



NORWICHTM
UNIVERSITY

Norwich University

2026-2027 Norwich Catalog

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Academic Calendars

The University has two academic calendars. Residential Programs follow the full-semester calendar and may also offer course sections within the full semester as 8-week sessions. The Undergraduate Online Programs follow the 8-week sessions. The Graduate Online Programs follow the 11-week terms.

[Future Academic Calendar Dates](#). To see dates from the previous academic year (Fall through Summer), see the 2024-25 [Archived Catalogs](#).

[Academic Calendar Landing Page](#)

Residential Programs, Full Semester Academic Calendar

Refer to the 8-week calendar for courses offered in Session A or B.

Fall 2026

DATE	ACTIVITY
August 31	First Day of Semester Classes
September 2	Convocation (impacted classes suspended)
September 7	Labor Day (no classes)
September 8	Last Day to Add
September 8	Last Day to Drop (No record)
September 10	Participation Roster Due, non-participants removed in 24-72 hours
October 1	Spring and Summer Graduation Application Due
October 19	Spring Schedule Posted (tentative)
October 19	Mid-Term Grades Open
October 23	Fall Break (no classes)
October 26	Mid-Term Grades Due
October 26	Spring Advising Begins
November 2	Priority Registration Week Begins
November 9	Spring Graduate Registration Begins, 7:00 a.m.
November 6	Summer Full Semester Incomplete Due
November 9	Spring Senior (R2) Registration Begins, 7:00 a.m.
November 10	Spring Senior (R1) Registration Begins, 7:00 a.m.
November 11	Spring Junior (J2) Registration Begins, 7:00 a.m.
November 12	Spring Junior (J1) Registration Begins, 7:00 a.m.
November 16	Spring Sophomore (S2) Registration Begins, 7:00 a.m.
November 17	Spring Sophomore (S1) Registration Begins, 7:00 a.m.
November 18	Spring Freshmen (F2) Registration Begins, 7:00 a.m.
November 19	Spring Freshmen (F1) Registration Begins, 7:00 a.m.
November 21	Spring Non-Degree Seeking Student Registration
November 21-29	Thanksgiving Break (no classes) Residential Sections
December 12	Last day to Withdraw with "W"

DATE	ACTIVITY
December 15	Friday class meeting day (make up day from fall break)
December 16	Reading Day, classes suspended
December 17	Final Exams Begin
December 21	Final Exams End, Last Day of the Semester
December 24	Grades Due 10:00 a.m.
	<i>Winter Session A (Graduate Courses offered in an Online Program)</i>
November 22	Winter Session A Last Day to Drop (no record)
November 23	Winter Session A Term Begins
November 30	Winter Session A Last Day to Add
December 2	Winter Session A Participation Roster Due, non-participants removed in 24-72 hours
December 21	Winter Session A Ends (no grade)

Spring 2027

DATE	ACTIVITY
	<i>Spring Semester Intersession</i>
December 21	Intersession Last Day to Add
December 21	Intersession Last Day to Drop (No Record)
December 22	Intersession Begins
December 23	Intersession Participation Roster Due, non-participants removed in 24-72 hours
January 3	Intersession Last day to Withdraw with "W"
January 15	Intersession Ends
January 18	Intersession Grades Due 10:00 a.m.
	<i>Winter Session B (Graduate Courses offered in an Online Program)</i>
December 22	Winter Session B Begins
December 28-January 2	Winter Session B Break
February 6	Winter Session B Last Day to Drop with "W"
February 13	Winter Session B Ends
February 16	Winter Session B Grades Due (10 a.m.)
	<i>Traditional Spring</i>
January 18	First Day of Semester Classes
January 25	Last Day to Add
January 25	Last Day to Drop (No record)
January 27	Participation Roster Due, non-participants removed in 24-72 hours
February 15	Fall Schedule Posted (tentative)
February 15	Mid-Term Grades Open
March 1	Mid-Term Grades Due
March 1	Fall Advising Begins
March 1	December Graduation Application Due
March 6-14	Spring Break (no classes)
March 13	Fall Semester Incomplete Grade Due

DATE	ACTIVITY
March 15	Priority Registration Week Begins
March 22	Fall/Summer Graduate Registration Begins, 7:00 a.m.
March 22	Fall/Summer Senior (R2) Registration Begins, 7:00 a.m.
March 23	Fall/Summer Senior (R1) Registration Begins, 7:00 a.m.
March 24	Fall/Summer Junior (J2) Registration Begins, 7:00 a.m.
March 25	Fall/Summer Junior (J1) Registration Begins, 7:00 a.m.
March 29	Fall/Summer Sophomore (S2) Registration Begins, 7:00 a.m.
March 30	Fall/Summer Sophomore (S1) Registration Begins, 7:00 a.m.
March 31	Fall/Summer Freshmen (F2) Registration Begins, 7:00 a.m.
April 1	Fall/Summer Freshmen (F1) Registration Begins, 7:00 a.m.
April 5	Fall/Summer Non-Degree Seeking Student Registration
April 17	Last day to Withdraw with "W"
May 1	Reading Day, classes suspended
May 2	Final Exams Begin
May 6	Final Exams End, Last Day of the Semester
May 6	Commissioning Candidates Grades Due, 10 a.m.
May 8	Commencement
May 8	Commissioning
May 9	Grades Due 10:00 a.m.

Summer 2027

To see dates from the previous academic year (Fall through Summer), see the 2025-26 [Archived Catalogs](#).

DATE	ACTIVITY	
May 10	Semester Begins	
May 14	Winter Session Incomplete Due Date	
May 17	Last Day to Add	
May 17	Last Day to Drop (No record)	
May 19	Participation Roster Due, non-participants removed in 24-72 hours	
May 24	No classes, missed content must be made up	
July 5	No classes, missed content must be made up	
July 30	Spring Semester Incomplete Grade Due	
August 7	Last day to Withdraw with "W"	
August 13	Semester Ends	
August 16	Grades Due 10:00 a.m.	

[Academic Calendar Landing Page](#)

Undergraduate Programs, 8-Week Sessions Academic Calendar

Fall 2026

DATE	ACTIVITY
August 30	Session A Last Day to Drop (No record)
August 31	Session A Begins
September 7	Labor Day (no classes)
September 8	Session A Last Day to Add
September 10	Session A Participation Roster Due, non-participants removed in 24-72 hours
September 24	Summer, Session A Incomplete Due
October 1	Spring and Summer Graduation Application Due
October 19	Spring Schedule Posted (tentative)
October 17	Session A Last Day to Withdraw "W"
October 24	Session A Ends
October 25	Session B Last Day to Drop (No record)
October 26	Session B Begins
October 27	Session A Grades Due 10:00 a.m.
November 3	Session B Last Day to Add
November 6	Session B Participation Roster Due, non-participants removed in 24-72 hours
November 9	Spring Graduate Registration Begins, 7:00 a.m.
November 9	Spring Senior (R2) Registration Begins, 7:00 a.m.
November 10	Spring Senior (R1) Registration Begins, 7:00 a.m.
November 11	Spring Junior (J2) Registration Begins, 7:00 a.m.
November 12	Spring Junior (J1) Registration Begins, 7:00 a.m.
November 16	Spring Sophomore (S2) Registration Begins, 7:00 a.m.
November 17	Spring Sophomore (S1) Registration Begins, 7:00 a.m.
November 18	Spring Freshmen (F2) Registration Begins, 7:00 a.m.
November 19	Spring Freshmen (F1) Registration Begins, 7:00 a.m.
November 21	Spring Non-Degree Seeking Student Registration
November 19	Summer, Session B Incomplete Due

DATE	ACTIVITY
November 19	Summer, Session B (MAT) Incomplete Due
November 23	Online Programs Spring Registration Opens, 7:00 a.m.
December 12	Session B Last day to Withdraw "W"
December 19	Session B Ends
December 22	Grades Due Session B 10:00 a.m.

Spring 2027

DATE	ACTIVITY
January 17	Session A Last Day to Drop (No record)
January 18	Session A Begins
January 25	Session A Last Day to Add
January 15	Fall, Session A Incomplete Due
January 27	Session A Participation Roster Due, non-participants removed in 24-72 hours
February 25	Summer/Fall Schedule Posted (tentative)
March 6	Session A Last Day to Withdraw "W"
March 1	December Graduation Application Due
March 13	Session A Ends
March 14	Session B Last Day to Drop (No record)
March 15	Session B Begins
March 16	Session A Grades Due 10:00 a.m.
March 22	Session B Last Day to Add
March 13	Fall, Session B Incomplete Due
March 22	Graduate Summer/Fall Registration Begins, 7:00 a.m.
March 22	Senior (R2) Summer/Fall Registration Begins, 7:00 a.m.
March 23	Senior (R1) Summer/Fall Registration Begins, 7:00 a.m.
March 24	Junior (J2) Summer/Fall Registration Begins, 7:00 a.m.
March 24	Session B Participation Roster Due, non-participants removed in 24-72 hours
March 25	Junior (J1) Summer/Fall Registration Begins, 7:00 a.m.
March 29	Sophomore (S2) Summer/Fall Registration Begins, 7:00 a.m.
March 29	Online Programs Summer Registration Opens, 7:00 a.m.
March 30	Sophomore (S1) Summer/Fall Registration Begins, 7:00 a.m.
March 31	Freshmen (F2) Summer/Fall Registration Begins, 7:00 a.m.
April 1	Freshmen (F1) Summer/Fall Registration Begins, 7:00 a.m.
April 5	Non-Degree Seeking Student Summer/Fall Registration

DATE	ACTIVITY
April 24	Session B Last day to Withdraw "W"
May 8	Session B Ends
May 8	Commencement
May 8	Commissioning
May 11	Grades Due Session B Due 10:00 a.m.

Summer 2027

To see dates from the previous academic year (Fall through Summer), see the 2025-26 [Archived Catalogs](#).

SESSIONS	DATE	ACTIVITY
Session A Online Programs	May 9	Last Day to Drop (No record)
Session A Online Programs	May 10	Session Begins
Session A Online Programs	May 17	Last Day to Add
Session A Online Programs	May 19	Participation Roster Due, non-participants removed in 24-72 hours
Session A Online Programs	May 28	Spring, Session A Incomplete Due
Session A Online Programs	June 26	Last day to Withdraw "W"
Session A Online Programs	July 3	Session Ends
Session A Online Programs	July 6	Grades Due 10:00 a.m.
Session C/MAT Residential Courses	May 9	Last Day to Drop (No record)
Session C/MAT Residential Courses	May 10	Session Begins
Session C/MAT Residential Courses	May 17	Last Day to Add
Session C/MAT Residential Courses	May 19	Participation Roster Due, non-participants removed in 24-72 hours
Session C/MAT Residential Courses	May 24	Campus Closed, Content must be made up
Session C/MAT Residential Courses	June 19	Last day to Withdraw "W"
Session C/MAT Residential Courses	June 25	Session Ends
Session C/MAT Residential Courses	June 28	Grades Due 10:00 a.m.
Session C/MAT Residential Courses	May 29	Campus Closed, content must be made up
Session B Online Programs	July 4	Last Day to Drop (No record)
Session B Online Programs	July 5	Session Begins
Session B Online Programs	July 13	Last Day to Add

SESSIONS	DATE	ACTIVITY
Session B Online Programs	July 15	Participation Roster Due, non-participants removed in 24-72 hours
Session B Online Programs	July 16	Spring, Session B Incomplete Due
Session B Online Programs	July 19	Online Programs Fall Registration Opens, 7:00 a.m.
Session B Online Programs	August 21	Last day to Withdraw "W"
Session B Online Programs	August 28	Session Ends
Session B Online Programs	August 31	Grades Due 10:00 a.m.
Session D Residential Courses	June 27	Last Day to Drop (No record)
Session D Residential Courses	June 28	Session Begins
Session D Residential Courses	July 5	Last Day to Add
Session D Residential Courses	July 5	Campus Closed, Content must be made up
Session D Residential Courses	July 7	Participation Roster Due, non-participants removed in 24-72 hours
Session D Residential Courses	August 7	Last day to Withdraw "W"
Session D Residential Courses	August 13	Session Ends
Session D Residential Courses	August 16	Grades Due 10:00 a.m.
Session MAT	June 27	Last Day to Drop (No record)
Session MAT	June 28	Last Day to Add
Session MAT	June 28	Session Begins
Session MAT	June 30	Participation Roster Due, non-participants removed in 24-72 hours
Session MAT	July 5	Campus Closed, Content must be made up
Session MAT	August 21	Last day to Withdraw "W"

SESSIONS	DATE	ACTIVITY
Session MAT	August 28	Session Ends
Session MAT	August 31	Grades Due 10:00 a.m.

Academic Calendar Landing Page

Graduate Online Program Academic Calendar, Residential Programs with 11-week online course offerings

Fall 2026

DATE	ACTIVITY
August 30	Last Date to Drop (no record)
August 31	Term Begins
September 8	Last Day to Add
September 10	Participation Roster Due, non-participants removed in 24-72 hours
October 1	Spring and Summer Graduation Application Due
October 12	Winter Registration Opens
November 6	Summer Incomplete Due
November 7	Last Day to Withdraw "W"
November 14	Term Ends
November 17	Grades Due, 10:00 a.m.

Winter 2026-2027

DATE	ACTIVITY
November 22	Last Day to Drop (no record)
November 23	Term Begins
November 30	Last Day to Add
December 2	Participation Roster Due, non-participants removed in 24-72 hours
December 28 - January 3	Winter Break
January 11	Spring Registration Opens
February 6	Last Day to Withdraw "W"
February 12	Fall Term Incomplete Due
February 13	Term Ends
February 16	Grades Due, 10:00 a.m.

Spring 2027

DATE	ACTIVITY
February 21	Last Day to Drop (no record)
February 22	Term Begins
March 1	Last Day to Add
March 1	Fall and Winter Graduation Application Due
March 3	Participation Roster Due, non-participants removed in 24-72 hours
April 12	Summer Registration Opens
May 1	Last Day to Withdraw "W"
May 8	Term Ends
May 8	Commencement
May 11	Grades Due, 10:00 a.m.

Summer 2027

To see dates from the previous academic year (Fall through Summer), see the 2025-26 [Archived Catalogs](#).

DATE	ACTIVITY
May 14	Winter Incomplete Due Date
May 30	Last Day to Drop (no record)
May 31	Term Begins
June 7	Last Day to Add
June 9	Participation Roster Due, non-participants removed in 24-72 hours
July 26	Fall Registration Opens
August 7	Last Day to Withdraw "W"
August 6	Spring Incomplete Due Date
August 14	Term Ends
August 17	Grades Due, 10:00 a.m.

[Academic Calendar Landing Page](#)

Final Exam Schedule

Residential, Full-semester courses are held to the Final Exam Policy.

Fall 2025

EXAM TIME BLOCK	DAY 1 12/17	DAY 2 12/18	DAY 3 12/19	DAY 4 12/20	DAY 5 12/21
0800-1000 8:00-10:00	MWF 9-9:50 (exam block 11)	Tues/Thurs 9:30-10:45 (exam block 16)	MWF 10-10:50 (exam block 21)	MWF 8-8:50 (exam block 1)	Tues/Thurs 8-9:15 (exam block 6)
1030-1230 10:30-12:30	MWF 1-1:50 (exam block 12)	MWF 12-12:50 (exam block 17)	M/Thurs 2:00-3:15 (exam block 22)	Tues/Thurs 11:00-12:15 (exam block 2)	MWF 11-11:50 (exam block 7)
1300-1500 1:00-3:00	Common (exam block 3)	Common (exam block 8)	Common (exam block 13)	Common (exam block 18)	M/Thurs 3:30 or Later (exam block 4)
1530-1730 3:30-5:30	Tues/Fri 2:00-3:15 (exam block 14)	Common (exam block 9)	Tues/Thurs 12:30-1:45 (exam block 23)	Common (exam block 19)	Tues/Fri 3:30 or Later (exam block 24)
1800-2000 6:00-8:00	Open (exam block 5)	Open (exam block 10)	Open (exam block 15)	Open (exam block 20)	Not Available

Spring 2026

EXAM TIME BLOCK	DAY 1 5/2	DAY 2 5/3	DAY 3 5/4	DAY 4 5/5	DAY 5 5/6
0800-1000 8:00-10:00	Tues/Thurs 8:00-9:15 (exam block 6)	MWF 9-9:50 (exam block 11)	Tues/Thurs 9:30-10:45 (exam block 16)	MWF 10-10:50 (exam block 21)	MWF 8-8:50 (exam block 1)
1030-1230 10:30-12:30	MWF 11-11:50 (exam block 7)	MWF 1-1:50 (exam block 12)	MWF 12-12:50 (exam block 17)	M/Thurs 2:00-3:15 (exam block 22)	Tues/Thurs 11:00-12:15 (exam block 2)
1300-1500 1:00-3:00	Common (exam block 3)	Common (exam block 8)	Common (exam block 13)	Common (exam block 18)	Tues/Thurs 12:30-1:45 (exam block 23)
1530-1730 3:30-5:30	M/Thurs 3:30 or Later (exam block 4)	Common (exam block 9)	Tues/Fri 2:00-3:15 (exam block 14)	Common (exam block 19)	Tues/Fri 3:30 or Later (exam block 24)
1800-2000 6:00-8:00	Open (exam block 5)	Open (exam block 10)	Open (exam block 15)	Open (exam block 20)	Not Available

Day: Displays classes that are held on the listed days, using the standard time block.

Time: Exam time

- Classes that meet during the majority of the hour(s) listed should meet in listed exam time block.
- All courses, other than Common Exams or alternative Blocks meet in the section's assigned classroom.
- In instances where a class meets outside of the standard time block causing student conflicts, schedule independently. May move to Exam Block 5, 10, 15, 20 or 24.
- Common Exams or Exams within unmarked Blocks must submit a request no later than two weeks before the start of the semester.*
- A student with more than two exams on one day may request to have one moved to an alternative day.*

*Forms on the internal, Registrar's SharePoint site.

