

# Academic Standing, Re-Admission, Class Level

## Academic Standing

**Academic Standing, as determined by the Registrar's office, is separate from Satisfactory Academic Progress (SAP)** (<http://catalog.norwich.edu/archives/2015-16/residentialprogramscatalog/studentservices/fa/#satisfactoryacademicprogresssappolicytext>), as determined by the Financial Planning Office.

## Good Academic Standing

To maintain good standing, degree-seeking students must maintain a minimum cumulative GPA, for the credit range shown in the first column equal to, but not less than that in the second column, based the sum of Norwich *attempted* credits, PLUS credits accepted in transfer. A student in good standing is allowed to enroll without restriction.

(1) Total of Credits (attempted plus transferred)	(2) Minimum Accumulative Grade Point Average Required for Enrollment in Good Standing
0-17	1.60
18-34	1.80
35+	2.00

## Academic Probation

Students who fail to earn the cumulative grade point average required for Good Standing at the end of a semester 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 signed contract with the Academic Achievement Center as a condition of enrollment. The student must sign this contract by the end of the add/drop period. Failure to sign this academic probation contract by end of the add/drop period may lead to dismissal.
- Restricted to 14 credits, plus one ROTC course, per semester.
- Repeat courses where previous grades of C- or below were earned (when possible)
- Not participate in extracurricular activities.
- Hold no rank in the Corps of Cadets and 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.

## Academic Dismissal

Students who fail to achieve Good Standing will be Dismissed after one semester on Probation unless the student earns a semester GPA of 2.0, or above, while on probation.

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 are Dismissed for an **unsatisfactory academic or disciplinary** record may apply for readmission after a six-month period of separation has been completed by submitting a Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/02/readmitForm.pdf>) to the Registrar, accompanied by an Academic Petition (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/04/Academic-Petition.pdf>) for submission to the CASD. These documents must be received no later than 4:30 p.m. on the first day of the term. The readmission decision of the CASD will be based on evidence that the student can academically succeed. Appeals of CASD decisions may be made to the Senior Vice President for Academic Affairs (SVPAA) whose decision is final.

Students who have been Dismissed for academic reasons and have returned themselves to Good Standing may, provided there are no financial or disciplinary barriers, return to the University.

## Re-Admission

Whenever possible, Re-Admission Applications should be processed by the Registrar's Office within two weeks. If there is a hold on the application from the Bursar's Office, the Registrar's Office will notify the student of that hold and allow a two week extension for resolution. If at the end of the two week period the Bursar's hold is not resolved further processing of the Re-Admission Application will cease and the student will need to submit a new Re-Admission Application should they clear the hold and wish to re-admit later.

Re-Admission Applications are accepted up to 4:30 p.m. on the first day of classes. Students should be aware that Re-Admission Applications are routed to several offices for review. Students who wait until the first day of classes to submit a Re-Admission Application may not receive notice prior the last day to register for classes (the sixth class day for Fall & Spring classes); if this occurs, the student cannot enroll in classes without successfully petitioning the Committee on Academic Standards & Degrees (CASD) to allow the student to enroll late for the respective semester.

All students who do not attend for one semester or more must submit a Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) for review.

This policy pertains to Re-Admission for the following:

1. Students who have stopped attending Norwich University for at least one semester
2. Students who have been Dismissed for academic (<http://catalog.norwich.edu/residentialprogramscatalog/academicregulations/sectionvacademicstandingcriteriaforacademicprogress>) reasons
3. Students who have been Suspended for disciplinary ([http://about.norwich.edu/wp-content/uploads/student\\_rules\\_regs.pdf](http://about.norwich.edu/wp-content/uploads/student_rules_regs.pdf)) reasons

Re-Admission Applications (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) are reviewed by the director or chair of the major the student intends to readmit to, the Bursar's Office, either the commandant for CORP students or the Dean of Students for civilian students and the Center for Student Success. Students who are readmitting after academic dismissal are reviewed by the Committee on Academic Standing and Degrees (CASD).

## Re-Admission after non-attendance for at least one semester (not due to Academic or Discipline Suspension/Dismissal):

Students who have not attended Norwich University for at least one (spring or fall) semester must be re-admitted to return to a fall or spring semester. Students do not have to be re-admitted to take summer courses at Norwich.

## Re-Admission after Academic Dismissal: Students who are Academically Dismissed (academic standing is AD) at the close of a spring or fall semester may either:

- Petition to re-admit while academically dismissed (either immediately in the subsequent spring or fall term or after the required six-month period of separation) or
- Attend summer classes at Norwich to attempt to improve their cumulative grade point average (GPA) to Good Academic Standing

## Petition for Re-Admission while Academically Dismissed

Students who are AD must submit a Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) to the Registrar's Office accompanied by an Academic Petition (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Academic-Petition1.pdf>).

