

## Academic Standing, Class Levels, Re-Admission

**Academic Standing, as determined by the Registrar's office, is separate from Satisfactory Academic Progress (SAP)** (<http://catalog.norwich.edu/archives/2018-19/residentialprogramscatalog/studentservices/fa/#satisfactoryacademicprogressappolicytext>), **as determined by the Financial Planning Office.**

### Categories of Students for This Policy:

1. Undergraduate Residential Program Students On-Campus (referred to as *Residential Program*)
2. Graduate Residential Program Students On-Campus (referred to as Graduate)
3. CGCS Undergraduate Degree-Completion On-line Students (referred to as *Degree-Completion*)
4. CGCS Graduate On-line Students (referred to as Graduate)

### UNDERGRADUATE STUDENTS

Academic Standing is determined by the Registrar at the end of each term after all grades have been entered for the respective that term.

#### Good Academic Standing

1. To be eligible to enroll for classes, without restrictions, a student must be in Good Academic Standing. Students who have been placed on Academic Probation or Academic Suspension are not considered to be in Good Academic Standing. Suspended students are eligible to enroll for in classes only after Readmission has been approved.
  - Summer Programs are an exception to this rule; An exception to this rule is Summer Programs, see the Summer Programs section below.
2. To maintain Good Standing:

Degree-seeking *Residential Program* students must maintain the minimum cumulative GPA, shown in the second column below, for the credit range shown in the first column. The first column represents the sum of Norwich *attempted* credits, PLUS credits accepted in transfer

(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

- Degree-seeking *Degree-Completion* students must maintain a minimum cumulative 2.0 GPA.

#### Academic Probation

1. Students are placed on Academic Probation when their cumulative GPA falls below the minimum cumulative GPA required for Good Standing. The registrar's office sends an email notice (copied to the student's advisor) to students placed on Academic Probation within two weeks after all grades have been entered for that term.
2. Being placed on Probation warns students their academic progress is in jeopardy and places restrictions and conditions on their enrollment. Students placed on Academic Probation are allowed to register for classes for the subsequent term, with the conditions listed below:

##### **Residential Program students:**

- Must complete an assigned Academic Probation Contract with the Academic Achievement Center (AAC) as a condition of enrollment. The student must sign this contract by the end of the add/drop period. Failure to sign an Academic Probation Contract by the end of the add/drop period may lead to Academic Suspension.
- Restricted to 14 credits, plus one ROTC course, per semester.
- Should repeat courses where grades of C-, or below, were previously earned. (when possible)
- Will not participate in extracurricular activities, such as varsity or club athletics or special interest clubs
- Will not hold rank in the Corps of Cadets or hold or hold additional Corps responsibilities

##### **Degree-Completion students:**

- Restricted to 12 credits per trimester.
- May repeat courses in which grades of C- or below were previously earned.

3. Students on Academic Probation are eligible to participate in limited Civic Engagement activities as approved by the AAC counselor and academic field trips and other appropriate academic activities scheduled as part of course requirements, including limited Civic Engagement activities, as approved by the AAC counselor.

4. Students who fail to adhere to the conditions of their enrollment while on Probation may be administratively Suspended prior to the conclusion of the semester. This means the students will be withdrawn from all classes.

#### Academic Suspension

- **Residential Program students** are placed on Academic Suspension after one semester on Probation, unless they either achieve Good Standing or earn a semester GPA of 2.0 or higher, while on Probation
- **Degree-Completion students** must raise their cumulative GPA to the minimum required within 12 additional credits, from the part-of-term or session in which they were placed on Probation, or they will be Suspended from their program.

When a student is Academically Suspended, the registrar will dis-enroll the student from any pending courses.

**Residential Program students** who have been Academically Suspended and have returned themselves to Good Standing by completing Summer classes at Norwich University may, provided there are no financial or disciplinary barriers, return to the University. These students are not required to submit a Readmission Application unless there has been a lapse in enrollment.

**Residential Program students** who are Academically Suspended, and who did not achieve Good Standing during a Summer Session, or whose enrollment has lapsed, may apply for Readmission after one full semester (summer is not considered a full semester for *Residential Program* students) of separation. Suspended students who wish to be readmitted must

1. Submit an Academic Suspension Re-admission Application to the Registrar. The application should present information supporting the premise the student will be successful if readmitted. The re-admission decision of the CASD is based on evidence the student can academically succeed.
2. If a student's Academic Suspension Re-admission Application is denied, the student may request an appeal following the standard appeal procedures. The application (and accompanying documents) must be submitted before 1630 ten working days before the first day of the semester in which the student wishes to be readmitted.

**Degree-completion students** who are Academically Suspended, may apply for readmission after one full trimester by submitting a letter to their Program Manager.

### Summer Programs for *Residential Program* Students only

- Summer Programs sessions do not count as semesters on Probation. This means:
- Students are not Academically Suspended following Summer, regardless of grades earned
- Students who move from Good Standing to Probation following Summer classes are on Probation for the coming Fall Semester
- Students who entered Summer School on Academic Probation, but did not earn the minimum cumulative GPA listed above, will remain on Probation for the coming Fall Semester
- Student who entered Summer School on Academic Probation and earned the minimum cumulative GPA for Good Standing are in Good Standing for the coming Fall Semester

## GRADUATE STUDENTS

To be eligible to enroll for classes, without restrictions, a Graduate student must be in Good Academic Standing. Graduate Students who have been placed on Academic Probation or Academic Suspension are not considered to be in Good Academic Standing. Graduate Students placed on Academic Warning have no restrictions. Suspended students are eligible to enroll for classes only after approved readmission.