Academic Calendar Landing Page

Windham Southeast Supervisory Union

Windham Southeast Supervisory Union Concurrent enrollment program

Fall 2026

DATE	ACTIVITY
August 26	Semester Begins
September 3	Last Day to Add
September 8	Participation Roster Due, non-participants removed in 24-72 hours
September 14	Spring Semester Incomplete Due
November 1	Last Day to Drop (No record)
January 2, 2027	Last Day to Withdraw "W"
January 15, 2027	Semester Ends
January 18, 2027	Grades Due 10:00 a.m.

Spring 2027

DATE	ACTIVITY
January 19	Semester Begins
January 27	Last Day to Add
January 29	Participation Roster Due, non-participants removed in 24-72 hours
April 30	Last Day to Drop (No record)
April 14	Fall Semester Incomplete Due
June 12	Last Day to Withdraw "W"
June 21	Semester Ends
June 24	Grades Due 10:00 a.m.

Academic Calendar Landing Page

U32
U32 School District
Concurrent enrollment program
Fall 2026

DATE	ACTIVITY
August 26	Semester Begins
September 3	Last Day to Add
September 8	Participation Roster Due, non-participants removed in 24-72 hours
September 21	Spring Semester Incomplete Due
November 1	Last Day to Drop (No record)
January 3, 2027	Last Day to Withdraw "W"
January 15, 2027	Semester Ends
January 18, 2027	Grades Due 10:00 a.m.

Spring 2027

DATE	ACTIVITY
January 19	Semester Begins
January 27	Last Day to Add
January 29	Participation Roster Due, non-participants removed in 24-72 hours
April 9	Fall Semester Incomplete Grade Due
April 30	Last Day to Drop (No record)
May 29	Last Day to Withdraw "W"
June 10	Semester Ends
June 14	Grades Due 10:00 a.m.

Accelerated Master's Pathways

Accelerated Master's Pathways Program

The Accelerated Master's Pathways Program provides a unique opportunity for ambitious undergraduate students to fast-track their academic journey while upholding the rigorous standards of a Norwich education. Through this program, qualified students can earn up to twelve graduate credits typically during their senior year, significantly reducing both the time and cost required to complete their master's degree. Students in programs with an approved concurrent enrollment pathway may be required to earn more than twelve graduate credits.

Concurrent Enrollment Pathway

Concurrent enrollment allows students to take both undergraduate and graduate courses simultaneously. To be eligible, students must submit a request to enroll, which requires approval from both their undergraduate program and the graduate program. A maximum of six credits may be shared between the undergraduate and graduate programs. These shared credits will appear on both the undergraduate and graduate transcripts.

If a course does not fulfill an undergraduate degree requirement, it will only be recorded on the graduate transcript. The courses eligible for dual credit are specified within the undergraduate program’s requirements. Additionally, the graduate program must consist of at least 30 credits taken at the graduate level.

Norwich Plus Pathway (Sequential)

An alternative pathway to accelerate a Norwich graduate degree is through the Norwich Plus pathway. The Norwich Plus pathway allows currently enrolled students to take specific undergraduate courses at Norwich that are designed to meet graduate-level competencies. Successful completion of these courses with a grade of B or higher will waive up to six graduate credits. The waived credits are assessed during the graduate program admission process. To complete both an undergraduate and graduate degree, students must accumulate a minimum of 150 total credits.

Accelerated Master's Degree Programs

UNDERGRADUATE PROGRAM	GRADUATE PROGRAM
<u>Computer Science</u> Residential <u>Cybersecurity & Advanced Technology</u> Residential <u>Cybersecurity</u> Online	<u>Cybersecurity (M.S.)</u> Online
<u>Criminology</u> Residential	<u>Criminology (M.S.)</u> Online
<u>History</u> Residential <u>Political Science</u> Residential <u>Studies in War and Peace</u> Residential	<u>Diplomacy</u> Online
<u>Criminal Justice BA</u> Residential	<u>Public Administration</u> Online
<u>Nursing - RN-BS</u> Online <u>Nursing - Accelerated</u> Residential	<u>Master of Science in Nursing</u> Online, Available for students on Academic Catalogs • 2023-24 • 2024-25 • 2025-26

Norwich Plus Program to Program

See also the below course to course chart

UNDERGRADUATE PROGRAM	GRADUATE PROGRAM
<u>Accounting</u> Residential <u>Engineering - Civil</u> Residential <u>Construction Management</u> Residential <u>International Business</u> Residential <u>Management</u> Residential	<u>Business Administration (M.B.A.)</u> Online
<u>Cybersecurity & Advanced Technology</u> Residential <u>Cybersecurity</u> Online	<u>Cybersecurity (M.S.)</u> Online
<u>Criminology</u> Residential	<u>Criminology (M.S.)</u> Online
<u>Strategic Studies & Defense Analysis</u> Online <u>National Security Studies</u> Online	<u>Defense Policy</u> (Online)
<u>History</u> Residential <u>Political Science</u> Residential <u>Studies in War and Peace</u> Residential	<u>Diplomacy</u> Online
<u>History</u> Residential	<u>History</u> Online
<u>Interdisciplinary Studies</u> Residential/Online <u>Leadership</u> Residential/Online <u>Management</u> Residential	<u>Leadership (M.S.)</u> Online
<u>Accounting</u> Residential <u>Management</u> Residential <u>Business Administration (M.B.A.)</u> Online	<u>Management</u> Online
<u>History</u> Residential	<u>Military History</u> Online
<u>Criminology</u> Residential <u>Management</u> Residential <u>Business Administration (B.S.)</u> Online <u>Management Studies</u> Online	<u>Public Administration</u> Online
<u>Public Health</u> Residential & Online	<u>Master of Public Health</u> Online
<u>International Business</u> Residential <u>Political Science</u> Residential <u>Strategic Studies & Defense Analysis</u> Online <u>National Security Studies</u> Online	<u>Strategic Studies (M.A.)</u> Online

Norwich Plus Course-to-Course listing

UNDERGRADUATE COURSE OR COURSE COMBINATION	GRADUATE COURSE WAIVED (UP TO 6 CREDITS)	GRADUATE PROGRAM
<u>EG350 Engr Econ & Decision Analysis</u> and <u>CE460 Construction Management</u> or Two of: <u>MG409 Organizational Leadership</u> , <u>MG449 Admin Policy and Strategy</u> , <u>MNGT403 Leadership of Change</u> , <u>MNGT404 Leadershp in Tech-Driven World</u> , <u>MNGT423 Human Capital Planning</u> , <u>MNGT424 Strategic Role of HRM</u>	<u>GB511 Org. Behavior Resource Mngt</u>	<u>Business Administration (M.B.A.)</u> <u>Leadership (M.S.)</u> <u>Management</u> <u>Public Administration</u>
Two of: <u>FN407 Advanced Financial Management</u> , <u>FNCE407 Corporate Finance II</u> , <u>FN412 Investments (FNCE 412)</u> , <u>MG449 Admin Policy and Strategy</u>	<u>GB522 Managerial Finance</u>	<u>Business Administration (M.B.A.)</u>
Two of: <u>MG314 Marketing Management</u> , <u>MG416 Advanced Marketing</u> , <u>MG310 Production/Operations Managmt (MNGT311)</u> , <u>FNCE411 Risk Management</u>	<u>GB532 Strategic Mktg & Operatns Mgt</u>	<u>Business Administration (M.B.A.)</u>
<u>MNGT475 Proj Mngt Fundamentals</u> and <u>MNGT476 Proj Mngt Advncd Technqs</u>	<u>GB544 Project Mgt Techniques</u> Not available to concentrations • Project Management, • Construction Management, • Technology Management	<u>Business Administration (M.B.A.)</u>

UNDERGRADUATE COURSE OR COURSE COMBINATION	GRADUATE COURSE WAIVED (UP TO 6 CREDITS)	GRADUATE PROGRAM
Two of: <u>FNCE411 Risk Management</u>, <u>MG319 Int'l Dimensions of Business</u>, <u>MG409 Organizational Leadership</u>, <u>MG449 Admin Policy and Strategy</u>, <u>MG310 Production/Operations Managmt (MNGT311)</u>, <u>MNGT403 Leadership of Change</u>, <u>MNGT404 Leadershp in Tech-Driven World</u> or Two of: <u>AC400 Data Analytics for Accountants</u>, <u>AC428 Auditing</u>, <u>AC430 Governmental & NFP Acctng</u>, <u>EC419 International Economics</u>, <u>MG449 Admin Policy and Strategy</u>, <u>MG310 Production/Operations Managmt (MNGT311)</u>, <u>MNGT403 Leadership of Change</u>, <u>MNGT404 Leadershp in Tech-Driven World</u>, <u>MNGT475 Proj Mngt Fundamentals</u>, <u>MNGT476 Proj Mngt Advncd Technqs</u>, <u>SA400 Business of Being an Artist</u> or One of: <u>MNGT401 Sem in Leadership I:Fundamntls</u>, <u>MNGT402 Sem in Leadership II Styles EQ</u>, <u>MNGT421 Sem in Human Resource Mngt I</u>, <u>MNGT422 Sem in Human Resource Mngt II</u>, <u>MNGT447 Suply Chn Mngt Strat Plan Oper</u>	Elective: One Concentration: • General, • Critical Infrastructure Protection & • Cyber Crime, • Critical Infrastructure & Cyber Crime, • Cyber Law & International Perspectives on Cyberspace, • Finance, • International Business, • Technology Management Concentration	<u>Business Administration (M.B.A.)</u>
<u>CRIM316 Criminal Violence</u>	<u>CRIM515 Violent Crime and Behavior</u>	<u>Criminology (M.S.)</u>
<u>CRIM410 Capstone Seminar</u>	<u>CRIM530 Crime Prevention and Policy</u>	<u>Criminology (M.S.)</u>
<u>IA340 Intro to Information Assurance</u> and <u>IA342 Management of Info Assurance</u>	<u>GI512 Mastering Cyber Foundations</u>	<u>Cybersecurity (M.S.)</u>
<u>HIST425 AmericanForeignPolicy 20thCent</u> One of: <u>POLS302 National Security Policy</u> , <u>INSC313 Global Security & Intelligence</u>	<u>IR520 American Foreign Policy</u>	<u>Defense Policy</u>
<u>HI338 US Dipl. History 1776-1914</u> and <u>HI339 US Dipl. History 1914-Present</u>	<u>GD511 Hist Diplomacy in Intrnatl Syst</u>	<u>Diplomacy Online</u>

UNDERGRADUATE COURSE OR COURSE COMBINATION	GRADUATE COURSE WAIVED (UP TO 6 CREDITS)	GRADUATE PROGRAM
<u>HI372 Military History US I</u> and <u>HI373 Military History US II 1902-</u>	<u>MH550 US Military History</u>	<u>History Military History</u>
<u>MNGT402 Sem in Leadership II Styles EQ</u>	<u>OL520 Emotional Intelligence</u>	<u>Leadership (M.S.)</u>
<u>MNGT400 Capstone</u> or two of: <u>MNGT451 Fin Plng Proc & Fundmntals</u> , <u>MNGT452 Risk Mngt and Ins Planning</u> , <u>MNGT453 Investment Planning</u> , <u>MNGT454 Income Tax and Estate Planning</u> , <u>MNGT455 Retirement and Edu Planning</u> , <u>MNGT456 Case Studies Pers Fin Plng</u> , <u>FNCE411 Risk Management</u> , <u>FN412 Investments (FNCE 412)</u> , <u>CYBR410 Info Assurance & Threats</u> , <u>MG416 Advanced Marketing</u> , <u>MG441 Integrated Marketing Commun.</u> , <u>AC441 Cost Accounting</u> , <u>AC442 Advanced Accounting</u> , <u>ECON401 Economic Studies</u> , <u>IA340 Intro to Information Assurance</u>	Elective: Concentration • Non-Specialized	<u>Leadership (M.S.) Management</u>
<u>MG450 Internship in Management</u> Two of: <u>CE460 Construction Management</u> , <u>EG400 Design Thinking and Innovation</u> , <u>EGCM401 - Missing course</u> , <u>EGCM412 Construction Administration</u> , <u>EGCM461 Project Management</u> , <u>EE478 Control Systems</u>	Elective	<u>Management</u>
<u>MNGT441 Public Procure and Contract</u> and <u>MNGT442 Public Procure and Strat Plan</u>	<u>AD568 Gov't Procurement</u>	<u>Public Administration</u>
Two of: <u>CS420 Computer Science Capstone I</u> , <u>CS421 Computer Science capstone II</u> , <u>CS430 Comp Sci Undergrad Thesis I</u> , <u>CS431 Comp Sci Undergrad Thesis II</u> , <u>CYBR442 Foundations in Computer Forens</u> , <u>IA455 Contemp Issues/Info Assurance</u> , <u>IA456 Cyber Defense Practicum</u> , <u>EE463 Communication Systems</u> or Two of: <u>CYBR410 Info Assurance & Threats</u> , <u>CYBR442 Foundations in Computer Forens</u> , <u>IA340 Intro to Information Assurance</u> , <u>DF411 Cyber Investigation</u> , <u>DF425 Advanced Digital Forensics</u> or <u>CSIS400 Comp Sci and Info Sys Capstone</u> or <u>CYBR400 Cyber Capstone</u> or <u>ECON401 Economic Studies</u>	Elective: Concentration • Non-Specialized	<u>Public Administration Management</u>

UNDERGRADUATE COURSE OR COURSE COMBINATION	GRADUATE COURSE WAIVED (UP TO 6 CREDITS)	GRADUATE PROGRAM
<u>MNGT447 Suply Chn Mngt Strat Plan Oper</u>	<u>GB547 Supply Chain Strategy</u>	<u>Public Administration Leadership (M.S.) Management</u>
<u>MNGT475 Proj Mngt Fundamentals</u> and <u>MNGT476 Proj Mngt Advncd Technqs</u>	<u>GB544 Project Mgt Techniques</u>	<u>Public Administration Leadership (M.S.) Management</u>
<u>MNGT403 Leadership of Change</u> and <u>MNGT423 Human Capital Planning</u> or <u>LEAD311 Global Leadership</u> and <u>LEAD402 Leadership Capstone</u> , or <u>MNGT401 Sem in Leadership I:Fundamntls</u>	<u>OL510 Leadership Fundamentals</u>	<u>Public Administration Leadership (M.S.) Management</u>
Two of: <u>CRIM410 Capstone Seminar</u> , <u>CRIM444 Crime Analysis and Mapping</u> , <u>CJ403 Criminal Justice Administratn</u> , <u>CJ421 Comparative CJ Systems</u> , <u>DF411 Cyber Investigation</u> , <u>DF425 Advanced Digital Forensics</u> , <u>SOCI401 Culture and Anthropology</u>	Elective: One Concentration: • Non-Specialized • Criminal Justice & Public Safety	<u>Public Administration Leadership (M.S.) Management</u>

UNDERGRADUATE COURSE OR COURSE COMBINATION	GRADUATE COURSE WAIVED (UP TO 6 CREDITS)	GRADUATE PROGRAM
<u>LEAD401 Leadership Internship</u> or <u>MNGT402 Sem in Leadership II Styles EQ</u> or, <u>MNGT403 Leadership of Change</u> and <u>MNGT404 Leadership in Tech-Driven World</u> or <u>MG450 Internship in Management</u> (6 credits) or <u>MNGT421 Sem in Human Resource Mngt I</u> or <u>MNGT422 Sem in Human Resource Mngt II</u> or Two of: <u>AC400 Data Analytics for Accountants</u>, <u>AC419 Taxation I</u>, <u>AC420 Advanced Federal Income Tax</u>, <u>AC428 Auditing</u>, <u>AC430 Governmental & NFP Acctg</u>, <u>AC441 Cost Accounting</u>, <u>AC442 Advanced Accounting</u>, <u>EC406 Public Finance</u>, <u>EC419 International Economics</u>, <u>EE463 Communication Systems</u>, <u>EGCM461 Project Management</u>, <u>FN407 Advanced Financial Management</u>, <u>FNCE407 Corporate Finance II</u>, <u>MG351 Organizational Behavior</u>, <u>MG408 Human Resources Management</u>, <u>MG441 Integrated Marketing Commun.</u>, <u>MG449 Admin Policy and Strategy</u>, <u>MG310 Production/Operations Managmt (MNGT311)</u>, <u>HHPR504 Advanced Emergency Management</u>, <u>PUBH421 Disaster Resp & Mngt II</u>, <u>SA400 Business of Being an Artist</u> or Two of: <u>AC441 Cost Accounting</u>, <u>AC442 Advanced Accounting</u>, <u>FN407 Advanced Financial Management</u>, <u>FNCE407 Corporate Finance II</u>, <u>FNCE411 Risk Management</u>, <u>FN412 Investments (FNCE 412)</u>, <u>MG310 Production/Operations Managmt (MNGT311)</u>, <u>MG319 Int'l Dimensions of Business</u>, <u>MG409 Organizational Leadership</u>, <u>MG449 Admin Policy and Strategy</u>, <u>MG416 Advanced Marketing</u>, <u>MG441 Integrated Marketing Commun.</u>, <u>MNGT403 Leadership of Change</u>, <u>MNGT404 Leadership in Tech-Driven World</u>, <u>MNGT423 Human Capital Planning</u>, <u>MNGT424 Strategic Role of HRM</u>,	Elective: Concentration • Non-Specialized	<u>Public Administration Leadership (M.S.) Management</u>

UNDERGRADUATE COURSE OR COURSE COMBINATION	GRADUATE COURSE WAIVED (UP TO 6 CREDITS)	GRADUATE PROGRAM
<u>MNGT441 Public Procure and Contract</u> , <u>MNGT442 Public Procure and Strat Plan</u> , <u>MNGT451 Fin Plng Proc & Fundmntals</u> , <u>MNGT452 Risk Mngt and Ins Planning</u> , <u>MNGT456 Case Studies Pers Fin Plng</u> , <u>MNGT475 Proj Mngt Fundamentals</u> , <u>MNGT476 Proj Mngt Advncd Technqs</u>		
<u>POLS302 National Security Policy</u> and <u>HIST425 AmericanForeignPolicy 20thCent</u>	<u>NT510 Strategy and Policy</u>	<u>Strategic Studies (M.A.)</u>

Undergraduate General Education

The Undergraduate General Education Goals are designed to provide undergraduate students seeking an Associate or Bachelor's degree, with the intellectual tools to experience, explore and master new topics throughout a period of lifelong learning. To this end, at least forty credit hours in every major must be dedicated to basic literacy in English, mathematics, humanities, social sciences, and science outside the area of major concentration. Required 100-level courses in English, language, and mathematics should be completed by the end of the sophomore year. If a student fails to meet this requirement, he/she must enroll in these courses during the first semester of junior year.