- The Academic Petition must include
  - A letter to the Committee on Academic Standards & Degrees (CASD) requesting Re-Admission after Academic Dismissal.
  - A letter of support from the Academic Achievement Center.
- The Re-Admission decision of the CASD is based on evidence that the student can academically succeed.

## Students in Good Academic Standing (Achieved via Summer School) Re-Admitted after Dismissal

Students are eligible to enroll in summer classes at Norwich while on academic dismissal. Grades earned for summer classes attended at Norwich are used in calculating the student's cumulative GPA and can positively impact the student's academic standing.

- Students dismissed at the close of a **spring semester** who do well enough in summer classes to raise their cumulative GPA to good standing (see Good Academic Standing) do not need to submit a Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) because they were not out for a spring or fall semester. These students' academic standing is updated at the close of the summer term and they can register for upcoming fall term classes after consultation with their Academic Advisor using a PIN in Banner Web.
- Students dismissed at the close of a **fall semester** who do well enough in summer classes to raise their cumulative GPA to good standing (see Good Academic Standing) need to submit a Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) because they were out the previous spring semester. These students **do not** need to submit an Academic Petition (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Academic-Petition1.pdf>) as their standing would be changed to Good Standing at the close of the summer semester.

## Re-Admission Following Disciplinary Suspension CORPS Students:

CORPS of Cadet Students suspended for disciplinary reasons must:

- Submit a Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) to the Registrar's Office no later than 4:30 on the first day of the semester.
- The Commandant's Office reviews the student's application, supporting documentation and the disciplinary record and makes a determination on Re-Admission to the CORP.
- If Re-Admission to the CORPS is approved, the Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) will move forward for processing.
- If Re-Admission to the CORPS is denied, the Registrar's Office will forward the application to the Dean of Students for Re-Admission as a civilian student and if the Dean of Students approves Re-Admission as a civilian student, the student will need to accept that condition for the Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) to be processed

## Re-Admission Following Disciplinary Suspension Civilian Students:

Civilian students suspended or dismissed for discipline reasons must:

- Submit a Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) to the Registrar's Office no later than 4:30 on the first day of the semester.
- The Dean of Students will review the Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) and any supporting documents, as well as the student's disciplinary record, and make a recommendation to move the Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) forward for processing.

## Re-Admission Following Disciplinary Dismissal:

If a student is Disciplinary Dismissed and barred from Re-Admission any Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) s will be denied without further review.

## Re-Admission Processing:

Students must indicate, on the Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>), what catalog year they wish to return under.

The catalog year must be within ten years of the students expected graduation date and is subject to approval by the Department Chair/School Director of the student's major. If the student does not indicate a catalog year, the catalog year they were previously enrolled in will be used so long as it is within ten years from the student's expected graduation date. If the student's previous catalog year is not within ten years of the student's expected graduation date the catalog year during which the student is readmitted is used.

Students must indicate on the Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) what major they wish to readmit to. If the student requests Re-Admission to a major, other than the last major enrolled in, the reviewing Director/Chair is that of the new major. For Re-Admission

to the previous major, the Director/Chair of that major will review the application and any supporting documentation.

The Dean of Students/Commandant's Office, Director/Chair of the major, Bursar's office and Center for Student Success review Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) s within one week of receiving them.

Students Re-Admit to the same class level as they left unless they transferred additional credits to Norwich University.

Upon determination on the Re-Admission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application2.pdf>) , the Registrar's Office will mail/email a letter of notification to the student. If the date is near the beginning of a semester, the Registrar's Office will notify the student via phone, with a letter to follow.

### Student Actions upon Approval:

Students must follow all instruction in the Re-Admission Approval Letter which include:

- Contact academic advisor to discuss courses and obtain PIN for registration
- If the end of the add/drop period has not passed (for the Re-Admission term) the student may register for classes for the Re-Admission term
- If applicable contact housing
  - Civilian Housing Contact: Iphagainia M. Tanguay, [itanguay@norwich.edu](mailto:itanguay@norwich.edu) , (802) 485-2660
  - CORPS Maj. Kristine Seipel, [seipelk@norwich.edu](mailto:seipelk@norwich.edu) , (802) 485-2035
- If the student cannot access Banner Web, or Norwich email account, contact the help desk at (802) 485-2456
- Students re-admitted after Academic Dismissal, who have not earned Good Standing, will be enrolled under the same conditions as students enrolled on Academic Probation.
- Such students must contact the Academic Achievement Center to sign an Academic Contract before the end of the add/drop period.

### Class Year Assignment

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

Students will be assigned a class year at the time of their admission or re-admission. 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.