To maintain Good Standing, degree-seeking Graduate students must maintain a grade point average of 3.0 and may not earn more than six (6) credits of C/C+ grades.

Students in Good Standing is are allowed to register without restriction.

### Academic Warning

Graduate students earning a grade of C or C+ in any course/seminar, regardless of the credit value of that seminar/course, and whose overall GPA is 3.0, or higher, will be placed on Academic Warning as notice that an additional grade of C or C+ will necessitate Academic Suspension. Once placed on Academic Warning, students will maintain this status, if no other C or C+ grades are earned, until graduation, and will receive an Academic Warning letter at the end of each grading period.

### Academic Probation

Graduate Students who fail to earn the cumulative grade point average for Good Standing at the end of a semester are enrolled for the following semester on Academic Probation. Students have one full semester to improve his or her cumulative GPA to a 3.0. If the cumulative GPA falls below 3.0 in the final semester, additional courses/seminars, or repeat courses/seminars will be required for graduation.

### Academic Suspension

1. Graduate Students who fail to achieve the cumulative grade point average for Good Standing within one full semester of being placed on probation, or who have accumulated more than six credits worth of C/C+ grades, shall be Academically Suspended from the University.
2. Graduate students placed on Academic Suspension and enrolled in future classes will be dropped from these classes by the Registrar's Office.
3. Graduate Students who are Academically Suspended may apply for Readmission after one full semester of separation has been completed

## GRADE CHANGES AFTER ACADEMIC STANDING POSTED (for all students)

Grade changes entered for courses in the previous term affect Academic Standing for the previous term; but, no student will be Academically Suspended at mid-semester due to a grade change.

## CLASS LEVELS

All students are assigned a class year level when admitted, or readmitted. Updating of class year will occur as Norwich credits are earned and transfer credits posted. Classification is based on the chart below.

Class Year	First Semester Earned Credits	Second Semester Earned Credits
Freshman	0 - 12: F1	13 - 26: F2
Sophomore	27 - 41: S1	42 - 56: S2
Junior	57 - 72: J1	73 - 88: J2
Senior	89 - 103: R1	104+: R2

**Graduate Class Levels**

0 - 11 earned credits: G1

12 - 23 earned credits: G2

24 - 25 earned credits: G3

36+ earned credits: G4

**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; the student will need to submit a new Re-Admission Application if the hold is cleared.

Re-Admission Applications are accepted up to 4:30 p.m. ten working days prior to the first day of classes. Students should be aware that Re-Admission Applications are routed to several offices for review. If students do not receive notice prior the last day to register for classes (the sixth class day for Fall & Spring semesters), the student cannot enroll in classes without successfully petitioning the Committee on Academic Standards & Degrees (CASD) requesting to enroll late for the respective semester.

All students who do not attend for one semester or more must submit a Re-Admission Application 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 Academically Suspended
3. Students who have been Suspended for discipline

Re-Admission Applications are reviewed by the School Director/Department Chair of the major the student intends to readmit to, the Bursar's Office, either the Commandant for Corps students or the Dean of Students for civilian students. Students who are readmitting after Academic Suspension are reviewed by the 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 Suspension:**

Students who are Academically Suspended (academic standing is AD) at the close of a Spring or Fall semester may either:

- Petition for Re-Admission while Academically Suspended (either immediately in the subsequent Spring or Fall term, or after the required one semester period of separation)
- Attend summer classes at Norwich to attempt to improve their cumulative GPA to Good Standing

**Petition for Re-Admission while Academically Suspended:**

- Students who are Academically Suspended must submit a Re-Admission application to the Registrar's Office accompanied by an Academic Petition. The Academic Petition must include a letter to to the CASD requesting re-admission after Academic Suspension and 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 Suspension:**

- Students are eligible to enroll in summer classes at Norwich while on Academic Suspension. Grades earned for Norwich summer classes are used in calculating the student's cumulative GPA and can positively impact the student's Academic Standing.
- Students Suspended 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 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 Semester classes after consultation with their Academic Advisor using a PIN in Banner Web.
- Students Suspended 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 because they were out the previous Spring Semester. These students **do not** need to submit an Academic Petition 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 to the Registrar's Office no later than 4:30 ten working days prior to the first day of classes.
- The Commandant's Office reviews the student's application, supporting documentation and the disciplinary record and makes a determination on Re-Admission to the Corps.
- If Re-Admission to the Corps is approved, the Re-Admission Application 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 this condition for the Re-Admission Application to be processed

**Re-Admission Following Disciplinary Suspension Civilian Students:**

Civilian students suspended or dismissed for discipline reasons must:

- Submit a Re-Admission Application to the Registrar's Office no later than 4:30 ten working days prior to the first day of classes.
- The Dean of Students will review the Re-Admission Application and any supporting documents, as well as the student's disciplinary record, and make a recommendation to move the Re-Admission Application forward for processing.

**Re-Admission Following Disciplinary Dismissal:**

If a student is Disciplinary Dismissed and barred from Re-Admission, any Re-Admission Applications will be denied without further review.

**Re-Admission Processing:**

Students must indicate, on the Re-Admission Application, 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 School Director/Department Chair 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 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 School Director/Department Chair is that of the new major. For Re-Admission to the previous major, the School Director/Department 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 review Re-Admission Applications 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, 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 Re-Admission Approval:**

Students must follow all instructions 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 not register for classes for the Re-Admission term
- If applicable contact housing: Civilian Housing Contact: Sean O'Reilly, soreill1@norwich.edu (itanguay@norwich.edu), (802) 485-2660; Corps Maj. Justin Lefebvre, jlfebvvr@norwich.edu (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 Suspension, 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.