

## Degrees, Majors, Minors, Concentrations & Certificates

### Degrees

Students may not use Graduate Level credits (courses numbered about 500) to meet Undergraduate requirements, this includes transfer credits. Graduate credits must be beyond those required for the baccalaureate degree, and cannot count toward the baccalaureate degree.

Students must be in Good Academic Standing to be awarded a degree.

All requirements for all degrees, majors, minors, concentrations must be completed prior to the degree being posted.

### Undergraduate

Norwich University awards the following undergraduate degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Interdisciplinary Studies. Degree candidates are subject to the degree/major requirements of the catalog year which they have declared.

#### Undergraduate Degree Requirements

Complete overall requirements.

- A minimum of 120 or more total undergraduate credits in courses numbered 100-499.
- A cumulative grade point average of 2.0 or above for all undergraduate credits.
- Complete a minimum of 30 credits from Norwich University.
- Complete 20 of the last 30 credits for the degree, from Norwich University.

#### Bachelor of Science (BS)

The Bachelor of Science degree includes General Education requirements plus a minimum of 30 credits toward a specific major so that a minimum of 120 credits are earned. BS degrees are awarded with majors in Accounting, Architecture Studies, Athletic Training, Biology, Biochemistry, Chemistry, Civil Engineering, Communications, Computer Science, Computer Security & Information Assurance, Construction Management, Criminal Justice, Cyber Security, Education, Electrical & Computer Engineering, Environmental Science, Exercise Science, Geology, Health Sciences, Management, Management Studies, Mathematics, Mechanical Engineering, Neuroscience, Nursing, Physical Education, Physics and Strategic Studies & Defense Analysis.

#### BS requirements:

Refer to the specific major (<http://catalog.norwich.edu/archives/2017-18/residentialprogramscatalog/majors>) section of this catalog.

#### Bachelor of Arts (BA)

The Bachelor of Arts degree includes General Education requirements, Bachelor of Arts requirements plus a minimum of 30 credits toward a specific major so that a minimum of 120 credits are earned. BA degrees are awarded with majors in Criminal Justice, Chinese, English, History, International Studies, Political Science, Psychology, Spanish, and Studies in War & Peace.

#### BA Requirements:

1. A minimum of 24 credits in the major completed with a grade of C or higher (The number of credits will vary per major and may be up to 30).
2. World Literature I EN 201 and World Literature II EN 202
3. Knowledge of a modern language as indicated by passing an achievement test administered by the Department of Modern Languages; or by
  - passing a 6 credit Modern Language course taught in the target language at the 112 level; or by passing one 3 credit Modern Language course taught in the target language at the 206 level or higher. Modern Language courses (<http://catalog.norwich.edu/archives/2017-18/residentialprogramscatalog/collegeofliberalarts/#departmentofmodernlanguagestext>) taught in English do not satisfy this requirement. Students may not obtain credit for courses taken at a level lower than that for which they have already demonstrated proficiency.
  - The Foreign Language Placement Test is used for placement in Norwich language courses only. No credits toward graduation are awarded based on the student's score on this test.
  - 12 credits are allocated in each BA program for the fulfillment of the foreign language requirement. Students who satisfy the BA language requirement with less than 12 credits will have a corresponding number of additional free electives to complete in order to earn the BA degree. Normally this requirement is completed prior to the start of the junior year.
- Six credits in two of the following areas (students must complete an additional course to meet the Arts and Humanities General Education (<http://catalog.norwich.edu/archives/2017-18/residentialprogramscatalog/generaleducationgoals>) requirement):
  - Communications: CM 109, CM 261, CM 335, CM 436
  - English: All EN courses above EN 204 except EN 240, EN 241 EN 204, EN 242
  - Fine Arts: FA 221, FA 222, FA 240, FA 250
  - Music: MU 101, MU 271
  - Philosophy: All PH courses
  - Modern Language: all CN, FR, GR, SP courses 205 and above. These cannot be the same modern language courses used to meet the requirements listed in number 4 above
- Nine credits in two of the following areas (students must complete an additional course to meet Social Science General Education (<http://catalog.norwich.edu/archives/2017-18/residentialprogramscatalog/generaleducationgoals>) requirement):
  - Criminal Justice: All CJ courses EXCEPT CJ 102 and CJ 301

- Economics: All EC courses
- History: All HI courses
- Psychology: All PY courses
- Political Science: All PO courses
- Sociology: All SO courses

### **Bachelor of Interdisciplinary Studies (BIS)**

The Bachelor of Interdisciplinary Studies degree includes General Education requirements, plus a minimum of 30 credits; 120 total credits are required.