Students may not combine catalogs to meet graduation requirements; the declared catalog must be the same for the requirements of major(s), minor(s), and General Education.

The **Associate of Science** will complete one course from Goals 1 through 6.

Goal 1 Critical Reading, Writing and Research

Students will write with clarity and precision, and read with comprehension. They will exercise the skills of independent inquiry, that is, to find, analyze, synthesize, and critically evaluate information in the respective discipline.

This objective will be reinforced by critical reading, writing, and research throughout the curriculum, and culminate in a capstone course in each major. Wherever graded written work is required, part of the grade must be used to evaluate clarity and precision, and to reinforce the writing mechanics learned.

Outcomes: Students will be able to

- Construct a clear thesis supported by evidence from primary and secondary sources
- Develop knowledge of linguistic structures, including grammar, punctuation, and spelling, through practice in composing and revising
- Demonstrate conventions for structure, paragraphing, tone, and mechanics
- Apply appropriate citation styles

One course: WRIT110 Writing and Inquiry I

Select one course: [WRIT111 Writing and Inquiry II](#), [COMM301 Business & Professional Writing](#), [SOCI401 Culture and Anthropology](#)

Goal 2 Mathematics and Quantitative Literacy

Students will achieve an understanding of mathematical and quantitative reasoning and its place in today's world. They should understand how to construct mathematical models as a means of formulating problems and be able to apply appropriate logical, quantitative, and technological methods to solve problems.

Outcomes: Students will be able to

- Organize, analyze, and interpret quantitative information
- Select and apply a mathematical model, including the appropriate quantitative methods and/or technology, to find a solution to a problem motivated by a real-world situation
- Communicate mathematical reasoning clearly and coherently

Select two mathematics courses: [MA101 Mathematics: A Liberal Art I](#), [MA102 Mathematics: A Liberal Art II](#), [MA107 Precalculus Mathematics](#), [MA108 Applied Calculus](#), [MA121 Calculus I](#), [MA122 Calculus II](#), [MA161 Math for Elem Sch Teachers II](#), [MA212 Finite Math](#), [MA220 Geometry in Action](#), [MA232 Elementary Statistics](#), [MA236 Stats for STEM](#), [MA240 Intro Number Theory Cryptology](#), [MA306 Discrete Mathematics](#), [MA318 Cryptology](#), [MA360 Tchg Math Elem-Middle Sch Lev](#), [PH230 Logic](#)

Goal 3 Human Expression in Literature, History, Arts and Humanities

Students will possess a knowledge of, and appreciation for, the variety of human expression found in cultures and civilizations of the United States and the world. This will be achieved by requiring students to take one course in history, one course in literature, and one course in arts and humanities. A course that is listed in multiple categories will fulfill one or the other criteria, not both.

Outcomes: Students will be able to

- Demonstrate a working knowledge of the vocabulary and methods in the discipline of the course
- Locate, assess, and utilize primary and secondary sources
- Demonstrate knowledge and understanding of the variety of human expression
- Demonstrate a working knowledge of the relevant discipline's authors and texts, philosophical issues, historical processes and contingencies, or recognized creative works within their geographical, cultural, and/or historical contexts

Select one Literature course: [EN199 Pilot Course in English Lwr Lv](#), [EN210 Modern Short Story](#), [EN220 Children's Literature](#), [EN222 Intro to World Literatures](#), [EN225 Survey of British Literature I](#), [EN226 Survey of British Lit II](#), [EN227 Survey American Literature I](#), [EN228 Survey of American Lit II](#), [EN244 Literature of Leadership](#), [EN245 Science Fiction Literature](#), [EN250 Crime in Literature](#), [EN251 Literature of the Sea](#), [EN253 - Missing course](#), [EN270 Military Literature](#), [EN282 - Missing course](#), [EN299 Pilot Course in English Lwr Lv](#), [EN322 Topics in World Literatures](#), [EN350 - Missing course](#), [EN370 Topics in British Literature](#), [EN373 Major Author](#), [EN390 Topics in American Literature](#), [EN399 Pilot Course in English Upv Lv](#), [EN425 Directed Study](#), [FR350EN Topics Course in English](#)

Select one History course: [HI107 History of Civilization I](#), [HI108 History of Civilization II](#), [HI121 American History Survey I](#), [HI122 American History Survey II](#), [HI201 Ancient Greece & Rome](#), [HI202 Middle Ages: Europe 500-1500](#), [HI211 - Missing course](#), [HI214 History of the Middle East](#), [HI220 Age of Revolutions](#), [HI223 - Missing course](#), [HI230 Topics:Civil War Staff Ride](#), [HI235 Military History I](#), [HI236 Military History II](#), [HI260 Topics in History](#), [HI262 History of Baseball](#), [HI264 Environmental History](#), [HIST210 History of US Constitution](#), [HIST310 Historical Studies](#), [HIST402 Israeli-Palestinian Conflict](#), [HIST425 AmericanForeignPolicy 20thCent](#), [HIST430 Cold War: Sullivan Seminar](#), [INTD360 Berlin 1933-1945 Tracing Nazi](#), [NR103 Nursing History & Health Prom.](#)

Select one Arts/Humanities course: [ASL205 Intermediate ASL](#), [ASL206 Intermediate ASL II](#), [ASL250 Deaf Film, Media, and Lit](#), [ASL301 Advanced ASL I](#), [ASL302 Advanced ASL II](#), [COMM109 Media Technology & Culture](#), [COMM261 Interpersonal Communication](#), [COMM312 Law Enf. Intercultural Comm.](#), [COMM318 Media and Morality](#), [CN168EN Chinese Culinary Culture](#), [CN205 Intermediate Chinese I](#), [CN206 Intermediate Chinese II](#), [CN266EN Chinese for Intel and Cyber](#), [CN268EN Chinese Media and Culture](#), [CN301 Advanced Chinese I](#), [CN310 Topics in China](#), [CN310EN Topics in China](#), [EN115 - Missing course](#), [EN199 Pilot Course in English Lwr Lv](#), [EN210 Modern Short Story](#), [EN220 Children's Literature](#), [EN222 Intro to World Literatures](#), [EN225 Survey of British Literature I](#), [EN226 Survey of British Lit II](#), [EN227 Survey American Literature I](#), [EN228 Survey of American Lit II](#), [EN241 - Missing course](#), [EN244 Literature of Leadership](#), [EN245 Science Fiction Literature](#), [EN251 Literature of the Sea](#), [EN253 - Missing course](#), [EN270 Military Literature](#), [EN282 - Missing course](#), [EN299 Pilot Course in English Lwr Lv](#), [EN308 - Missing course](#), [EN310 - Missing course](#), [EN322 Topics in World Literatures](#), [EN350 - Missing course](#), [EN370 Topics in British Literature](#), [EN373 Major Author](#), [EN390 Topics in American Literature](#), [EN399 Pilot Course in English Upv Lv](#), [EN425 Directed Study](#), [FA201 History/Theory Architecture I](#), [FA202 History/Theory Architecture II](#), [FA221 - Missing course](#), [FA222 The History of Visual Arts II](#), [FA250 Topics in Art: History](#), [FR205 Intermediate French I](#), [FR206 Intermediate French II](#), [FR311 Advanced French](#), [FR312 - Missing course](#), [FR350 Topics Course](#), [FR350EN Topics Course in English](#), [GR205 Intermediate German I](#), [GR206 Intermediate German II](#), [GR250 - Missing course](#), [GR322 - Missing course](#), [GR324 - Missing course](#), [GR350 Topics Course](#), [HI262 History of Baseball](#), [HUMA223 Topics Course](#), [HUMA300 Hacking the Humanities](#), [MU271 - Missing course](#), [PH110 Think! Intro to Philosophy](#), [PH115 Competitive Debate](#), [PH215 Survey of Ethics](#), [PH220 Comparative Religion](#), [PH225 Race, God And Justice](#), [PH230 Logic](#), [PH302 Global History of Philosophy](#), [PH322 Money, Meaning & Morality](#), [PH323 Environmental Ethics](#), [PH324 Criminal Justice Ethics](#), [PH340 Non-Violence & Just War Theory](#), [PH350 Medical Ethics](#), [PH400 Philosophy Reading & Research](#), [PHLS205 Critical Thinking](#), [RELG300 Comparative Religion](#), [SA103 Introduction to Drawing](#), [SA104 Introduction to Visual Design](#), [SA105 Introduction to Painting](#), [SA106 Introduction to Printmaking](#), [SA107 Photography](#), [SA111 Foundations of Art & Arch. I](#), [SA112 Foundations of Art & Arch. II](#), [SA200 Intermediate Studio](#), [SOCI220 Cultural Issues & CJ System](#), [SOCI406 Area Studies](#), [SP130 Medical Spanish](#), [SP205 Intermediate Spanish I](#), [SP206 Intermediate Spanish II](#), [SP250 Topics Course](#), [SP301 Advanced Spanish](#), [SP350 Topics Course](#), [SP350EN Topics Course in English](#), [SP362EN Topics in Spain](#), [SP363 Topics in Latin American Lit](#), [SP364 Topics in Lat Amer Culture](#), [SP365EN Topics in Latin America](#), [SP366 Topics in Latina/o Literature](#), [SP367 Topics in Latina/o Culture](#), [SP368EN Topics in Latinas/os](#), [WRIT250 Topics in Writing](#), [WRIT254 Sports Writing](#), [WRIT274 Intro to Creative Writing](#), [WRIT276 Environmental Writing](#), [WRIT278 Digital Storytelling](#), [WRIT362 Arguing and Persuading](#)

Goal 4 Natural Sciences

Students will gain a basic level of literacy in current scientific knowledge and theories and develop an appreciation for the natural world, in part through classroom and hands-on experiences by completing two science courses; at least one course must be a 4-credit laboratory science course. This will expose students

to the scientific method and provide the critical thinking skills, necessary to make intelligent well-informed decisions. The College of Graduate and Continuing Studies will complete two courses; a laboratory is not required.

Outcomes: Students will be able to

- Demonstrate an understanding of the process involved in applying the scientific method (gathering data, analysis, and interpretation)
- Apply basic scientific knowledge and logic in evaluating the strengths and weaknesses of an argument
- Apply basic scientific knowledge and logic in the decision-making process
- Display a basic understanding of one or more fundamental scientific systems or theories

Select two courses, one must be a Lab (L): BI101 Intro Biology: Molecules Cell(L), BI102 Intro Biology: Ecology Evol(L), BI122 Concepts in Biology (non-lab lecture), BI122L Concepts in Biology Lab(L), BI205 Ecology(L), BI215 Human Anatomy & Physiology I(L), BI216 Human Anatomy & Physiology II(L), CH100 Intro to Forensic Science(L), CH103 General Chemistry I(L), CH104 General Chemistry II(L), CH115 Chemistry of W M D, CH121 Chemistry for Engineers(L), CH200 Molecular Forensics(L), ES120 Topics in Applied Envir. Sci., GL110 Introduction to Geology(L), GL111 Oceanography(L), GL120 Topics in Applied Geology, GL156 Intro to Earth Evolution(L), NR365 Pathopharmacology for Nurses, PS107 Solar System Astronomy(L), PS108 Stellar and Galactic Astronomy(L), PS201 General Physics I(L), PS202 General Physics II(L), PS211 University Physics I(L), PS212 University Physics II(L), SCIE202 Procedures in Forensics, SCIE301 Environmental Science, SCIE310 Scien Basis of Sustainability

Goal 5 Individual, Society and Social Structures

Students will demonstrate an understanding of the patterns of human behavior and social structures, their related opportunities, problems, and issues. This will be accomplished by completing one course in criminal justice, economics, political science, psychology, or sociology.

Outcomes: Students will be able to

- Identify factors that shape human behavior
- Discuss factors that shape social structures
- Articulate how the factors, determinants, and dynamics found in human behavior and social structures present problems or opportunities

Select one course: COMM312 Law Enf. Intercultural Comm., CJ101 Intro to Criminal Justice, CRMJ303 The Study of Crime, EC106 Structure & Oper World Econ, EC201 Principles of Economics Macro, EC202 Principles of Economics Micro, ECON313 Socio-Economic Studies, ECON401 Economic Studies, INTD301 Structures of Power, PO105 American Politics, PO106 Intro Public Policy & Admin, PO202 Intro to Comparative Politics, PO215 International Relations, POLS302 National Security Policy, POLS306 Comparative Politics, POLS318 International Terrorism, PY110 Introduction to Psychology, PY240 Intro to Social Psychology, SO201 Introduction to Sociology, SO212 Cultural Anthropology, SO214 Power in American Society, SO216 Soc of Health, Wellness & Med, SO218 Intro to Cultural Competence, SO342 Quality of Life, SOCI220 Cultural Issues & CJ System, SSDA315 Insurgency & Conflict, SSDA325 Law of Armed Conflict

Goal 6 Ethics

Students must be able to think critically and make ethical decisions. Critical thinking begins with integration of course work from all general education areas and culminates in the capstone course in each major. Ethical decision-making begins with adherence to the honor code. Students must be able to recognize ethical issues and articulate ethical decisions. This will be achieved taking one course that includes the requirement that students deal with ethical ambiguities and articulate ethical decisions. A course listed in Ethics and Capstone may meet both Goal requirements, otherwise, the course cannot meet two Goals.

Outcomes: Students will be able to

- Identify major ethical, conceptual, and factual issues and stakeholders
- Articulate ethical principles and whether they concur or are in conflict with one another
- Present an argument supporting a position, relying on relevant ethical principle(s), anticipating possible counter-arguments and consequences

Select one course: [AP436 Project Delivery/Documentation](#), [COMM318 Media and Morality](#), [CS330 Ethics in Computing & Tech](#), [EG450 Engin Professional Issues](#), [HHPR355 Coaching Leadership in Sports](#), [INTD200 - Missing course](#), [MG341 Business Law I](#), [NS422 Leadership and Ethics](#), [PH110 Think! Intro to Philosophy](#), [PH215 Survey of Ethics](#), [PH220 Comparative Religion](#), [PH322 Money, Meaning & Morality](#), [PH323 Environmental Ethics](#), [PH324 Criminal Justice Ethics](#), [PH325 Ethics of AI and Technology](#), [PH340 Non-Violence & Just War Theory](#), [PH350 Medical Ethics](#), [PHLS210 Ethics in the Modern World](#), [PHLS324 Criminal Justice Ethics](#), [PY360 History & Systems of Psych](#), [SSDA400 The Capstone Project](#)

Goal 7 Capstone Experience

Students must develop a sound foundation in an area of major concentration by meeting curriculum requirements specified for each program in the catalog. Integration of reading, writing, speaking, and critical thinking skills within the area of expertise culminates in a capstone course in each major. This General Education Requirement is to be taken in residence, at Norwich. A matriculated student who takes this course off-campus must seek permission from the department chair/director.

A course listed in more than one Goal, cannot meet multiple Goals, except for one of the following. A course listed in Capstone and Ethics is permitted to meet both Goal requirements. A course listed in Capstone and Leadership is permitted to meet both Goal requirements.

Outcomes: Students will be able to:

- Demonstrate an understanding of the field by undertaking the capstone project(s) to address one or more questions and/or problems in the discipline.
- Incorporate major scholarship in the field to synthesize a solution to a question(s) and/or problem(s) within the norms of the discipline.
- Write effectively in accordance with the standards of the discipline.
- Successfully defend finds from the capstone project(s) in a presentation

Select one course: [AD519 - Missing course](#), [BI401 Senior Seminar](#), [CE480 Senior Design II](#), [CH415 Senior Seminar and Synthesis](#), [CJ410 Senior Seminar](#), [CRIM410 Capstone Seminar](#), [CS420 Computer Science Capstone I](#) and [CS421 Computer Science capstone II](#), [CS431 Comp Sci Undergrad Thesis II](#), [CSIS400 Comp Sci and Info Sys Capstone](#), [CYBR400 Cyber Capstone](#), [ED425 Student Teaching](#), [ED432 Curr & Methods of Instruction](#), [EE491 Electrical System Design I](#), [EE494 Electrical System Design II](#), [EG470 Inter. Eng. Design I](#), [EG471 Inter. Eng. Design II](#), [EGCM480 Senior Design Project II](#), [ES440 Research Project Env. Science](#), [FA401 Intro. Research Methods Arch](#), [GL440 Research Project Geology](#), [HHPR406 Readings in Physical Education](#), [HHPR450 Capstone Experience](#), [HI404 Capstone Seminar in History](#), [HI491 Honors in History II](#), [HUMA402 Humanities Capstone](#), [IA456 Cyber Defense Practicum](#), [IN410 Seminar in Intl Studies](#), [INTD400 - Missing course](#), [LEAD402 Leadership Capstone](#), [MA411 Senior Seminar](#), [ME467 Mechanical Engr Design I](#), [ME468 Mechanical Engr Design II](#), [MG449 Admin Policy and Strategy](#), [MNGT400 Capstone](#), [NR441 Nursing Capstone](#), [PO410 Capstone Sem in Pol. Science](#), [PY401 Senior Seminar](#), [PO491 Honors in Political Science](#), [PS474 Senior Laboratory II](#), [SP415 Seminar: Topics in Spanish](#), [SSDA400 The Capstone Project](#)

Goal 8 Leadership

Students must develop leadership knowledge skills through one course with an emphasis on leadership. Such a course will ensure that students will acquire, demonstrate, and reflect upon leadership concepts and components. A course listed in Leadership and Capstone may meet both Goal requirements.

