

## Graduation Requirements

If seeking a baccalaureate degree, see the Degree section of this catalog. Other sections of the catalog, such as the General Education (<http://catalog.norwich.edu/archives/2015-16/residentialprogramscatalog/generaleducationgoals>) and Majors/Minors/Concentrations (<http://catalog.norwich.edu/archives/2015-16/residentialprogramscatalog/majors>) should be reviewed as well.

Specific information regarding graduation checks, graduation requirements, diploma printing and mailing are listed below.

1. Submit a Graduation Application to the Registrar's Office by:
  - October 1<sup>st</sup>, if graduating at the end of Spring Semester or Summer Session
  - March 1<sup>st</sup>, if graduating at the end of Fall Semester
2. Students who do not submit a Graduation Application by the dates listed in #1 above, but have an expected graduation date in Banner of December, May or August, will have a hold placed on his/her academic record.
  - This hold will prevent these students from enrolling in future classes until they have submitted a Graduation Application and the initial graduation check has been conducted.
3. Complete overall requirements.
  - A minimum of 120 or more total undergraduate credits in courses numbered 100-499.
  - A resident grade point average of 2.0 or above for all undergraduate credits.
  - Complete a minimum of 60 credits from Norwich University
  - Complete 45 of the last 60 credits for the degree, from Norwich University.
4. Students graduating under the 2015-2016 catalog, or later, must successfully complete Leadership 101.
5. Complete General Education requirements (See the General Education section of the catalog.)
  - Core courses: EN 102, Math, Humanities, Social Sciences, Lab Sciences, Ethics, Capstone.
6. Allowed to count NO more than 12 credits of Math credits in courses numbered below 200.
7. Complete requirements for major, minor, concentration (<http://catalog.norwich.edu/archives/2015-16/residentialprogramscatalog/majors>) and/or comprehensive major programs in different disciplines.
8. Double counting credits
  - Students may use the same course to satisfy more than one requirement within one degree. If one or more courses satisfy requirements in more than one major and/or minor program, additional credits are not required; however students must earn the minimum number of credits for the degree, major and minor.
9. Undergraduate graduation honors are calculated using only Norwich University credits (there are no honors for Graduate students).
  - Commencement Latin Honors posted in the Commencement Program and announced at Commencement are based on all credits earned at Norwich, and calculated using the cumulative GPA following Fall semester grades.
    - Summa Cum Laude honors = cumulative GPA of 4.0 to 3.6
    - Magna Cum Laude honors = cumulative GPA of 3.59 to 3.3
    - Cum Laude honors = cumulative GPA of 3.29 to 3.0
10. Diplomas are printed with the degree, major and Latin honor earned based on the cumulative GPA following Fall semester.
  - Honors printed on the diploma are based on the cumulative GPA following Fall semester. Students, who wish to have a diploma reprinted with final honors earned, will have to submit a Duplicate Diploma form to the Registrar's Office.
  - Honors posted on the official transcript are based on the final cumulative GPA.
  - Students must state the name they wish to have printed on their diploma, which is also the name that will be announced at Commencement.
11. Students who, with the courses they are enrolled in after the mid-point of Spring Semester, have a maximum of two courses (up to eight credits) remaining to meet graduation requirements, may participate in the May Commencement ceremony, unless notice is given to the Registrar to attend the following May Commencement ceremony.
  - Students who graduate after Fall Semester, but wish to participate in the following May Commencement, must notify the Registrar via email prior to the end of November. The student must state if s/he wishes to have her/his diploma mailed in December, or held to receive at May Commencement.
12. The Registrar, in conjunction with the President and the approval of the Board of Trustees, awards degrees to students who have completed degree requirements.
13. No degree shall be conferred, or diploma awarded, until the Registrar's Office verifies all degree requirements are met.
14. No degree is conferred, or diploma awarded, until the recipient has paid all University bills, or arranged for payment to the satisfaction of the Chief Financial Officer.
15. No undergraduate degree is conferred, or diploma awarded, until the Vice President for Student Affairs has cleared the student's record.
16. Students are allowed 14 calendar days beyond the last day of final exams, (last day of semester/session) for Fall, Spring or Summer terms to submit all transfer coursework or to have final grades submitted, for the degree to be posted for the respective term.
17. The degree awarded date is posted using the last day of final exams for Fall semester, the day of Commencement for Spring semester and the last day of the last Summer Session for Summer.