Grading Request form (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/02/passfail.pdf>) to the Registrar's Office prior to the course withdrawal deadline.

### Incomplete Grades (I)

- 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).
- I grades may not be assigned for simple failure to submit required work or not attending class, regular leave, or detached service.
- I grades are only assigned at the end of the semester; not at mid-semester.
- Faculty assigning a grade of I shall complete the I Grade Form and email it to the student and Registrar's office. The form requires:
  - The reason the "I" grade was assigned;
  - What work is still required;
  - 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
  - What the grade will be if no additional work is received from the student.
- Faculty have 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.
- A course carrying the grade of I will be excluded from the computation of total credits and grade point averages.
- A student with a grade of I is ineligible for consideration for the Dean's List. Dean's List eligibility is determined at the end of Fall and Spring terms.

### Grading Practices Notification For Students

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.

### Grade Reporting By the Faculty

- Faculty enter grades for all on-campus courses twice during the semester.
  - Mid-semester grades are entered 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. 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.

- Final grades are entered at the conclusion of the semester. These grades are posted on the permanent academic record.
- Final grades must be entered within seventy-two hours after the final examination has been administered. Spring Semester grades for graduating Seniors will need to be entered 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.
- Faculty will maintain course grade records for a minimum of one year. Faculty leaving the employment of the University will submit these grade records to their respective department.

### Mid-Semester Grade Notification

- Mid-semester grades appear on the individual student Banner Web Self-Service account. A copy of the mid-semester report for first semester freshman are sent to the eligible parent or guardian.
- After grades have been entered, 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 student's Banner Web account.
- Parents wanting to see the grades of their son or daughter must have s/he open one of the forms on Banner Web listed above. The University does not mail grades or provide grades over the phone in compliance with the Data Privacy (FERPA) policy.

### Academic Warning at Mid-Semester

- Students who are failing two or more courses at mid-semester will be issued an academic warning.
- Students receiving Academic Warnings must report to their academic advisor within 5 days.
- The Registrar's Office will notify the eligible parents or guardians of all first semester freshmen receiving Academic Warnings.

### Changes In Final Grades

- Assignment of final grades in each course is the responsibility of the faculty of record. Students are urged to meet promptly with the faculty member if they have questions regarding the assigned grade.
- Faculty assign 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 (<http://catalog.norwich.edu/archives/2014-15/residentialprogramscatalog/academicregulations/sectionxiigeneral>), a final grade will be changed only for cause and only at the request of the faculty member and with the approval of the SVPAA. The SVPAA will require the recommendations of the Department Chair/Director and the College Dean.
- The SVPAA 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.

### Course Audit

- 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.
- Students taking courses as auditors will receive a grade of AU (Audit) on their permanent academic record, 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.