Outcomes: Students will be able to

- Acquire and utilize the concepts of leadership
- Demonstrate awareness of various dimensions of leadership
- Reflect upon the experience of trying to achieve a shared goal in collaborative work

Select one course: [AP244 Building Resilience](#), [EN244 Literature of Leadership](#), [LEAD101 NU Principles of Leadership](#), [LEAD111 Foundations of Leadership](#), [LEAD202 Theories Models of Leadership](#), [MG103 Women In Leadership](#), [MNGT315 Leadership](#), [MNGT400 Capstone](#), [MS411 Military Science IV](#), [NR321 Nursing Leadership](#), [NS221 Leadership and Management](#), [NS331 Evolution of Warfare](#), [NS435 Fund of Maneuver Warfare](#), [PY210 Psychology of Leadership](#), [PS474 Senior Laboratory II](#)

General Education

Bachelor of Art Supplement

Bachelor of Arts Supplement

As part of its mission, the College of Liberal Arts encourages students to gain a “sophisticated understanding of the stories, histories, and ideologies that inform our collective and personal identities and perspectives, and of the languages that mediate them,” to “engage and illuminate the complexities of social, cultural, and political interactions, past and present.”

Any single course used to satisfy a General Education requirement cannot also be used to fulfill a BA requirement.

World Languages Requirement

Goal 1. Demonstrate intercultural awareness by discussing an artefact—any object from that culture, from a street sign to a sculpture—of the non-native culture or of one's own culture to a native speaker of that language.

- Outcome 1: Use the language studied to identify, describe, and explain the significance of an artefact of that culture.
- Outcome 2: Use the language studied to identify, describe, and explain to a speaker of that language the significance of an artefact from the student's own culture.

Goal 2. Demonstrate intercultural competence within the foreign culture by problem solving using the world language.

- Outcome 1: Find and offer a solution to a challenge that arises when interacting with the foreign culture.
- Outcome 2: Negotiate cultural differences by adapting to the behavior and style of communication appropriate to the cultural conditions.

Fulfillment of the B.A. World Languages requirement can be achieved in one of the following ways:

1. Completion of ASL 122, CN 122, FR 122, SP 122.
 - A non-native English speaker will be exempt from the World Languages requirement.
2. Completion of an approved transfer equivalent World Languages course.
3. One World Languages course at the Intermediate or Advanced level, consistent with the student's score on the Foreign Language Placement Test (FLPT).
 - A student who places above the 100-level on the FLPT can fulfill the B.A. World Languages requirement by confirming their placement by retaking the FLPT in a proctored environment.

Intercultural Knowledge and Competence

Students will be able to demonstrate an awareness of the following features of other cultures:

1. values and belief systems,
2. changes to values and beliefs over time, and
3. manifestation of values and beliefs in actual practice.

A minimum of (2) three-credit Intercultural Knowledge and Competence courses. The courses meeting this requirement emphasize a comparative approach that involves multiple perspectives regarding one or more cultural differences (ethnicity, gender, race, religion, sexuality, disability studies, etc.) within the United States or across multiple societies.

Courses satisfying this requirement must be taken from outside the major program, meaning that the course must be identified by a subject different from those in the student's designated primary major program.

Two courses from:

[CJ421 Comparative CJ Systems](#), [CN 205-499](#), [EN114 - Missing course](#), [EN115 - Missing course](#), [EN222 Intro to World Literatures](#), [EN226 Survey of British Lit II](#), [EN227 Survey American Literature I](#), [EN228 Survey of American Lit II](#), [EN350 - Missing course](#), [FR 205-499](#), [GR 205-499](#), [HI107 History of Civilization I](#), [HI108 History of Civilization II](#), [HI201 Ancient Greece & Rome](#), [HI202 Middle Ages: Europe 500-1500](#), [HI211 - Missing course](#), [HI214 History of the Middle East](#), [ML 100-499](#), [PH110 Think! Intro to Philosophy](#), [PH220 Comparative Religion](#), [PH302 Global History of Philosophy](#), [PO348 Asian Politics](#), [PY236 Cross-Cultural Psychology](#), [SP125EN What's Cooking Spain Latin Ame](#), [SP 205-499](#), [SO212 Cultural Anthropology](#), [SO214 Power in American Society](#), [SO218 Intro to Cultural Competence](#), [SO300 Topics in Sociology](#)

Academic Policies, Petition, Record

Academic policies that are not directly tied to the degree, major, minor, and concentration requirements are constantly in review. Students need to make themselves aware of these policies in addition to their degree requirements. Academic policies are published annually on the registrar's website as the current academic year's catalog. Amendments to a degree, major, minor, and concentration requirements are posted to students electronically as well as posted as an addendum to the specific year's catalog on the registrar's website.

Academic Petition

A student who believes there is an extenuating circumstance warranting an academic petition to policy must provide a rationale addressing the extenuating circumstance. Incomplete rationales will not be approved and submitting a petition does not guarantee approval. A program's curricular requirements do not require a formal petition unless the student wishes to appeal the department's decision. Academic Petition forms are located on the Registrar's SharePoint site.

Appeal of Academic Policy Decision

A decision that is denied by the Dean may be appealed to the Committee on Academic Standing and Degrees within ten (10) business days of the outcome. An appeal must include additional arguments to show a reason for the Dean's decision to be appealed. The outcome from the Committee on Academic Standing and Degrees is final.

Academic Record

The Registrar's Office is the record custodian of the official academic record through an academic transcript. The official record includes the term in which a course was taken, course grade, and quality points, in addition to academic standing, and is sorted by academic level. Unofficial transcripts are available to active students via self-service BannerWeb.

Estimated Graduation Date

To comply with federal regulations, each student is assigned an estimated graduation date at the time of matriculation which is documented four years after the first matriculation. The office reserves the right to update, to comply with regulations, once enrollment surpasses the estimated date. A student may also update their estimated date by completing a graduation change of semester/year form available on the Registrar's SharePoint site.

Transcript

- Transcripts are the official student record of all courses enrolled in and the grades earned.
 - Undergraduate transcripts will represent an earned credential/degree, major, minor, concentration, Latin honor, Dean's List, President's List, and Academic Standing for each term enrolled.
 - Graduate transcripts are printed with an earned credential/degree, major, and concentration, and Academic Standing for each term enrolled.
- Apostilled documents include a letter of authenticity, are notarized, and are considered official documents for international students. This is prepared upon request at the time of order.

Academic Standing

Academic Standing is evaluated at the end of each academic semester for those students enrolled in a degree or certificate program, following the final grade due date listed on the Academic Calendar. A student placed on Academic Warning, Probation, or Suspension will receive an electronic letter via their official Norwich email and at times the personal email on record.

The Satisfactory Academic Standing policy is different from the Satisfactory Academic Progress (SAP) policy used by the Financial Aid office to determine eligibility for financial aid. Refer to the SAP policy for further information.

Definitions

Satisfactory Academic Standing is when a student is meeting course grade or grade point average requirements. A student with a Satisfactory Academic Standing is eligible to enroll in classes and participate in co-curricular and extracurricular activities without restrictions.

Academic Warning is the least severe level in the Academic Warning, Probation, and Suspension process. A student placed on Academic Warning is in Satisfactory Academic Standing. Academic Warning serves as an opportunity to address challenges with the goal of preventing students from being placed on Academic Probation. Academic Warning does not appear on students' official academic record.

Academic Probation indicates a student is experiencing serious academic difficulty that may ultimately lead to Academic Suspension. Academic Probation appears on the student's official academic record. A student on Academic Probation is no longer in Satisfactory Academic Standing and is at high risk of not completing a degree.

Academic Suspension indicates the student experiences persistent and severe academic challenges. Academic Suspension appears on the student's academic record. A student on Academic Suspension is no longer in Satisfactory Academic Standing, and is not an active student, providing them time to reassess their academic and career goals and/or resolve other causes for continued academic failure. (See also the Readmission policy)

Cumulative Grade Point Average (GPA) is determined by calculating credit hours of all coursework for which a grade has been recorded (see also Grades).

Plan for Academic Improvement is a document prepared by the student to identify areas of concern inhibiting academic success and includes strategies to help overcome the challenges identified.

Academic Probation Plan is a document prepared by the student to identify areas of concern inhibiting academic success with strategies to help overcome the challenges identified.

Active Program is a program of study that is currently offered in the academic catalog.

Reactivation is for a student who is separated from the university whether in satisfactory, warning, or probation for at least one semester., including due to a military withdrawal or leave. The student will return to the same academic status (i.e. class, level, academic standing) they had during their last term of enrollment.

Readmission is when a student was forced to separate from the University because of academic suspension or conduct/discipline. The student will return on Academic Probation after being readmitted if they were academically suspended.

Undergraduate Students

Satisfactory Academic Standing

To remain in satisfactory academic standing, a student must maintain a minimum cumulative GPA of 2.00 or higher.

Academic Warning, Probation, and Suspension Procedures

A student whose semester GPA or cumulative GPA drops below 2.00 is subject to Academic Warning, Academic Probation, and/or Academic Suspension.

Academic Warning

A student will be placed on Academic Warning when one of the following criteria is met:

FIRST TERM AT NORWICH	RETURNING STUDENT WHO HAD BEEN IN GOOD STANDING
Earning a semester GPA between 1.00 and 1.99	Earning a cumulative GPA below 2.00
	Earning a cumulative GPA of 2.00 or above but have earned a semester GPA below 1.00

In collaboration with support staff a student on Academic Warning should make use of the academic resources available to them and create an academic Improvement plan at the beginning of the semester to outline the steps they will take to return to Satisfactory Academic Standing.

At the end of the Academic Warning semester, students will either:

A STUDENT WHO WAS ON WARNING AFTER THE FIRST TERM	ALL OTHER STUDENTS
Be removed from Academic Warning status by raising their cumulative GPA to 2.00 or above	Be removed from Academic Warning status by raising their cumulative GPA to 2.00 or above
Continue on Academic Warning for one more semester by earning a semester GPA of 2.00 or above but failing to raise the cumulative GPA above 2.00	Continue on Academic Warning by earning semester GPA of below 2.00 but maintaining a cumulative GPA of 2.00 or above
Be placed on Academic Probation by earning a cumulative GPA below 2.00 and a semester GPA below 2.00	Be placed on Academic Probation by earning a cumulative GPA below 2.00 and a semester GPA below 2.00
Be placed on Academic Probation if, after two semesters on Warning, the cumulative GPA is below 2.00 regardless of the semester GPA	Be placed on Academic Probation if, after two semesters on Warning, the cumulative GPA is below 2.00 regardless of the semester GPA

Academic Probation

A student is placed on Academic Probation when one of the following criteria is met:

A STUDENT IN THEIR FIRST TERM AT NORWICH
After completion of one semester at Norwich, they have a semester GPA of 0.99 or below
ALL STUDENTS
After completion of one semester on Academic Warning, they earn both a cumulative GPA and a semester GPA below 2.00
After completion of the second semester on Academic Warning, their cumulative GPA is below 2.00 regardless of the semester GPA

Being put on Academic Probation places restrictions and conditions on a student's enrollment. A student placed on Academic Probation is allowed to continue their enrollment at the university for the subsequent term under the following conditions:

Conditions while on Academic Probation

A student will:

- Develops an Academic Probation Plan with the Center for Academic Success and Achievement or the program management team by the end of the second week of classes of the semester/term.
 - The plan will determine the number of credits the student should take to promote student success.
 - The plan will prioritize repeating failed courses if practical.
- Not participate in extracurricular activities, such as varsity or club athletics or special interest clubs.
 - The Academic Probation plan will determine the student's ability to participate in limited community service learning or other academic-related activities that promote student success.

- Will have a rank in the Corps of Cadets or have additional Corps responsibilities.

The student can petition to participate in extracurricular activities while on Academic Probation by completing an Academic Petition to Participate while on Academic Probation to the Committee on Academic Standing and Degrees (CASD).

At the end of the semester during which a student is on Academic Probation, they will:

- Be removed from Academic Probation and returned to Satisfactory Standing by earning a cumulative GPA of 2.00 or above; or
- Continue on Academic Probation by earning a semester GPA of at least 2.00 but maintaining a cumulative GPA of less than 2.00; or
- Be Academically Suspended by failing to earn a semester GPA of 2.00 or above and maintaining a cumulative GPA of less than 2.00.

Academic Suspension

A student will be placed on Academic Suspension:

- at the conclusion of the Academic Probation semester the semester and cumulative GPA are below a 2.0.

Graduate Students

Satisfactory Academic Standing

To maintain Satisfactory Academic Standing, a Graduate student must maintain a cumulative GPA of 3.0.

Academic Probation, and Suspension

Academic Probation

A student is placed on Academic Probation when:

- The cumulative GPA is below a 3.0.

Academic Suspension

A student will be suspended when:

- After one semester on Academic Probation and fail to earn a Cumulative GPA of 3.0 or higher.

Appeal of Academic Suspension for Immediate Readmission

Under mitigating circumstances, a student may appeal for immediate readmission. A student seeking to appeal an Academic Suspension must submit an appeal no later than the Wednesday before the first day of classes to the CASD Committee (form available on the Registrar's website) including any documentation in support of mitigating circumstances. For instructions, follow the Readmission, Reactivation section of the catalog. While the

appeal is under review, a student may not enroll in courses, attend a class, or participate in extra- or co-curricular activities. In the event of a successful appeal, a student will be placed on Academic Probation and must follow the Academic Probation procedures.

Grade Change after Academic Standing Posted

A grade change entered for a course in the previous term will affect academic standing for the previous term; but, no student will be academically suspended within the current semester due to a grade change.

Progression: Academic Standing

Readmission, Reactivation

Readmission and Reactivation

After being approved to return to the University following reactivation or readmission, the student may pursue the same degree program as long as the student was not dismissed or removed from their degree program and the program has not been discontinued and meets the Catalog Statute policy. An additional assessment may be completed for programs that lead to eligibility for licensure. Refer to the reactivation/readmission sections for additional information.

Reactivation

Whenever possible, once all reviews have determined eligibility, a reactivation request should be processed by the Registrar's Office within 48-hours. If there is a hold on the application from the Bursar's Office the application will be held for 30-days. If at the end of that timeframe the Bursar's hold is not resolved, further processing of the reactivation will cease; the student must submit a new reactivation request.

Reactivation requests are accepted up to fifteen business days prior to the first day of classes and are routed to several offices for review. If the student is not eligible to return prior to the last day to register for classes, the student cannot enroll in classes that term.

Readmission

A Readmission application is required when a student meets the following criteria. They have

1. Served at least one semester while on Academic Suspension.
2. Removed from the University for a non-academic reason.

To apply for readmission from suspension a student must complete the form, available on the Registrar's website. The Committee on Academic Standing and Degrees (CASD) reviews all requests. The CASD decision is final per the Academic Policy Petition policy. The student must submit a statement in which the student outlines how they will overcome their academic or personal challenges of the past. A suspended undergraduate student may wish to take coursework at another institution to demonstrate they can succeed academically. As evidence of this success, they may choose to upload unofficial transcripts as part of the application. A letter of support from an advisor, equivalent, or current employer may also be included.

Readmission Following Disciplinary Action

A student removed for disciplinary reasons:

- The student's disciplinary record will be reviewed by the office enforcing the infraction and make a recommendation to move the readmission application forward for processing.

Readmission Following Disciplinary Action Corps of Cadets Student

A Corps of Cadets student removed for disciplinary reasons:

- The Commandant's Office reviews the student's application, supporting documentation, and the disciplinary record and decides on readmission to the Corps.
- If readmission to the Corps is approved, the readmission application will move forward for processing.
- If readmission to the Corps is denied, the Registrar's Office will forward the application to the Dean of Students for readmission as a civilian student.

Readmission Following Disciplinary Dismissal or Expulsion

A student dismissed from the University for disciplinary reasons is barred from returning. A Readmission Application will be denied without further review.

Readmission/Reactivation Process

A student applying to re-enroll will be asked under which catalog year they wish to return. (See also Degree Requirements) If the student does not indicate a catalog year, the catalog year under which they were previously enrolled will be used as long as it is within the statute of limitations. Otherwise, the catalog year during which the student is readmitted will be used. A program that is or has been closed cannot be declared unless approved by the department. A program that has undergone curriculum changes may also not be available unless approved by the department.

- For majors where admission to the program is required, the school director, department chair, or program director will review the readmission/reactivation request.

Student Actions upon Readmission/Reactivation Approval

A student approved to return must follow all instructions in the readmission/reactivation approval notice:

- Contact an academic advisor, or equivalent, to discuss registration.
- Register before the end of the add period.
- When applicable, contact housing to secure housing.

Appealing a Readmission Denial

A student whose application to return is denied will follow the Right of Petition and Appeal or the Grievance Procedures.

Class Level

A student's Class Level is determined by earned credits. Classification is based on the chart below.

Undergraduate Class Levels

LEVEL	EARNED CREDIT	EARNED CREDIT
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

LEVEL	EARNED CREDIT
G1	0 - 11
G2	12 - 23
G3	24 - 25
G4	26+

Americans with Disabilities Act (ADA)

Norwich University is committed to ensuring equal access to its facilities, programs, services and activities for qualified individuals with disabilities. In keeping with this commitment, Norwich University supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and similar state laws which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical, learning, or mental impairments which substantially limit one or more of a person's major life activities. Norwich is committed to making reasonable accommodations for qualifying students, faculty, and employees, or visitors with disabilities as required by applicable laws as well as to making the campus, its facilities, and online resources accessible as required by applicable laws.

Norwich will provide accommodations for qualified individuals so long as they do not:

- 1) Compromise a technical standard or essential function of the program or job
- 2) Fundamentally alter a program or service
- 3) Create an undue burden (action requiring significant difficulty or expense)
- 4) Legitimately compromise the safety of the individual or others at NU

Ensuring an accessible and inclusive educational and work environment is the responsibility of every member of the university community.

The Director of Civil Rights Compliance is the University's ADA/504 Coordinator and shall: receive and respond to complaints of discrimination or harassment on the basis of disability; coordinate responses to issues regarding campus accessibility, including technologies and systems, in collaboration with other offices; oversee university efforts to eliminate disability bias in employment issues such as hiring processes, job performance and evaluation, benefits, vacation, and leave; and monitor Norwich University's overall legal compliance in regards to persons with disabilities. Relevant policies and procedures are established in Norwich's Non-Discrimination Policy and the Student Rules and Regulations.

