

Extra Institutional Learning

Extra Institutional Learning offers students with significant life and work experience the opportunity to earn university credit by demonstrating what they have learned outside the sponsorship of legally authorized and accredited post-secondary educational institutions. Extra Institutional Learning is education and experience acquired from work and life experiences, independent reading and study, and participation in formal courses sponsored by associations, business, government, industry, unions and the military. Extra institutional Learning is transcribed as transfer credit and is subject to the limits described in the Graduation Requirements (<http://catalog.norwich.edu/archives/2017-18/residentialprograms/catalog/academicregulations/graduation>).

- At the completion of Basic Training, Advanced Individual Training (AIT), or One Station Unit Training (OSUT), students must request an official Joint Services Transcript (JST) be sent to the Registrar's Office. Once the JST is received, courses MS 111 and 112 may be approved by the appropriate Professor of Military Science. If approved these two courses will be posted on the student's transcript.
- Other military education/experience credit is transferred to Norwich based on the Transfer Credit Policy (<http://catalog.norwich.edu/archives/2017-18/residentialprograms/catalog/academicregulations/sectionixtransferofacademiccreditfrom>)
- Credits, not grade points, for other Extra Institutional Learning, as recommended in nationally recognized guides and publications, may be awarded upon the positive recommendation of the appropriate Department Chair/School Director. Credits may be awarded in compliance with the evaluations provided by the American Council on Education, (ACE).
- College Level Exam Program (CLEP), and Advanced Placement (AP), International Baccalaureate (IB) and Defense Activity for Non-Traditional Education Support (DANTES) exam scores that are equivalent to Norwich courses (<http://www.norwich.edu/registrar/extra-institutional-learning>).

Further information in the Requests for Course Equivalency or Exemption (<http://catalog.norwich.edu/archives/2017-18/residentialprograms/catalog/academicregulations/sectioniicreditcoursesandcurricula>).

Internships

Students must register for an internship during the designated registration period for a fall or spring semesters and by 1 May for summer internships. Departmental or School permission is required for an internship. Enrollment for internships will not occur unless the faculty member has received written confirmation from the field supervisor that internship arrangements are complete. Internships will be scheduled to coincide with opening and closing dates of the semester of internship enrollment. Summer internships will coincide with the beginning and ending dates of the appropriate summer session.

Independent Study

To support a course registration for an independent study, the affirmative recommendation of the student's academic advisor and the course Department Chair/School Director must be present on an Independent Study form (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/02/independentStudyForm.pdf>).

Challenge Exams

Challenge Exams may be provided by Norwich faculty upon student request and payment

- Challenge Exams are given only if a nationally validated examination covering the same subject matter is not available.
- Students may request to have a Challenge Exam graded with a letter grade or Pass/Fail. This decision is made by the faculty administering the exam.
- Students must pay the Challenge Exam fee before an exam will be administered. The fee is not refunded if the Challenge Exam is failed.
 - Challenge Exams should be typical of a final examination that covers the entire course content. Where appropriate, term papers, projects, etc. may also be required.
 - A Challenge Exam for laboratory courses may require demonstrated laboratory proficiency.
- The repeat grade policy does not apply to credits earned via a Challenge Exam.
- Challenge Exams appear the same as other courses on the Norwich transcript.