### **Graduate**

Norwich University awards the following graduate degrees: Master of Architecture (MARC), Master of Arts in History (MAH), Master of Arts in Military History (MMH), Master of Arts in Diplomacy (MDY), Master of Arts in International Relations (MIR), Master of Business Administration (MBA), Master of Civil Engineering (MCE), Master of Public Administration (MPA), Master of Science in Criminal Justice (MSCJ), Master of Science in Leadership (MSL), Master of Science in Information Security and Assurance (MSISA), Master of Science in Nursing (MSN). Degree candidates are subject to the degree/major requirements of the class catalog year to which they have declared.

#### **Graduate Degree Requirements:**

- Complete at least 30 credit hours of course work as prescribed by the program of admission.
- Complete at least two-thirds of the required degree credits 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 required on-campus Residency Conference (<http://catalog.norwich.edu/onlineprogramscatalog/mastersdegrees/residencyconferencerequirement>) (not required for MARC graduates).

#### **Earning Two Undergraduate Degrees**

Students may elect to fulfill the requirements of the BA, BS and BIS degrees in different majors and be awarded separate degrees. For example, a student may earn a BA in Psychology and BS in Computer Science.

- The General Education requirements for the University only need to be met once; however, students must meet any specific General Education requirements for the academic program(s) and all major requirements for each degree.
- Students are awarded separate diplomas for each degree.
- Both degrees are listed on the official transcript.

#### **Earning Two Graduate Degrees**

Students may earn more than one master's degree through the College of Graduate and Continuing Studies in two different programs. For example, a student may earn a MBA and a MPA.

- A minimum of 45 graduate credits are required to be awarded multiple master's degrees (MBA, MPA, MSL, etc.)
- Students are awarded separate diplomas for each degree.
- Both degrees are listed on the official transcript

### **Majors**

Baccalaureate Degrees: The field of academic specialization within a degree. It is defined as the departmental requirements of:

- at least 30 credits
- at least two courses must be at the 300-400 level.
- Interdisciplinary majors may include courses from more than one related academic discipline

Master Degrees through the College of Graduate & Continuing Studies:

- At least 30 credits (500 level (or above))
- Attendance at a Residency conference

Master Degree in Architecture:

- At least 34 credits (500 level)

#### **Choice of Major**

Students must meet requirements, as determined by the Department Chair/School Director, to be accepted into the desired major.

#### **Change of Major**

To change a major requires students to submit a signed Major/Minor Declaration form to the Registrar's Office. The form requires the approval of the Department Chair/School Director, the assignment of the new adviser and the old adviser and the catalog year that the student will follow.

#### **Additional Majors**

To declare an additional major, students submit a signed Major/Minor Declaration form (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/02/declareMajorMinor.pdf>) to the Registrar's Office. The form requires the approval of the current adviser, and Department Chair/Director of the second major as well as the second adviser assigned by the Department Chair/School Director of the second major. The student will follow the catalog year of the primary major.

#### **Earning Two or More Undergraduate Majors**

Students may elect to fulfill the requirements for two or more majors and be awarded a multiple-major degree. Such action requires the approval of all departments. For example, a student may earn a BS in Engineering and Management.

- All majors must be a BA, BS, or BIS degree.
- The General Education requirements for the University only need to be met once; however, students must meet any specific General Education requirements for the academic program(s).
- All requirements for all majors must be met. If majors are different degrees, then the student applies for two degrees (see above).
- Students may not earn both a major and a minor in the same field of specialization.
- All requirements for all majors must be completed prior to the degree being posted.
- Students are awarded one diploma for all majors
- All majors are listed on the official transcript (as one degree).

### **Dismissal from a Major**

School Directors/Department Chairs have the authority to dismiss a student from a major 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.

### **Minors**

A minor consists of:

- Six courses of three or more credits completed with a grade of C or higher.
- No more than two of the six courses may be transfer courses (from another institution/or exams such as CLEP).
- May include courses from more than one related discipline.
- Students may not earn a concentration, a minor or a major in the same field of specialization.

### **Earning Two or More Undergraduate Minors**

Students may elect to fulfill the requirements for two or more minors and be awarded a multiple-minor degree. Such action requires the approval of all departments.

- All requirements for all minors must be completed prior to the degree being posted.
- Minors are not printed on diplomas
- All minors are listed on the official transcript

To declare a minor, students submit a signed Major/Minor Declaration form to the Registrar's Office. The form requires the approval of the student's adviser, the Department Chair/ School Director of the academic department that offers the minor. Minor requirements will follow the catalog year of the student's primary major. Minors cannot be added after a Bachelor's Degree has been awarded.

