

## Grades

### Bachelor's Degree-Completion Students

#### Grades and Grade Points

Official grade reports are issued by the university registrar within 15 days of the end of each trimester. Students may retrieve unofficial electronic copies of final grades through the university's self-service web pages via the online classroom. Grade points shall be awarded as follows:

Grade	Percentage	Grade Points
A	93-100%	4.0
A-	90-92.9%	3.7
B+	87-89.9%	3.3
B	83-86.9%	3.0
B-	80-82.9%	2.7
C+	77-79.9%	2.3
C	75-76.9%	2.0
C-	73-74.9%	1.7
D+	70-72.9%	1.3
D	67-69.9%	1.0
D-	63-66.9%	0.7
F	Below 63%	0.0
P	Pass/Fail option exercised	0.0
I	Incomplete	0.0
W	Withdrawn	0.0
S/U	Satisfactory/Unsatisfactory	0.0
SP	Satisfactory Progress	0.0
AU	Audit	0.0

### Master's Degree and Graduate Certificate Students

#### Grades and Grade Points

Official grade reports are issued by the university registrar within 15 days of the end of each term. Students may also retrieve unofficial electronic copies of final term grades through the University's Self-Service web pages.

Grades of F are failing, and will prompt a student's **immediate** academic dismissal from the university. Students do not earn credit for these grades; they are required to petition for re-enrollment to repeat any course in which a failing grade is received.

Students enrolled in fundamental courses as a prerequisite to admission to a master's degree program are required to earn a B or better in each fundamental course in order to be admitted to the master's program.

Grades and grade points shall be awarded as follows:

Grade	Percentage	Grade Points
A	93-100%	4.0
A-	90-92.9%	3.7
B+	87-89.9%	3.3
B	80-86.9%	3.0
C+	77-79.9%	2.3
C	70-76.9%	2.0
F	0-69.9%	0.0
I	Incomplete	0.0
W	Withdrawal from program	0.0
S/U	Satisfactory/Unsatisfactory	0.0
SP	Satisfactory Progress	0.0

P/F	Pass/Fail on non-graded component	0.0
AU	Audit	0.0

### All Online Students

#### Grade Point Average

The grade point average (GPA) is computed by dividing grade points earned by credit hours attempted after applying the repeat grade policy. Only grade points earned and credit hours attempted in courses at Norwich will be included in computing the student's grade point average. (See the repeat course policy for the effect on the grade point average of course repetition.) Grades for courses taken after conferral of a degree will not be used to recalculate the grade point average. Grade point averages for these courses will be calculated separately.

#### Incomplete Grades

1. The grade of Incomplete is exceptional and given only to students whose completed coursework has been qualitatively satisfactory, but who have been unable to complete all course requirements due to extenuating and unusual circumstances.
2. The grade of Incomplete may be considered only for those students who have completed at least 60% of their course and who have no more than one existing grade of Incomplete.
3. The grade of Incomplete will be approved by the instructor on a case-by-case basis only.
4. The decision whether to award an Incomplete is at the sole discretion of the instructor, even if a student meets the eligibility criteria.
5. The request for a grade of Incomplete must be accompanied by a proposed study plan and submitted to the instructor. If approved, the grade of Incomplete may be assigned for a period up to, but not exceeding, 90 days from the end of the course.
6. It is the responsibility of the student to adhere to the due dates as outlined in the approved study plan and submit all outstanding course work by the assigned deadline(s). If the student fails to submit the remaining course work by the due dates or chooses to withdraw from the university without resolving the incomplete work, the course grade of Incomplete will be converted into a final course grade with all unsubmitted assignments counted as zeroes. Students who withdraw will be handled according to the refund and withdrawal policy.
7. If the course in which the Incomplete is assigned is a prerequisite to one or more subsequent courses, the student may not be permitted to proceed to any subsequent course until the incomplete work has been finished.
8. In no case shall a student be permitted to register for courses if two grades of Incomplete exist on the student's academic record.

#### Incomplete Grades Due to Military Activation and Deployment to or in Support of a Combat Zone

1. Students serving in the military who, after the start of enrollment, are notified that they are being activated or deployed to a combat zone or in direct support of or proximity to a combat zone and choose to withdraw from the university may request to have a grade assigned at the time of withdrawal if they have successfully completed at least 60% of the course and if their cumulative grade represents sufficient knowledge of the course.
2. In lieu of requesting a grade, students who have completed 60% of a course may submit to the instructor

a study plan outlining how the remaining academic work will be completed. Upon approval of the study plan by the instructor, a grade of Incomplete will be assigned for the course.

3. Incomplete grades assigned as a result of approved study plans for activated or deployed students must also be approved by the program director or program manager if the remaining work cannot be completed within the 90-day maximum limitation for incomplete work. In all cases, grades of Incomplete must be resolved within one year of the issuance of the original Incomplete grade.

A course carrying the grade of Incomplete will be excluded from the computation of total semester credit hours and grade point averages.

### **Grading Practices Notification for Students**

At the beginning of a course, on the course syllabus within the online classroom, a student must be made aware of the method of grading in the course and of the weight that is attached to all course requirements.

### **Grade Reporting by the Faculty**

Faculty will record assignment and final grades in the online classroom grade book. Students may view assignment, in-progress grades, and final grades for current courses inside the online classroom. Students may also view their final grades for completed courses by accessing the university's self-service web pages via the online classroom.

The College of Graduate and Continuing Studies maintains assignment grade records for a minimum of one year.