The Vice President of Facilities and Operations is responsible for complying with all code issues for existing renovations, as well as new buildings, and for promoting compliance with campus physical and architectural access. The Vice President of Facilities and Operations is responsible for approval of this policy and should be contacted regarding any modification, renovation, and new construction of the University's buildings. University event planners should work with Facilities Operations to ensure access to Norwich events, public programs, and places of public accommodation for students, faculty, staff, and guests.

The Center for Academic Success and Achievement's (CASA) Coordinator of Student Accessibility Resources is responsible for organizing the response to requests for accommodation and provision of academic services that support the needs of students with disabilities enrolled in Norwich University residential/campus-based programs.

The College of Graduate and Continuing Studies (CGCS) ADA Coordinator is responsible for organizing the response to requests for accommodation and provision of academic services that support the needs of students with disabilities enrolled in Norwich University online programs.

Students wishing to request accommodations should contact the Coordinator for their campus.

Employees wishing to request workplace accommodations should contact Human Resources directly.

Hiring, Admission & Transition:

Norwich University will not discriminate against any applicant for employment or admission as a student, who is otherwise qualified, solely based on disability. No inquiry will be made regarding any possible disabling condition until after the hiring or admission decision has been made and the applicant informed of acceptance or rejection.

Physical, Emotional, and Psychological Standards for Corps of Cadets and Athletics:

Because of the physical training component of the Corps of Cadets program, a physical examination and completion of a medical history form is required for all students admitted to that program. A physical examination is also required of any student participating in intercollegiate sports. Students must meet technical standards of physical, emotional, and psychological ability to participate in these programs. In addition, all students admitted to Norwich University will receive a standard form with information on how to request information about accessibility support services for students with diagnosed disabilities which may have an impact on functioning in the college setting.

Note: Disability disclosure to the University after admission is purely voluntary; all Corps forms must be returned to the University, regardless.

Confidentiality:

The material provided by the student and by professionals who have been involved in the student's diagnosis or treatment will be treated as confidential information. Access to documentation will be granted only to those

involved in the process of determining eligibility, and only to the extent that it contributes to developing an accommodation plan for the student. Information will be shared with others only with the written permission of the student except as required by law.

Complaints regarding Disability-related Harassment or Discrimination

In addition to the appeals process regarding eligibility and/or accommodations decisions, students who feel that they have been harassed or discriminated against based on their disability, in violation of Section 504 of the Rehabilitation Act of 1973, the ADAAA, or other applicable law, are encouraged to file a complaint under Norwich's Non-discrimination Policy. Complaints should be directed to the Office of Inclusion, Diversity, Equity, Access, and Support (IDEAS) or Title IX Office and will be handled in accordance with procedures set forth in the Non-discrimination Policy.

Accessibility of Campus Events and Programs

Norwich will make its campus programs and events accessible to individuals with disabilities. Any individual, including visitors to campus, who requires an accommodation should contact the program planner of the events scheduling office at least ten business days in advance of the event. Students may also contact their Coordinator to address accessibility of campus events and programs. Norwich may not be able to guarantee reasonable accommodations of campus events and programs on less than 10 business days' advance notice.

Employees

Faculty, staff, and other Norwich employees who have ADA related concerns are assisted by Human Resources. For more information regarding the process by which employees can seek temporary medical leave see [Leave, Disability, and Workers' Compensation](#) on the Human Resources' Sharepoint site.

Procedure for Students to Request Accessibility Resources and Accommodations

Requests for Accommodation:

Norwich University students who wish to request accommodations or accessibility resources are required to self-identify and work with their Coordinator to determine their eligibility for services; provide documentation if necessary; and establish appropriate accommodations that ensure equitable access to the University's programs, activities, and resources.

Incoming students can self-identify through the Admissions form established for this purpose. All students, incoming or continuing, can request accommodations or accessibility resources at any point during their Norwich career by contacting their Coordinator. Accommodations are not retroactive and may take some time to establish. All information related to ADAAA matters is confidential, and no communication about such information will be shared with others besides the coordinator without the student's express, written permission. This policy refers to both the residential and online programs for all our colleges. If you have had a request for accommodations previously with Norwich University, please let your coordinator know.

Eligibility Determination Process

The following is the process for students to establish eligibility for ADA resources including accommodations.

1. Students should contact their Coordinator to inform them of their interest in requesting accommodations.

2. Students will meet with their coordinator to provide a self-report or narrative on how their disability impacts them and to discuss potential accommodations. In some cases, a student's disability may be obvious or otherwise not require third party documentation such that the Coordinator can use their professional judgement and the narrative to determine eligibility and appropriate accommodations. In other cases, the student who seeks accommodations on the basis of disability is responsible for submitting necessary, third-party documentation to supplement their narrative. [See "Recommended Documentation Guidelines" below.]
3. The Coordinator will determine student eligibility on an individualized basis. Eligibility is based on the otherwise qualified student having a disability that substantially limits one or more major life activities as defined by the ADAAA. Norwich will take into consideration a student's self-report/narrative, the observation of a trained disability professional, and/or documentation provided by a qualified professional to determine a student's eligibility. If there is not sufficient information to determine eligibility, the student will be informed of what additional information is needed. **It is important to note that a specific diagnosis does not establish in itself a need or an entitlement to accommodations under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act Amendments Act (ADAAA).**

Recommended Documentation Guidelines:

Note: Students who do not have documentation can meet with their Coordinator to present their self-report/narrative and discuss alternate options to the following documentation guidelines if appropriate. If students are unsure if their documentation is recent enough, they can send us what they have and we can advise them accordingly.

Complete and detailed documentation can help the Coordinator determine and provide the most effective resources and/or accommodations.

1. Documentation should be:
 1. Completed and signed by a licensed or certified professional in a related field.
 2. Up to date/Current: This varies based on each condition but generally we request the following:
 1. Learning and developmental disabilities within 5 years or have adult measures
 2. ADHD within 3 years
 3. Psychological, systemic/chronic, within 6 months
 4. Physical/Sensory: Varies
 5. TBI varies based on the date/stage of injury
2. Documentation should include:
 1. Date student last saw the provider
 2. Current DSM or ICD code and diagnosis
 3. Explanation of diagnostic criteria and/or evaluation measures used with test scores
 4. Symptoms: Ways in which the condition manifests itself and the degree of its impact(s) on the student
 5. Functional limitations: Explanation of current/future functional impacts of the condition
 6. Treatment: Services, accommodations, treatment, medication, and/or assistive devices currently in use or prescribed for the condition.

7. Recommendations: suggestions of accommodations that may support the student to overcome barriers in the academic and/or residential environment (if on-campus).

Next Steps after Eligibility Determination

If the student is determined eligible, a 504 Plan will be created with the student's approval that includes the approved accommodations. If the student decides they want their faculty or other university staff to be informed of the approved accommodations, they will complete a Release Form granting the Coordinator permission to send the 504 Plan to the listed individuals. **Please note that students who have an approved plan need to release that plan prior to requesting approved accommodations from their faculty. Accommodations are not retroactive.**

Once the 504 Plan has been sent to the faculty or university staff, students are responsible for following up with each faculty member to confirm that they received and read the 504 Plan; to inform the faculty about which accommodation(s) in the plan they want to utilize, and to set up a process for implementing them. The Coordinators are available to provide support to the student and faculty in developing the implementation plan.

Please note that the 504 Plan is a living document and can be revised. Decisions about approving specific accommodations or revisions to the 504 Plan can be made only by the Coordinator in consultation with the student. Further diagnostic information may be required. The Coordinator will then revise the list of approved accommodations included in the student's current 504 plan and the revised plan can be released as described above.

Student's Rights and Responsibilities

Rights

- Equitable access to courses, programs, services, jobs, activities, and facilities available through the college or university
- Reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined by the institution on a case-by-case and/or course-by-course basis.
- Ability to request course substitutions. Degree requirements will not be waived for students with disabilities, but course substitutions may be petitioned for in extreme circumstances where accommodations alone have been demonstrated as insufficient to serve the needs of an otherwise qualified student with a disability. Course substitutions are not appropriate for courses considered an essential element of a program or degree.
- Appropriate confidentiality of all information pertaining to the disability with the right to control to whom such information will be released, except as required by law or when permission is granted by the student.
- Ability to appeal eligibility determination decisions or approved accommodations as described below in the "Appeal" section of this policy.

Responsibilities

- Identify themselves to the appropriate Coordinator to request accommodations and initiate the processes described above.

- Setting up an appointment with the respective Coordinator to discuss the impact of their disability, its functional limitations, and the reasonable accommodations they want to request.
- Submitting appropriate documentation if required.
- Completing the 504 Plan release process with the appropriate Coordinator and listing which faculty members or Norwich staff members they want to be informed of their accommodations.
- Communicating with faculty after the release of the 504 Plan to establish a course-specific plan to implement approved accommodations. **Please note that some approved accommodations may not be appropriate in a specific course if they would constitute a fundamental alteration of an essential course element.** The student's Coordinator can work with them and their faculty to address any such situation.

Appeal

A student dissatisfied with an eligibility determination, or the accommodations approved in the 504 plan will have the right to appeal. The appeal process will be as follows:

1. A written statement will be sent by the student to the University's ADA/504 Coordinator: This statement should include all relevant information and should request clear remedial action.
2. Based on this statement, the ADA/504 Coordinator will either:
 1. Reactivate the individual planning process and work with the student and their respective Coordinator to remediate the situation, or
 2. Reject the appeal and determine that the plan as developed is appropriate.
3. If the student's appeal is rejected by the ADA/504 Coordinator, the student can appeal this decision to the Committee on Academic Standing and Degrees (CASD). The CASD will review the 504 Plan and the student's appeal on the issue, and either change the individual plan or sustain the original decision of the ADA/504 Coordinator.
4. If the CASD sustains the original decision, the student can appeal to the University Provost or a designee. This is the final level of appeal, and this decision will be final.
5. **Please note, however, that students also have the right to submit a claim of discrimination based on disability to the United States Department of Education, Office of Civil Rights.**

Resources

- Center for Academic Success and Achievement, Kreitzberg Library, 4th Floor, extension 2130, (802) 485-2130, or casa@norwich.edu.
- CGCS ADA Coordinator, (802) 485-2263, or cgcsada@norwich.edu.
- Office of Civil Rights and Title IX Compliance, Title IX & ADA/504 Coordinator, Location: Kreitzberg Library (4th floor) space 407, 802-485-2144, titleix@norwich.edu, [Civil Rights and Title IX Office | Norwich University](#).
- Office of Human Resources, Jackman Hall, 3rd Floor, extension 2075, (802) 485-2075, or nuhr@norwich.edu.
- Facilities Operations, (802) 485-2148 or facops@norwich.edu.

Participation

Academic Participation and Attendance

The faculty member of record will give students a syllabus that clearly describes the attendance policy for that course.

Participation

To meet federal student aid guidelines, a student who is enrolled in a course and is reported by the faculty member as never having attended and/or participated during week one (Monday-Saturday) will be administratively dropped from any or all courses for no participation typically by the second to third week of classes.

Face-to-face modality

Participation may be associated with such actions as, but not limited to, in-person class attendance, submission of a graded assignment or a test (in person or via Learning Management System, LMS), and email discussion of an academic topic with the instructor.

Online modality

Academic participation includes any point-earning activity in the class, including but not limited to posting to a discussion board, submitting an assignment, a student-initiated contact with a faculty member to ask a question about the academic subject studied in the course, or submitting an exam or quiz.

Activities that do not constitute academic participation include logging in to the classroom, emailing the professor about grades, submitting a video introduction, counseling related to academic progress in the course or program, and communicating via email with a student support advisor, financial planning, bursar, or other university staff.

Excused Course Absences

The following are considered excused absences:

- illness or injury documented by a healthcare professional,
- emergency leave, as approved by the Dean of Students,
- single-day course field trips,
- military obligations for students contracted for commissions in the US military and other military obligations beyond the student's control, or
- varsity athletic contests, and regimental band appearances.

For these types of excused absences, a student is expected to provide notice of the absence to each instructor in advance. The course instructor may deny granting an excused absence for a student currently earning a D+ or below if they believe that the absence will be a serious detriment to the student except in the case of military or emergency leave. The instructor must promptly notify the student and the coach, group, faculty member, or appropriate official responsible for the event causing the absence, of their decision.

The instructor and student will schedule a make-up exam or a make-up lab, or agree on a plan to make up the missed work when the student is absent for an excused reason. The student is responsible for all missed coursework.

Cancellation of Class Meeting

A class is canceled if a faculty member is not present ten minutes after the scheduled beginning of a class. The class will select one class member to report the cancellation to the Department Chair/School Director of the appropriate academic department/school or the Dean of the College.

Late Arrival

A student who cannot begin classes or arrive on campus to occupy their campus housing by the first day of the semester or term must complete a Late Arrival Request. A late arrival or start will be considered for approval when there is a mitigating circumstance; however, the request should be submitted before the start of the semester/term, whenever possible. When a late arrival or start is approved, the student is responsible for completing all course requirements, including missed assignments. For assistance with the Late Arrival Request form, a residential program student should contact the Dean of Students and an online program student should contact their assigned Student Services Advisor.

A student arriving late due to active duty in the military (state or federal), National Guard, or reserve forces of the United States, or a student who is the spouse or dependent child of a military member, is eligible to request a Late Arrival or Start. The student must provide their military orders for a military activation or deployment as classification level permits.

When the student is approved to arrive late, the student's course instructor(s) and the primary advisor will be notified. In addition, the appropriate administrative department(s) will be notified, such as the student services impacted by the late arrival. While faculty are expected to accommodate an approved late arrival, some courses may not be suitable for late arrival. A condition of late arrival may require the student to drop such course(s).

Award of Credit

Norwich University follows the U.S. Department of Education's definition of an instructional credit hour. The United States Department of Education requires that each institution develop a written credit hour policy that conforms to the definition of a credit hour under 34 CFR 600.2.

The Department of Education defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that

1. Reasonably approximates not less than
 - One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one-quarter hour of credit, or the equivalent amount of work over a different amount of time, or;
 - At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
2. Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

Our baseline academic calendar year is divided into two semesters, each approximately 15 weeks long, including finals week. The lecture credit is 50 minutes while other academic activities are no less than 50 minutes. In alignment with the Federal Student Aid Handbook, an academic calendar that is offered outside of our defined semester calendar the instructional activity is calculated by following the semester definition.

Norwich ensures that all courses offered as credit, whether in-person, off-campus, distance education, evenings or weekends are consistent with the educational objectives of the institution. Academic programs offered through Distance Learning receive sufficient support for instructional and student services. Online students have ready access to support for using appropriate learning resources.

Students enrolled in Distance Learning courses, and/or Hybrid courses have sufficient opportunities to interact with faculty regarding course content and related academic matters. Norwich has procedures that establish students who register for a Distance Learning or Hybrid course are the same students who participate in and complete the course requirements and receive academic credit.

An online, or Distance Learning course is one that is conducted entirely and exclusively via the course management system accessible from the Internet. The online format is the primary method to deliver the course materials. Communication and interaction occur online between faculty and students. All assessment of student work is conducted online.

A hybrid course is a course that combines 30% to 70% traditional, face-to-face weekly class time with online, out-of-class course work. Hybrid instructors determine what instructional activities are offered online or face-to-face depending on the learning goals, course objectives, content, and available resources.

CREDIT LOAD	UNDERGRADUATE	GRADUATE
Full-time Online Programs	12	6
Half-time Online Programs	6	3
Full-time Residential Programs	12	8
Half-time Residential Programs	6	4

Catalog Statute

A credential candidate may opt to fulfill the requirements of any university catalog that came after, not before, the catalog at the time of matriculation into a specific program. (See also readmission policy, [Readmission, Reactivation](#) and degree statute of limitations, [Awarding a Credential](#).)

Catalog Effective Dates

The university catalog is an annual publication effective from the fall semester through the subsequent summer semester. A student is notified of amendments to a degree, major, minor, and concentration requirements, and they are posted as an addendum to the specific year’s catalog on the registrar’s website. A change to a program or policy will be posted as an addendum to the catalog.

Program of Study

A program of study, also known as a degree program or academic program, includes two or more course requirements leading to a credential. Programs of study are offered as residential or online. Programs of study offered through the College of Graduate and Continuing Studies (CGCS) cannot be combined with non-CGCS programs.

English Language Accommodations

Accommodations are available to support English language proficiency development. All residential undergraduate non-native English speakers are normally eligible, and accommodations will be allowed for undergraduate students taking residential or CGCS classes. Eligibility will customarily expire at the end of the first semester of accommodation but may be continued on a semester-to-semester basis. Eligibility, accommodations, and English placement for residential undergraduate students are overseen by both the Center for Academic Success and Achievement (CASA) and the International and Multilingual Curriculum Coordinator for the Department of Global Humanities.

Allowable Academic Accommodations

- Reasonable extensions of time on assignments if appropriate tutorial assistance is in process.
- Reasonable extensions of time for examinations, with or without a reader, that is administered by the CASA.
- Reduction of credit penalty for written errors consistent with developing language proficiency including misspellings, word usage, sentence structure, and punctuation, except in coursework where those skills are being assessed directly.
- Alternative assignments to support spoken language and class participation except where those skills are being assessed directly.
- Use of a recording device for course lectures and/or discussions to enhance listening comprehension.

Student Responsibilities

To apply for accommodations, residential undergraduate students must contact the Coordinator for Multilingual Student Resources at the Center for Academic Success and Achievement. Each semester, residential undergraduate students must process an accommodations request form and a release form to authorize the CASA to send the eligibility letter to all necessary course faculty.

Placement of Multilingual Students into Academic English Elective Courses

The Department of Global Humanities offers elective classes to support academic English proficiency. Interested residential undergraduate students may register for them in consultation with their advisers. Some incoming residential undergraduate students are preregistered for an elective Academic English language course. Preregistered residential undergraduate students may drop or withdraw from the Academic English language course.

Incoming residential undergraduate multilingual students are preregistered based on the section scores of academic English proficiency tests. Because participation in university courses requires advanced-level proficiency in a variety of language skills, residential undergraduate students will be preregistered if their TOEFL

(or equivalent) section scores fall in the “low,” “intermediate,” or “fair” ranges. If a student has no English proficiency test scores, placement is based on other records accepted by the Norwich University Department of Admissions.