### **Dismissal from a Minor**

School Directors/Department Chairs have the authority to dismiss a student from a 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.

### **Concentrations**

Undergraduate concentrations are available only to students enrolled in the major under which the concentration is listed.

A concentration consists of:

- Complete at least 18 credits in a specialized area within a major
- No more 9 credits may be transfer credits (from another institution/or exams such as CLEP).
- May include courses from more than one related academic discipline.
- Students may not earn a concentration, a minor, or a major in the same field of specialization

### **Earning Two or More Undergraduate Concentrations**

Students may elect to fulfill the requirements for two or more major concentrations and be awarded a multiple-concentration (for the same major) degree. Such action requires the approval of all departments. For example, a student may earn a BS with a major in Management with an Economics concentration and a Management major with a Marketing concentration.

- All concentrations must be from majors that are either a BA or BS. If the concentrations/majors are different degrees, then the student applies for two degrees (see above).
- All requirements for all concentrations for all majors must be completed prior to the degree being posted.
- Students may not earn the same concentration for different majors, degrees, or programs
- Concentrations are awarded after a Bachelor's Degree has been awarded
- Concentrations are not printed on diplomas
- All concentrations are listed on the official transcript

### **Earning Two or More Graduate Concentrations**

Students may elect to fulfill the requirements for two or more concentrations and be awarded a multiple-concentration degree. Such action requires the approval of the Program Director. For example, a student may earn a MS in Leadership with a Public Sector Leadership concentration as well as an Organizational Leadership concentration.

- All concentrations must be from the same graduate program. If concentrations are from different programs, then the student applies for two degrees (see above).

- A minimum of 42 graduate credits are required to be awarded a multiple-concentration degree.
- Students are awarded one diplomas for all concentrations.
- Concentrations are not printed on diplomas
- Concentrations are listed on the official transcript (as one degree).
- To declare a concentration, students submit a signed Major/Minor Declaration form to the Registrar's Office. The form requires the approval of the student's adviser, the Department Chair/School Director of the academic department that offers the concentration.
- Concentrations are not awarded after a Master's Degree has been awarded

### **Course Waiver or Substitution**

To waive a prerequisite course requirement, students must be given approval from the Department Chair/School/Program Director.

To waive courses for major or minor course requirement, students must secure signatures/approval from:

- Advisor
- Department Chair/School/Program Director of the Student's Major

on a Degree Program Waiver /Substitutions form (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/02/degreeWaiverSubstitution.pdf>). Credits waived must be replaced with Free Electives.

To substitute courses for major or minor requirements, students must secure signatures/approval from:

- Advisor
- Department Chair/School Director of the Student's Major

on a Degree Program Waiver /Substitutions form (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/02/degreeWaiverSubstitution.pdf>). The advisor must indicate what course will be used to replace the major or minor requirement.

### **Certificates**

An academic certificate certifies that a person has received specific education and therefore is considered competent in a certain specific skill area. The specific number of credits required for certificates vary by the individual certification program.

A certificate consists of:

- Credit-bearing 6-36 credits
- Non-Credit 0 credits (minimum four contact hours)
- May include courses from more than one related discipline.

### **Earning Two or More Certificates**

- Students may elect to fulfill the requirements for two or more certificates and be awarded both certificates.
- A student may apply credits earned as a certificate toward another major, minor, or concentration.
- Students are awarded separate diplomas for each certificate.
- All certificates are listed on the official transcript.

### **Undergraduate and Graduate Courses Taken Simultaneously**

Students are not allowed to be enrolled in undergraduate and graduate courses simultaneously at Norwich. Courses taken at the undergraduate level may not be used toward meeting any graduate degree requirements. Courses taken at the graduate level may not be used toward meeting any undergraduate degree requirements.

### **Diploma & Transcript**

- Diplomas are printed with degree, major and Latin honors and are not considered official documents.
- Apostilled diplomas are printed with degree, major and Latin honors, include a letter of authenticity, are notarized and are considered official documents for international students.
- Military College of Vermont (MCV) diplomas are awarded to Cadets who have met requirements set by the Commandant as published in the.
- Transcripts are official student record of all courses enrolled in and the grades earned.
  - Undergraduate transcripts are printed with degree, major, minor, concentration, Latin honor. Also Dean's List honors and academic standing are listed for each term enrolled.
  - Graduate transcripts are printed with degree, major, and concentration.