The levels of the TOEFL section scores can be viewed here: <https://www.ets.org/toefl/ibt/scores/understand/>

Exceptions

Exceptions may occur in special circumstances involving international inter-institutional agreements with partner universities, new pathway programs and/or other international agreements that would warrant exceptions. All such exceptions must be codified in a Memorandum of Understanding (MOU) among participating parties and have appropriate approvals in accordance with the agreement. Any MOU must be executed through the International Center, after consultation with the International and Multilingual Curriculum Coordinator and CASA regarding exceptions set forth in any MOU.

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended

Sets forth requirements regarding the privacy of student records. Specifically, FERPA governs:

- The disclosure of education records maintained by an educational institution; and
- Access to these records
- Notification by the institution to students of their FERPA rights

Further information can be found on the [US Department of Education Family Policy Compliance Office website](#).

Definitions

Education Records

Records, handwritten or in any media, (including conduct records) that are directly related to a student and maintained by Norwich University, or by a party acting for the institution. Records not protected by FERPA include:

- records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute.
records maintained by Norwich University security/law enforcement unit which are the sole possession of the unit.
- records of employment which relate exclusively to individuals in their capacity as employees (records of students employed by Norwich University as a result of their status as students are education records, e.g., work-study).
- records created or maintained by a physician, psychiatrist, or other recognized professional acting in his or her professional capacity (including counseling and health records).
- alumni records that contain information about a student after s/he is no longer in attendance at Norwich University, and which do not relate to the person as a student.

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- records created, or maintained by a physician, psychiatrist or other recognized professional acting in his or her professional capacity (including counseling and health records)
- alumni records which contain information about a student after s/he is no longer in attendance at Norwich University and which do not relate to the person as a student.

Student

A person, who attends a Norwich University credit or non-credit course, regardless of age.

Enrolled Student

An enrolled student is defined by having a student record and confirmation of participation.

Directory Information

Norwich University considers the following Directory Information and may release this information without the written consent of the student.

Full Name	Major or Program	Most recent educational institution attended
Full or Part-Time Status	Home Town	Participation in Official Recognized Activities & Sports
Norwich Mailbox Number	Anticipated Graduation Date	Email Address, University assigned
Lifestyle (civilian or military)	Athletic Achievements	Athlete Height & Weight
Withdrawal Date	Class Level	Dates/Terms Enrolled
Credential Awarded, Date	Graduation Status	Awards and Honors Including Cadet Promotions
Photographs		

The Solomon Amendment

This law requires universities to release the information listed below regarding enrolled students, 17 or older, to the military for recruitment purposes. A student may restrict this disclosure to the military only by restricting all disclosure of Directory Information.

Name	Date and Place of Birth	Most recent educational institution enrolled in by the student
Degrees Received	Academic Majors	Address
Telephone Listings	Levels of Education	

Student Restriction of Directory & Non-Directory Information

A Student may submit a "FERPA Hold" form to the Registrar's Office to prevent directory and non-directory information from release. When a FERPA Hold is active, no information regarding this student will be released to any person or published in publications (this includes the Commencement program and Dean's list). This form is valid until it is rescinded in writing by the student.

Student Release of Non-Directory Information

A student may authorize the release of non-directory information to anyone they so choose by electronically entering the person's name and relationship to the student via the electronic Enrollment Verification form. The authorization is valid until rescinded in writing by the student. In most cases, the Registrar's Office will release non-directory information.

Disclosure of Non-Directory Information

Upon request, Norwich University may disclose education records, without consent, to officials of another institution that a student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.

Norwich University may disclose non-directory information from a student's education record, without the student's written consent, to school officials who have a legitimate educational interest in the records, or to certain other individuals or organizations, as specified below. The release of information to those described below does not constitute authorization to those individuals or organizations to share that information with a third party without the student's written consent. The Registrar shall decide the legitimacy of requests for permissible disclosures of student information.

A school official is:

- A person, organization, or company who is employed by, contracting with, or properly authorized by Norwich University, to perform administrative, supervisory, academic, research, or support functions for the University.
- This definition includes, but is not limited to:
 - law enforcement personnel
 - health staff
 - certain appropriate students
 - field supervisors
 - contractors, such as attorneys, auditors, or collection agents
 - those properly authorized to serve as official board or committee members; or
 - any others (such as volunteers) properly authorized to assist another school official in performing his or her professional responsibilities for Norwich University.

- A school official must abide by all applicable policies and procedures regarding confidentiality of education records.

A school official has a legitimate educational interest if:

- The official needs to review an education record to fulfill his or her professional responsibility. Those professional responsibilities may include, but are not limited to:
- Performing a task that is specified in his/her position description or by a contract agreement
- Performing a task related to a student's education
- Performing a task related to the academic or behavioral conduct of a student
- Conducting research that benefits students and/or the University.

Other permissible recipients of such disclosures are:

- The US Department of Education, the Comptroller General, state or local educational authorities
- Organizations conducting certain studies for, or on behalf of Norwich University Organizations conducting research for educational agencies or institutions for developing, validating or administering predictive tests; administering student aid programs; and improving instruction.
- Accrediting organizations
- Comply with a judicial order or lawfully issued subpoena, including ex parte orders under the US Patriot Act.
- Appropriate parties in a health or safety emergency
- A victim of a crime of violence or nonforcible sex offense when the information is related to the final results of the disciplinary proceeding conducted by Norwich University
- Those who seek sex offender registry information from those required to register as sex offenders under state or federal law
- Officials at other institutions in which the student has already enrolled or seeks to enroll in
- International sponsors
- State and local officials to whom information is specifically required to be reported by a state law as permitted by FERPA.
- Records may be released to parents in a health or safety emergency; where the student has been found in violation of Norwich's code of conduct relating to the use of alcohol or a controlled substance if the student is under the age of 21, or submission of evidence that the parent(s) declare the student as a dependent on their most recent Federal Income Tax form.

Valid Subpoenas

If the Registrar is served with a valid subpoena requesting student information, the Registrar *must* comply with the request. Before doing so, the Registrar shall attempt to notify the student of the subpoena in advance of compliance so the student may seek protective action, unless the disclosure is in compliance with a subpoena issued by an agency that has ordered the contents of the subpoena, or the information furnished in response to the subpoena, not be disclosed.

Deceased Students

Information on deceased students *may* be made available to survivors or third parties via a request to the Registrar. An individual student's rights under FERPA are no longer valid upon death of that student.

Record of Request for Disclosure

Norwich University must maintain a record of each request, with the exceptions listed below, for access to, and disclosure of, personally identifiable information from education records. The record of each request for access and each disclosure must contain the name of the parties who have requested or receive information and the legitimate interest the parties had in requesting or obtaining the information.

A record *does not have to be kept* if the request was made by or disclosure was made to:

- An eligible student
- A school official who has been determined to have a legitimate educational interest
- A party with written consent from the eligible student
- A party seeking directory information only
- A student serving on an official committee or assisting another school official

Thus requests for, or disclosure of education record information without a student's written consent, which Norwich University is *required to record*, would include, but is not limited to:

- Disclosure to the parent (either custodial or noncustodial) of an eligible student
- Disclosure in response to a lawfully issued court order or subpoena
- Disclosure for external research purposes where individual students have been identified
- Disclosure in response to an emergency

These records must be maintained with the education records of the student as long as the records are maintained by Norwich University.

Student Right Under FERPA

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review educational records; requests will be complied with no later than 45 days from the date of the student's written request, which is to be directed to the Registrar's Office. Students do not have the right to receive a copy of their record unless failure to do so would prevent them from inspecting and reviewing their record, such as when the student no longer lives within commuting distance. The Registrar may arrange for these students to inspect the requested records at a college or university located closer to the student.
- The right to request the amendment of education records, which the student believes are inaccurate, misleading or ' otherwise in violation of the student's rights of privacy. If the Registrar does not agree with the student's request to amend his/her education records, the student may submit a written request to the Dean of Students Office asking for a formal hearing on his/her request. The Dean shall make the final decision regarding the student's request. If the student disagrees with the decision of the Dean, he/she may submit a written statement which will be placed in his/her official record commenting on the disputed information.

- The right to give or to withhold consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- The right to file with the US Department of Education a complaint regarding Norwich University's compliance with the requirements of FERPA;
- Records relating to individuals who apply for admission but are not admitted or do not enroll are not protected by FERPA; and
- The right to receive notification of rights granted by FERPA.

Student Notification

1. New and continuing students are notified of their FERPA rights prior to each semester through either, orientation, the electronic Enrollment Verification process, or an annual FERPA announcement.
2. New on-line students are notified of their FERPA rights through Orientation. Continuing on-line students are emailed an annual notice.
3. Students are further notified of FERPA rights on the Registrar's website <http://www.norwich.edu/registrar/>
4. Everyone can access Norwich's Student Data Privacy (FERPA) policy at <http://www.norwich.edu/registrar/>

The Office of the Registrar is the primary contact for all student information inquiries. Elements of this policy may be listed within the student handbook, code of conduct, BannerWeb and the University Catalog. To file a FERPA data breach, please submit a [form](#).

Final Course Examination

A final assessment or activity shall be administered in every course. The last week of the fall and spring full semesters is designated as Final Exam Week. The final exam schedule is posted on the Registrar's SharePoint site. A student with a mitigating circumstance or with more than two final examinations on one final exam day may submit a Final Exam Change Request.

Academic Forgiveness

Grade Forgiveness

Grade forgiveness supports a student transitioning from the declared program of study to a different program of study. The following guidelines and requirements must be met:

1. Grade forgiveness is permitted one time at each degree level: associate, bachelor, and master. If later the student transitions into another degree program, grade forgiveness is not permitted.
2. The student must officially change their program of study (change of major) at the same time or before submitting a Grade Forgiveness Petition.

3. A maximum of four (4) courses will be forgiven at the undergraduate level and a maximum of two (2) courses at the graduate level.
Selected courses may not fulfill requirements for the General Education Goals, Bachelor of Arts Supplement, or a major, concentration, minor, or certificate program.
 - A forgiven course will appear on the academic transcript with the original grade earned but designated as “Z-grade” and may be calculated by graduate/ professional schools or potential employers if they so choose.
 - The credit hours of forgiven courses are not calculated into the quality points for cumulative grade point average computations.
 - A student declaring a new program of study in which previously excluded quality points are now required, the student will complete the revocation of grade forgiveness form and the course(s) the quality points will count in the grade point average.
4. A student who is on academic warning or probation and granted grade forgiveness will remain on academic warning or probation and must follow the Academic Standing policy.
5. Forgiveness is not applicable to students on academic suspension. A student must be readmitted and active before completing the Grade Forgiveness Petition.

Academic Forgiveness

The Academic Forgiveness program provides a second opportunity to any former Norwich University student who has experienced past academic difficulties to have a fresh cumulative grade point average. The policy is for undergraduate students. Academic Forgiveness may have an impact on financial aid; a student should contact the Student Financial Planning office to understand their specific situation.

Eligibility

1. A student must have been absent from the university for a period of 24 consecutive months.
2. A student has not earned a bachelor's degree or equivalent.
3. Upon readmission, a student must complete no fewer than 12 credits of academic work and maintain a minimum GPA of 2.0.

A student who meets the eligibility requirements will be able to suppress quality points with earned grades below a “C” at Norwich University taken prior to being granted academic forgiveness. While the quality points will not be tabulated, the course may fulfill requirements as stipulated in programs of study requirements, or as electives. Grades of “C” or better are not altered and will be used toward degree requirements as applicable. Graduation requirements shall be those listed in the catalog at the time of re-entry, NOT in the catalog at the time the student originally matriculated. A student will be approved for academic forgiveness only once during their academic career. There is no guarantee, expressed or implied, that the academic forgiveness policy will be recognized by any other college or university.

Requirements:

A student who is interested in pursuing Academic Forgiveness must complete an online petition form and submit it to the Committee on Academic Standing and Degrees. The deadline to submit a completed petition is after a minimum of 12 credit hours, but not more than 32 credit hours taken since re-enrollment at Norwich. This must include:

1. Formal Letter – Explaining how Academic Forgiveness will support your academic success and degree completion.
2. Summary of Past Academic Record – Detailing the circumstances that led to previous academic difficulties.
3. Supporting Documentation – Any relevant documentation related to the rationale noting impacting academic difficulties.
4. Employer Recommendations (optional) – Letters supporting your development and progress since leaving Norwich.
5. Advisor or Faculty Letter – From a Norwich academic advisor or faculty member describing your academic progress and potential for success.

Process:

- The student's record will be inscribed with the notation "Academic Forgiveness Granted (date)."
- Eligible coursework taken prior to readmission will appear on the transcript as "X-grade" and can be calculated by graduate/ professional schools or potential employers if they so choose.
- The granting of Academic Forgiveness does not supersede a suspension or dismissal policy. Any suspension or dismissal that occurred in the past shall remain recorded on the student's permanent record.
- Re-entry into any program is not automatic. The granting of Academic Forgiveness may not supersede the admissions requirements of certain programs, which require a specific minimum grade point average based on all coursework.

Academic Honors

The following academic honors categories are open to undergraduate students who are a full-time status, tabulated from graded courses at the undergraduate level.

Dean's List Recipients

A semester grade point average of at least 3.40 is awarded the Dean's List honors. Dean's List honors are noted on the official transcript each term earned. Refer to the Incomplete Grade statement for an Academic Honor.

Distinguished Academic Merit

A merit pin is provided to a degree seeking student enrolled in a campus-based program recognized on the President's or Dean's List. Refer to the Incomplete Grade statement for an Academic Honor.

President's List Recipients

A semester grade point average of 4.0 is awarded President's List honors. The President's List honor is noted on the official transcript for each term earned. Refer to the Incomplete Grade statement for an Academic Honor.

University Scholars

A degree seeking student enrolled into a campus-based program earning a cumulative grade point average of no less than 3.60 for the previous academic year is recognized as a University Scholar at the Fall Convocation ceremony. An incomplete grade must be finalized by the time the list is presented to be eligible.

Incomplete Grade or Change of Grade Statement for Academic Honors or Combined course levels

A President and Dean's List eligible recipient is determined at the conclusion of the academic semester. Upon release, there is no additional monitoring. A student with an Incomplete is ineligible to receive an Academic Honor. A student may inquire a notation on the student record with the Office of the Registrar in the event a change of grade elevates the semester grade point average to the established criteria, or if their combined course level enrollment may achieve eligibility.

Latin Honors

At the time of degree conferral, an undergraduate student will be eligible for Latin Honors, using only Norwich University credits when the following is met:

- Summa Cum Laude honors = cumulative GPA of 3.8 to 4.0, or
- Magna Cum Laude honors = cumulative GPA of 3.6 to 3.79, or
- Cum Laude honors = cumulative GPA of 3.4 to 3.59.

Latin Honors for Commencement exercises are determined using the grades earned through the second to the last semester prior to the graduation date. The diploma and transcript will include the Latin Honor calculated at the time of degree completion.

Grades

Minimum Grade Standards

Minimum grade standards will be stated for each program. Unless otherwise stated; a grade of D- or higher will fulfill the requirement. Refer to each degree requirement and program requirements within the academic catalog.

Attempted Credits

Any course for which a student is registered beyond the last day to drop a course without a record is considered attempted and a final grade will be assigned (see also Registration, Quality Points and Satisfactory Academic Progress for Financial Aid).

Undergraduate Grading Scale

LETTER GRADE	NUMERIC GRADE
A	93-100
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99
C+	77-79.99
C	73-76.99
C-	70-72.99
D+	67-69.99
D	63-66.99
D-	60-62.99
F	0-59.99

Eligible grades for a Norwich course are the following: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, FN, Pass (P), Satisfactory (S), Satisfactory Progress (SP), Audit (AU), Unsatisfactory (U) at all course levels. The syllabus will state the eligible grade assignments in addition to course grade requirements. Each course within a graduate program will determine the course's grading scale.

Quality Points

Grade values are as follows: grade of A= 4.0; A-= 3.7; B+= 3.3; B= 3.0; B-= 2.7; C+= 2.3; C= 2.0; C-= 1.7; D+= 1.3; D= 1.0; D-=0.7, F= 0.0, FN= 0.0, WF= 0.0. Grades of AU, E, I, P, NG, T, U, S, SP, and W do not carry quality points and therefore are not calculated into the grade point average.

A grade of FN and WF both represent a failing grade. FN is typically awarded when a student did not submit enough assignments to provide a full evaluation of work to earn a higher grade. WF is assigned when the student requests to withdraw after the last day to withdraw. Financial Aid is required to review grades of F, FN, WF, and W to ensure the student maintained academic participation throughout the duration of the course. (See also Course Withdraw and Financial Aid policies)

The grades of S and U have no equivalent grade values and are available only in pre-approved courses. The course syllabus will establish the requirements to earn a satisfactory or unsatisfactory grade for the course. A student cannot request this grade.

The grade of SP signifies satisfactory progress and can be used in a course that meets over multiple semesters or terms such as a thesis course. The grade is a placeholder until the course is complete.

A grade of NG is assigned by the Registrar's Office on an interim basis when a grade is not submitted by the deadline.

Point Average

At each level of enrollment, the cumulative grade point average is derived by dividing the total number of graded hours for which a student has officially registered by the total number of quality points earned. The average is never rounded although it is truncated to the tenths or hundredths. The semester grade point average is calculated in the same way.

Repeat Course Grade

A student is permitted to repeat a course in an attempt to improve their GPA before graduation; however, the credit will be used towards degree requirements once. A course that is repeatable for credit will be noted in the course description. The cumulative point average will reflect only the highest course grade, although all grades will remain on the transcript. The course must be repeated for the same number of credit hours, and title when topics, at Norwich University. A course repeated more than once will be treated as a separate course and will not replace a previous grade. Repeated courses for which credit was earned will not accumulate additional hours towards graduation unless the course is designed to be a repeatable course. In order for a student who obtains permission to repeat a course as a transient (non-Norwich course) student to earn credit, the course must meet the Transfer Credit policy. The transfer grade will not be calculated into the student's grade point average although the replaced credits will apply toward graduation credits. A Transient Course Permission form is required (see also Transfer Credit Policy).

TRANSCRIPT NOTATION	MEANING	
I	Grade is included in the GPA	
E	Grade is excluded in the GPA	
A	The course was repeated Cannot carry credit towards degree requirements Grade is included in the GPA	

Audit

A student who wishes to attend a class but does not want to receive a grade for course credit may register as an auditor. A student must declare auditor status in a course by the "Last Day to Add Classes." This date is listed in the Academic Calendar. The degree of class participation required will be determined by the student and instructor and listed on the audit form, available on the Registrar's SharePoint site. The completed audit form will remain on file in the Office of the Registrar. The class audited will be noted on the transcript, and the instructor will award the grade of "AU" when the performance requirements outlined on the audit form are fulfilled, and the grade of "U" when the student fails to meet the requirements. A "Credit by Challenge Examination" is not permitted after taking a class for audit credit. An audited course carries no attempted hours and may not be used toward degree requirements (see also Tuition and Fees).

Pass/Fail Option (P/F)

An undergraduate student may complete no more than six courses graded as Pass/Fail. A student may not take all of their courses in a single semester as pass/fail. Up to two courses taken as pass/fail may fulfill General Education or BA requirements. A grade of pass/fail cannot be used in courses required for a major, minor, or concentration. To select the pass/fail option will complete a pass/fail form on the Registrar's SharePoint site no later than the deadline to withdraw from a course.

To receive a Pass (P) grade, the student's work in the designated course must be of at least D- quality. Work below a D- will receive a grade of F. A grade of P will earn course credit but is not included in quality point computations. The grade of F is a letter grade and is included in quality point computations.

Incomplete Grades (I)

A student may request an Incomplete grade when extenuating circumstances, such as university-authorized absences caused by illness, emergency, or deployment interfere with completing the course at the end of the semester or term. Students must have completed at least 60% of the course content at a level that demonstrates the student's ability to finish the outstanding work at a satisfactory level. An Incomplete grade, assigned by the Registrar's Office upon the receipt of the approved Incomplete Grade Form/Contract, is only assigned at the end of the semester.

An Incomplete grade may not be assigned for failure to submit required work, not attending class, regular leave, or detached service. The deadline for completing an Incomplete will be determined between the instructor and student and will not exceed 90 days from the last day of the semester during which the grade was assigned. Final approval is granted by the course department administrator.

Exceptions to the dates listed above can be granted to students who are deployed. See the Military Accommodation Policy for deployment-related circumstances.

Once the student has submitted the outstanding work, the instructor must request a change of grade. If the instructor does not request a change of grade within 72-hours of the deadlines listed above, the Registrar's Office will record the final grade provided by the instructor on the Incomplete Grade Form/Contract.

An Incomplete grade is not satisfactory for the purpose of fulfilling a pre-requisite. Incomplete grades are excluded from the computation of total credits and grade point averages (See the President's and Dean's List and/or academic achievement policies).

Grading Practices Notification for Students

Course syllabi must designate the method of grading in the course and the weight that is attached to all course requirements.

Grade Reporting by the Faculty

Faculty enter grades for all campus-based courses twice during the semester. Mid-semester grades are entered on, or before, Monday of the eighth week of the Fall and Spring semesters, in accordance with the Academic Calendar for residential programs. Mid-semester grades are not entered on the permanent record and are reported for the sole purpose of assisting students in assessing their academic status at mid-semester.

Final grades are entered at the conclusion of the semester. These grades are posted on the permanent academic

record. Final grades must be entered within seventy-two hours of the last day of final examinations. Grades for graduating students may have an earlier deadline. The grade submittal due date is posted on the academic calendar and is communicated by the Registrar's Office. Faculty will maintain course grade records for a minimum of one year. Faculty leaving the employment of the University will submit these grade records to their respective department chair or school director.

Grade Notification

After grades have been entered, students may view their grades in Banner Web. After a period of about one week, a student may review their grades and current GPA on their academic transcript. The university does not mail grades or provide grades over the phone in compliance with the Data Privacy (FERPA) policy.

Academic Warning at Mid-Semester

Residential campus programs will provide an academic warning notice to a student who is failing two or more courses at mid-semester. First-year students who receive this notice must work with staff in the Center for Academic Success and Achievement on a plan to complete the semester successfully.

Grade Change/Appeal

Course grades are calculated and assigned by the instructor teaching the course according to the grading criteria on the syllabus. Once a student's final grade has been officially recorded by the Registrar, the grade may be changed if, (1) a new grade has been determined under the Norwich University Student Grade Appeal Policy or (2) a grade of Incomplete is replaced with a letter grade as specified in the current Norwich University catalog, or (3) an error in computing or in recording the grade has been identified by the instructor and has been verified by the instructor and the department chair or director.

A grade change entered for a course in the previous term will affect academic standing for the previous term; but no student will be academically suspended within the current semester due to a grade change.

Grade Appeals

Grade appeals are reserved for final course grades only and not for grades on individual assignments in a course. Requests for a change of final grade must be made within 120 days of when the final grade was awarded.

1. All final-grade appeals must begin with a written request from the student to the instructor.
2. If a resolution is not achieved with the instructor or the instructor does not respond in a timely way, the written grade appeal may be filed with the next-level supervisor.
3. Failing resolution with the supervisor, the student may submit an Academic Petition to the Dean of the College, or designee, in which the course resides.
4. The Dean's decision may be appealed to the Committee on Academic Standing and Degrees accompanied by all supporting documents. The decision of the Committee on Academic Standing and Degrees is final.

Academic Grievance

A student who has a complaint related to academics may submit a grievance. Also refer to any applicable student handbook and its guidelines specific to that area or department's procedure.

Steps

- To begin the grievance process, discuss your desired resolution with the person in question.
- When a mutually agreeable solution is not reached, a written appeal with the desired outcome must be provided by the student to the next-level supervisor. The student can repeat this process if a mutually agreeable solution still has not been reached and ultimately ends with the Provost. The Provost will review the material, arrange additional discussion as necessary, and provide a response.
- When the original grievance is against the Provost, the grievance will be reviewed by the President.

Integrity Standards

Academic Dishonesty Policy

A student suspected of academic dishonesty will be subject to a formal university process to determine if they are responsible. If found responsible, they will receive a sanction associated with the assignment or course.

Academic dishonesty is any behavior intended to promote or enhance a student's academic standing at the University by dishonest means. Acts of academic dishonesty are offenses against established standards of the academic community and the University's Honor Code. All suspected acts of academic dishonesty are initially subject to review by the Academic Integrity Officer (AIO).

Acts of academic dishonesty are considered cheating under the University's Honor Code, and include, but are not limited to, the following:

- Submitting work done by another as one's own.
- Submitting academic work for credit more than once, whether in whole or in part, in the same course or different courses without the approval of the instructor who is responsible for assigning credit to the work.
- Giving or receiving unauthorized aid on any assignment or examination
- Unauthorized Artificial Intelligence Use
- Altering any University form, record, or document, or forging the signature of any University instructor or official.
- Interfering with, or attempting to interfere with, the access of others to the University computer system, or any part thereof, copying computer files, diskettes, programs, software, or manuals without proper authority, or tampering in any way with the integrity of University records or systems.
- Interfering with, or attempting to interfere with, the fair and equal access of others to the use of the University libraries or other academic resources.
- Committing plagiarism, which is the use of words, ideas, concepts, or work of another, without proper acknowledgment.
- Using false citations.
- Submitting false data.
- Copyright infringement.

All suspected acts of academic dishonesty will be reported promptly to the AIO. Upon receipt of the report, the AIO will communicate with the student to review the charge. The student will have the option to accept or deny the charge.

Academic Integrity Procedures are sent to students upon notification of the report of an incident of academic dishonesty in a Norwich University course. If a student accepts responsibility or is found responsible, they will be found responsible for violating the University Honor Code.

The Academic Integrity Committee

The Academic Integrity Committee (AIC) is comprised of faculty and staff from residential and online programs and is chaired by the AIO. The AIC is responsible to the Faculty Senate for the implementation of University regulations involving violations of academic integrity. Decisions of the AIC may be appealed to the Senior Associate Provost.

Integrity Standards

The Honor Code

As a senior military college, Norwich University holds to a set of Guiding Values, among which are integrity, duty, courage, respect, and service. The university expects that, in all their contacts, interactions, and other involvement with university courses, personnel, and resources, students will conduct themselves in a manner consistent with those Guiding Values.

Every Norwich University student commits to abide by the University Honor Code: ***A Norwich student will not lie, cheat, steal, or tolerate those who do.*** This is particularly important in all classrooms, where students must ensure that all work is their own, sources are properly referenced in all assignments, and they have reviewed and understand the University's academic integrity policies. (See also the Academic Dishonesty policy.)

The Norwich University Honor Code is based on the principles that a student will not evade the truth, deceive, or tolerate those who do. Stated in even simpler terms, the Honor Code requires that every student conduct himself or herself at all times in a completely honest and forthright manner. The fundamental nature of these principles precludes the necessity of legislating detailed regulations to govern conduct in matters of honor, since a student is either honest or not.

It is assumed that all students will abide by the Honor Code. Instructors may require students to write and sign either of the following statements, or such other words as shall convey the same or similar meaning, as part of any assignment submitted for academic credit: "I have neither given nor received unauthorized aid on this assignment." Signed/"I certify that this is my own original work, prepared for this assignment only, without any form of unauthorized aid."

Failure to write and/or sign any pledge will not excuse any student from a violation of these regulations.

Student Conduct and Discipline

The College of Graduate and Continuing Studies academic programs do not have a separate Student Handbook addressing behavior outside of the classroom. To that end, the following discipline section pertains to a student admitted to a College of Graduate and Continuing Studies program. A student in a residential program must abide by the appropriate student handbook.

Prohibited Actions and Behaviors

In order to ensure a safe, respectful learning environment for all students, the College of Graduate & Continuing Studies has identified the following actions and behaviors that are not congruent with the **Vision, Mission, Guiding Values** and are not acceptable in any university-sponsored classes, activities, or interactions with university faculty, staff, or fellow students.

- Falsification of, or misrepresentation in, official university documents related to matters including but not limited to:
 - Admission to the University;
 - Eligibility for and use of financial aid;
- Eligibility to participate in any Norwich University-sponsored activity;
- Eligibility to graduate and to represent oneself as a graduate of Norwich University.
- Acts or threats of violence against any Norwich University student, faculty member, or staff member;
- Theft or attempted theft of any Norwich University resources or property, including intellectual and virtual property;
- Acts or threats of vandalism or destruction of any Norwich University resources or property, including intellectual and virtual property;
- Attempts to defraud Norwich University;
- Making false allegations against any Norwich University student, faculty member, or staff member;
- Creation of a hostile environment that interferes with the conduct of university classes, activities, or business, and/or the maintenance of a safe, respectful learning environment, by means including but not limited to:
 - The written or spoken use of words or phrases that a reasonable person would agree are derogatory references to personal characteristics including, but not limited to:
 - Gender
 - Age
 - Race/Ethnicity
 - Religion
 - National Origin
 - Sexual Orientation
 - Personal or Physical Limitations
 - Political Affiliation
 - Veteran Status
 - Shouting, cursing, or other attempts at intimidation in communications with a Norwich University student, faculty member, or staff member;
 - Repeated communications or attempts at communication with a Norwich University student, faculty member, or staff member after a request has been made that such communications cease;
- The commission of, or the indictment or conviction for, a felony offense under state or federal laws.

Nothing herein shall limit Norwich University's ability to report actions by students that violate local, state, or federal laws to the appropriate legal authority.

Sanctions

The Dean of Students, Deputy Commandant, or designee may impose one or more of the following sanctions for behaviors or actions of the type described above:

1. A written warning to the student;
2. A written reprimand to be included in the student's permanent record;
3. Academic grade penalty;
4. Restitution work hours;
5. Reading, reflection, and writing assignment and/or presentation;
6. Removal from organization/team and/or leadership billet;
7. Administrative withdrawal from a course or other university activity in which the violation occurred;
8. Financial restitution for the value of services/items stolen/misappropriated;
9. Disciplinary probation;
10. Suspension from the university for a period of up to one calendar year; and/or
11. Permanent expulsion from the university.

Procedures

- Right to Report. Any Norwich University student, faculty member, or staff member may report an alleged behavior or action of the type described above as prohibited actions and behaviors.
- Reporting Entities.
 - A student should report the alleged behavior or action to his/her enrollment advisor or student services advisor.
 - A faculty member should report the alleged behavior or action to his/her academic program director/manager/coordinator.
 - A staff member should report the alleged behavior or action to his/her immediate supervisor.
 - The enrollment advisor or student services advisor, or the immediate supervisor, will report the alleged behavior or action to the program director/manager/coordinator of the program in which the student accused of the behavior or action is enrolled.
- Reporting Procedure. Allegations are to be reported in writing and accompanied by evidence of the behavior or action. Evidence may include screenshots, email, witness account, or any other type of evidence.
- Review of Evidence.
 - If, after reviewing the allegation and evidence, the academic program director/manager/coordinator finds that it is reasonably likely the behavior or action has occurred, he or she will notify the student in writing of the allegation and instruct the student to cease or correct the behavior.
 - If, after reviewing the allegation and evidence, the academic program director/manager/coordinator finds that it is reasonably likely the alleged behavior or action has not occurred, he or she will notify the individual reporting the behavior or action of the finding.
- Emergency Action. Notwithstanding the hearing procedure below, in cases where the behavior or action constitutes a threat to any Norwich University person or a substantial interference in the conduct of any university activity, the dean of the college may immediately suspend the student from access to all university systems and activities pending a review of the situation.

- Disciplinary Hearings. A student who has been suspended or expelled may request a disciplinary hearing within two weeks of receiving notification of the sanction. A program director/manager/coordinator may also request a disciplinary hearing if the behavior or action continues after a student has been instructed to cease or correct it.
 - Within 30 days of the request, a disciplinary hearing will be convened by the appropriate associate dean, who will conduct the hearing but will not have a vote.
 - The Hearing Panel will consist of the following three persons:
 - The director of student success and retention of the College and Graduate and Continuing Studies;
 - An academic program director/manager/coordinator of a different program; and
 - A college staff member who is not the originator of the allegation.
 - The originator of the allegation will attend the hearing in person or via telecommunication, as will the student accused of the behavior or action. Both persons will be allowed to make statements and present either supporting or exculpatory evidence during the hearing.
 - After reviewing the statements and evidence the Hearing Panel will vote on whether the behavior or action occurred and whether it is unacceptable in accordance with section above outlining prohibited actions and behaviors. If a majority of the participants vote no, the hearing will end. If a majority of the participants vote yes, the associate dean will call for a second vote on a recommended sanction. The associate dean will then refer the recommendation to the dean of the college for action.
 - A student who receives a sanction of suspension or expulsion from the university that is not overturned by the Hearing Panel may appeal the sanction to the provost of Norwich University who reviews the matter on the record. The provost's decision is final and not subject to appeal.

Integrity Standards

Intellectual Property

In general, the student, not the university or any instructor, owns intellectual property created solely for the purpose of satisfying a course requirement. Exceptions to this policy occur when/if:

- a student is enrolled in a program that uses the student's employer as a lab site for assignments; the employer may assert ownership rights of the student's work in the seminar or course that is directly or indirectly related to use of the employer's business.
- a student assigns ownership rights of the intellectual property to the university in writing
- written assignment of intellectual property ownership rights to the university is a condition for participation in a seminar or course.
- a student prepares case study reports that involve the university's corporate learning partners; the university owns the intellectual property rights to these reports.
- a student's assigned research projects are funded by outside sponsors and the sponsor requires ownership of the intellectual property the student produces as a condition of sponsorship; the university will so advise the student before the project commences. Students will be required to sign a waiver prior to beginning the project.

The university owns the answers and questions on tests and examinations, unless otherwise indicated by the seminar or course instructor. Tests and examinations include, but are not limited to print, electronic, and audio or visual formats.

The university must maintain files of student work for accreditation purposes. Further, some accrediting agencies require that the university hold original copies of student work. In such cases, the university asserts its right to retain possession of a student's work. An exception may be made for a written and executed non-disclosure agreement regarding student work which contains proprietary corporate information. Retention of a student's work for purposes of accreditation is not an assertion of ownership.

The Award of a Credential

The University awards the following degree levels: associate, bachelor, and master. Additionally, program of study certificates are awarded at the undergraduate and graduate levels.

Definition of Credential

The degree or certificate is an academic credential. A credential is awarded when national and state regulations are met as well as stated degree requirements and/or academic program requirements. The credential is issued as a diploma or certificate and on an academic transcript.

Credential Completion Statute of Limitations

A student must satisfy a program's requirements with a declared catalog year that is no more than 150% of the degree length as defined by the federal government in credit hours. For example, a student enrolled in a four-year program must follow requirements listed in a catalog year within 6 years at the time of the credential completion.

Programs leading to licensure or is governed by specialized accreditation may require a declared catalog within fewer years, in addition to retaking outdated courses.

Graduation

Graduation is the completion of all credential requirements as recorded on the official transcript.

Conferral

Conferral, also known as credential completion, is evaluated on a rolling basis and once completion is certified, the completion date will be recorded on the student record. Coursework deadlines are the last day of the semester/term. The posted credential award date is the last day of the semester or term. Credentials are distributed at the close of each semester or graduate term. For further information on the required outstanding coursework and credential distribution, please contact the Office of the Registrar. No credential shall be conferred, or awarded until the Registrar's Office verifies that all requirements are met. The Registrar, in conjunction with the President and the approval of the Board of Trustees, awards credentials. An act deemed by the University as egregious can result in the act of revoking a conferred credential or the conferral of a credential.

Graduation Application

A graduation application is required for each certificate and/or degree and major sought. An application for program completion during the spring or summer term is due October 1, and the fall or winter term is due March 1. At the time of application, a fee will be assessed. A candidate with an active application who communicates with the Registrar's Office they must defer to a future end term, will have the application carried forward for no more than one semester or term. Thereafter, the application will become inactive requiring a new application and fee assessment.

Diploma/Certificate

The diploma and/or certificate (8.5" x 11") is a commemoration of achievement which includes replacement diplomas. Official certification is posted on the official transcript or through the certification service of the National Student Clearinghouse (NSC). An electronic diploma or certificate that is released with a date stamp released by the Registrar's Office is also considered an official document.

The diploma is printed with the degree, major, and, when applicable, Latin Honor. For an eligible student, the Military College of Vermont (MCV) designation will be labeled on the diploma. The certificate is printed with the certificate program name. The printed student name is taken from the graduation application. Most often, this is the student's legal name; however, an alternate name may be given. The University reserves the right to deny a non-legal name.

Commencement

Commencement is the ceremony that celebrates the completion of a degree. Participation in the commencement ceremony does not confirm that a student has earned a credential. At the conclusion of the spring semester, there is one commencement ceremony. A degree-seeking student with an active graduation application for the current academic year (Fall, Winter, Spring or Summer) is invited to participate in Commencement. Participation may be revoked when a summer graduate course load is greater than a typical semester, assessed by the Office of the Registrar. Or, when the student has pending disciplinary action to be cleared by the Provost, and when applicable in conjunction with the Vice President for Student Affairs. A candidate for graduation is eligible to walk once per degree. A degree recipient who did not participate may request to participate in a future ceremony. Additional procedures are listed on the Registrar's SharePoint site or Registrar's website.

Latin Honors (refer to Academic Honors)

Posthumous Degree

A request for a posthumous degree is initiated by a person associated with the deceased, to the Registrar. This is usually a family member, but the academic department of the student can initiate it in accordance with the wishes/support of the family. The request must be approved by the Department Chair/School Director, the College Dean, and Provost.

Undergraduate degree:

- At the time of death, the student was enrolled in courses, successfully progressing toward the requirements for the degree, or nearing completion of the work required to award the degree. Or,
- The student was in good academic standing.

Graduate degree:

- At the time of death, the graduate student was nearing successful completion of the work required for the degree.
- The student was in good standing.

If the posthumous degree is approved, the Registrar shall notify the College Dean who will notify the family to inquire if a family member wishes to attend Commencement Exercises to receive the posthumous degree.

- If the family wishes to attend Commencement, the Dean will inform them to contact the Registrar.
- The Registrar will provide instructions to the family on how they will receive the degree at Commencement.

The posthumous degree will be so noted after the deceased student's name in the Commencement Program. The Registrar shall note, but not post, the degree to the deceased student's official transcript with the notation; "Degree Awarded Posthumously". The Registrar shall ensure that grades of W (withdrawn) are entered for all courses the deceased was enrolled in at the time of his/her death.

Awarding a Credential

Certificate

A certificate is the completion of a specific skill area. A certificate is an approved set of credit-bearing courses at the undergraduate or graduate level. The specific number of credits required for a certificate varies by the individual certification program. Admission into a certificate program does not guarantee admission into a degree program. Once a degree has been awarded or while in progress a certificate is not awarded.

Certificate Requirements

Undergraduate Academic Certificate

At a minimum a high school diploma, and the following criteria must be met:

- No previous degree requirement
- A minimum course grade of C or higher in required coursework.
- All coursework must be taken at Norwich University, unless specified otherwise in the program requirements. A certificate cannot be solely earned by coursework not at Norwich University.

Graduate Certificate

At a minimum, a bachelor's degree is required for admission (see also the certification program's admission requirements on the Norwich website), and the following criteria must be met:

- Additional admission criteria may be required within the specialized programs of study.
- A minimum course grade of B or higher in required coursework.
- All coursework must be taken at Norwich University, unless specified otherwise in the program requirements. A certificate cannot be solely earned by coursework not at Norwich University.

Post Master's Certificate

A post-master's certificate (PMC) is for a professional who currently holds a master's degree to advance professional skills, knowledge, and industry expertise, and the following criteria must be met.

- Additional admission criteria may be required within the specialized program of study.
- A minimum course grade of B or higher in required coursework.
- All coursework must be taken at Norwich University, unless specified otherwise in the program requirements. A certificate cannot be solely earned by coursework not at Norwich University.

Awarding a Credential

Associate of Science

The associate degree is only available through the College of Graduate and Continuing Studies. The Associate of Science degree seeks to provide students with a broad liberal arts education in the key academic domains as well as focused coursework in a specific area of professional and/or personal interest. Graduates of the A.S. program are well-prepared to matriculate into a bachelor's degree program if desired.

The Associate of Science is a degree credential to include General Education requirements and a minimum of 24 credits toward a declared major. A.S. program in Leadership.

Degree requirements

- Achieve a minimum of 60 total undergraduate credits; courses numbered 100-499.
- Complete a minimum of 15 credits from Norwich University.
- Earn a minimum cumulative grade point average of 2.0.
- Complete the General Education Curriculum for the Associate of Science.
- Complete at least one major.
- Each major must earn a minimum GPA of a 2.0.

Awarding a Credential

Bachelor Degrees

Bachelor of Science (BS)

A Bachelor of Science is a degree credential to include General Education requirements and a declared major.

RESIDENTIAL MAJORS			
Accounting	Architecture Studies	Biology	Biochemistry
Chemistry	Civil Engineering	Communications, Design, Media Arts	Computer Science
Cybersecurity & Advanced Computing	Construction Management	Criminology	Education
Electrical & Computer Engineering	Interdisciplinary Engineering	International Business	Environmental Science
Exercise Science	Geology	Health Sciences	International Business
Leadership	Management	Mathematics	Mathematics and Computer Science
Mechanical Engineering	Neuroscience	Nursing	Physical Education
Physics	Psychology		
ONLINE MAJORS			
Business Administration	Criminal Justice	Computer Science & Information Systems	
Cybersecurity	Leadership	Management Studies	
National Security Studies	Nursing RN-BS	Psychology	
Strategic Studies and Defense Analysis			

Bachelor of Public Health (BPH)

A Bachelor of Public Health is a degree credential to include General Education requirements and a declared major.

RESIDENTIAL MAJOR
Public Health
ONLINE MAJOR
Public Health

Bachelor of Arts (BA)

The Bachelor of Arts is a degree credential to include General Education requirements, Bachelor of Arts supplement requirements and a declared major.

RESIDENTIAL MAJORS			
Criminal Justice	English	History	International Studies
Political Science	Psychology	Spanish	Studies in War & Peace

Bachelor of Interdisciplinary Studies (BIS)

The Bachelor of Interdisciplinary Studies is a degree credential to include General Education requirements and requirements and a declared major.

RESIDENTIAL MAJOR
Interdisciplinary Studies
ONLINE MAJOR
Interdisciplinary Studies

Bachelor's Degree Requirements

- Achieve a minimum of 120 total undergraduate credits; courses numbered 100-499 (See also advanced standing)
- Earn a minimum cumulative grade point average of 2.0
- Complete a minimum of 30 credits from Norwich University
- Complete the requirements for a Bachelor of Science, Bachelor of Arts, Bachelor of Public Health, or Bachelor of Interdisciplinary Studies
- Complete the General Education Curriculum
- Complete at least one major

Double counting credits

Unless specifically stated otherwise, students may use the same course to satisfy more than one requirement within one degree, however courses between a program's major and concentration cannot be shared. If one or more courses satisfy requirements between majors offered by two degrees, the courses may be shared; however, students must earn the minimum number of credits for the degree, major or minor.

Earning Two Degrees

An undergraduate degree candidate may qualify for a dual degree (i.e., concurrent B.A. and B.S. or return for an additional degree) when degree requirements are fulfilled and a minimum of 30 credits are unique to the second degree's major.

Graduate Degrees

The University awards the following graduate degrees: Master of Architecture, Master of Arts, Master of Athletic Training, Master of Business Administration, Master of Public Administration, Master of Public Health, Master of Science, Master of Science in Nursing.

Master of Arts

The fields of study leading to a Master of Arts degree credential are Defense Policy, History, Military History, Diplomacy, Global Affairs, International Relations, Museum Administration, and Strategic Studies.

Master of Science

The fields of study leading to a Master of Science degree credential are Criminal Justice, Cybersecurity, Leadership, and Management.

Requirements for the Graduate Degree

- Complete a minimum of 30 credit hours of coursework as prescribed by the program of study.
- No more than 50% of the program of study requirements can be taken outside of Norwich.
- Earn a cumulative GPA of 3.0 or above.

Earning Two Degrees

A graduate degree candidate may qualify for a dual degree (concurrent i.e., M.A. and M.S. or return for an additional degree) when no less than 20 credits are non-duplicated between the programs of study between the degrees.

Major Requirements

The major is the field of academic specialization within a degree. It is defined as:

- A set of required courses, outlined in the curriculum.
- A minimum of 24 credits within an Associate of Arts degree; a minimum of 30 credits for undergraduate and graduate programs.
- No more than 50% of the major requirements can be taken outside of Norwich.
- At least two courses at the 300-400 level with a bachelor's program.
- Interdisciplinary majors must include courses from more than one related academic discipline.

Declaration/Change of Major

A student meeting the University admission requirements may declare a major at any time, unless a program has additional entry requirements. Refer to the specific academic program admission requirements for details. Academic programs offered through the College of Graduate and Continuing Studies cannot be declared with residential programs and vice-a-versa.

Removal from a Major

The program administrator has 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. The action is retained in the student record. The student will be classified as undeclared until a new major is declared.

Earning Two or More Undergraduate Majors

An undergraduate student may elect to fulfill the requirements for two or more majors within the same degree credential, i.e. Bachelor of Science. When the declared major is housed between different degree credentials, refer to the Earning Two Degrees policy statement.

- A student may not earn both a major and a minor in the same field of specialization.
- All requirements for each major must be completed prior to the degree award. (See also earning two degrees)

Major

Minor

A minor is a discipline of study with an approved course of study. Minors are not applicable to the Associate of Science Degree or Master's degrees.

- At least one-third of the required credits in a minor must be done as coursework at Norwich University.
- At least 15 credits.
- No less than a cumulative grade point average of 2.0 in required courses.
- A student may not earn both a major and a minor in the same field of specialization.
- A minor may follow the declared catalog or a more recent catalog.
- A minor will not be awarded after a bachelor's degree has been awarded.

Removal from a Minor

A School Director/Department Chair has 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. The action is retained in the student record.

Major

Concentration Requirements

A concentration is generally offered within a major. The course requirements will focus on one's major curriculum in a specialized area. The major requirements will state if a concentration is required, optional, or when more than one concentration may be declared. A concentration that is not attached to a major is considered an optional add on concentration. To declare concentration or concentrations, a student will submit a signed Field of Study Declaration form to the Registrar's Office available on the my.norwich.edu website.

- At least half of the concentration must be taken at Norwich University.
- Concentration requirements must be earned prior to the degree being awarded.
- A concentration is not listed on a diploma.
- A concentration is listed on the official transcript.

- A concentration will not be awarded after a Bachelor's or Master's Degree has been awarded.

Earning Two or More Graduate Concentrations

A student may elect to fulfill the requirements for two or more concentrations. Such action requires the approval of the Program Director. For example, a student may earn an MS in Leadership with a Public Sector Leadership concentration as well as an Organizational Leadership concentration. To declare a major, minor, concentration, a student will submit a signed Field of Study Declaration form to the Registrar's Office available on the my.norwich.edu website.

- All concentrations must be from the same graduate program. If concentrations are from different programs, then the student must apply for two degrees.
- A minimum of 42 graduate credits is required to be awarded a multiple-concentration degree.
- One diploma is awarded for all concentrations.
- A concentration is not printed on a diploma.
- A concentration is listed on the official transcript.

Registration

An individual student is responsible for registering for the course(s) for each semester and managing their degree completion requirements. Registration dates are available on the Academic Calendar website. A student with an active account hold is ineligible to register. The registration period opens based on the student's current class level - see Student Class Level. See also, Academic Calendar.

A student will add, drop or withdraw from their courses via Banner Web. Official registration-related dates are listed on the Academic Calendar; a student is permitted to register into one academic calendar, e.g. 16-week semester or the 11-week semester but cannot cross register calendars. Undergraduate residential programs require permission to register released by the academic advisor. When a student enrolled in a residential program is identified as needing additional advising intervention the Center for Academic Success and Achievement may request an advising registration hold. The individual imposing the registration hold will notify the student and action to rectify the hold. If an account hold or registration hold is not resolved by the end of the Add period, the student cannot enroll. For any course registration, course add, drop or withdrawal, refer to the billing policies posted by the Bursar's Office.

To receive credit, a student must register for all courses before the last day of the semester or term; otherwise, there is no official record of the course.

Course Add

A student can add a course up to six business days from the start of the first day of class. For a course offered in a compressed term (i.e. part-of-term, eight-week session, five-week session, etc.) refer to the posted Academic Calendar on the University Website for deadlines to add a course. A student may complete an Academic Petition to late add but no later than the last day of the semester or term and with approval from the course instructor, the advisor, the chair or director of the department of the course, and the Dean of the course.

Course Drop/Course Withdraw

Dropping or withdrawing from a course is the student's responsibility. The Academic Calendar lists the deadlines for dropping a course without a record or a course withdrawal, earning a grade of "W" on the transcript. Typically, for a full semester course, the last day to drop a course (not on the official record) is a week after the start of

classes. Students have until the second to last Saturday of the semester or term to withdraw (grade of "W") from a course. After the posted course withdrawal deadline, the student may withdraw earning a grade of "WF." The "WF" grade is recorded and calculated into the student's official transcript (see also course quality points). To withdraw after the deadline, the student must complete the Registration Agreement form on the Registrar's SharePoint site.

Course Drop/Withdrawal - Administrative

Dropping or withdrawing from a course is the student's responsibility. However, the Provost or Vice President of Student Affairs may administratively withdraw a student for behavior or when a student shows indifference to their studies.

Course Drop/Withdrawal - Last Course

To drop or withdraw from the last course for any semester or term of enrollment, a student must submit a Withdrawal Form. See also, Withdrawal.

Course Levels

Course descriptions are located within the Course Descriptions section of this catalog. The level of a course is indicated by its number. If the course has a pre-requisite, co-requisite or restriction, the Course Description will include this information along with the typical semesters the course is offered.

Course Offerings

The times and days for class sessions and the rooms in which they are held are listed in the Schedule of Courses located in Banner Web. When limited numbers of students enroll in an elective course, or if unforeseen difficulties arise, the University reserves the right to remove the course from the schedule without further notice. Demand for certain courses or staff conditions may also necessitate a change in the schedule.

Course Override

When a student wishes to enroll in a course but is unable to register due to one or more of the reasons below, the student may contact the instructor of record, the department chair, or the director with a request for an override. The department chair, director, or program manager, in consultation with the instructor, is under no obligation to approve the override request.

- The course is full.
- The course requires instructor, department, or instructional location approval.
- The course has prerequisites (e.g., another course is to be taken first) or corequisite (e.g., courses are to be taken at the same time).
- The course is linked to another course (e.g., a laboratory).
- The course is only open to majors or a specific program, etc.
- The course is open only to students in a specific class or level (e.g., sophomore status, undergraduate, graduate).
- Time Conflict.

Course Waiting List

A course section that has met the seat limit may offer a course waitlist. A student may add the course as a Waiting List (WL) status via Banner Web. When or if the waitlisted seat becomes available, the student will receive an email notification stating the student must add the course within 24 hours. Should the student not register within

24 hours, the student will be dropped from the course waitlist. The next student will be notified. Waitlists are cleared/erased at the start of the semester or after the Course Add period. A College Dean may override a student with a higher waiting list number when they have determined there is a higher priority to enroll.

Course Load

A typical course load for undergraduate students in campus-based programs ranges between 15-18 credit hours per semester. For a student to graduate in four years, an average of 15 credit hours per semester is needed. Please review a sample curriculum map for a specific degree to determine the number of credits needed. Full-time status begins at 12 credit hours per semester. A student can register for a maximum of 22 credit hours (19 academic credits plus up to 3 ROTC credits) without special permission; excluding MU 260 (see also the Tuition and Fees section for credit hour charges published on the Bursar's website). Students in an online program have a 12-credit limit and must petition the program's director for an exception for hours beyond the registration limit. A graduate student in a residential program is permitted to register into 16 credits where online graduate programs is 12 credits. Hours beyond the registration limit might be approved under limited circumstances through an Academic Petition Overload (Registrar's Office SharePoint website).

Internships

A student must register for an internship during the designated registration period for a fall or spring semester. 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. Internship enrollment dates must coincide with the opening and closing dates of the semester, term, or part-of-term. For each credit of internship, one credit equals 40 hours of experience.

Independent Study

A course taken as an independent study is reserved for a student who must take a course that is not offered in the desired term or is taken independently from a section on the university's course schedule. An affirmative recommendation from the student's academic advisor and the course Department Chair/School Director is required by completing an Independent Study contract available on the Registrar's SharePoint site.

Registration

Winter Term (16-week calendar)

The Winter Term is intended for undergraduate students who wish to enroll in an 11-week graduate-level course that spans both the fall and spring semesters. Students will take one graduate course that is divided into credits between the two semesters. Because the course runs across both semesters, the final grade recorded will be for each of the divided courses. A placeholder grade of SP will be entered for the fall semester course until the final grade is earned. In the event a student's academic standing is negatively impacted once the final grade is entered, academic standing will not be adjusted during the fall semester.

- **Credit Charges:** The Winter Term credits will be included within the fall and spring semester's flat-rate tuition.
- **Financial Aid Eligibility:** Financial aid will be based on the total credit enrollment for each semester, as per the policy for semester-based financial aid.

Registration

Intermester

The Intermester term will be offered within the residential spring semester calendar, occurring during the break between the fall and spring semesters. This term is open to both undergraduate and graduate students on the semester calendar. It will provide a flexible academic experiential or independent course opportunity, such as a topics course, class trip, or internship. The term will take place during the "down weeks" between the fall and spring semesters.

- **Credit Charges:** Intermester term credits are billed per credit, in addition to the spring semester's flat-rate tuition charges.
- **Financial Aid Eligibility:** Financial aid for the Intermester Term will be determined based on current aid practices and student eligibility when enrolled during the spring semester.

Transfer Credit

Past coursework and experiential learning may be applicable to a student's academic program and will be evaluated for potential course credit or used to justify a course waiver. We will abide by all rules and regulations issued by accreditors or government agencies when evaluating and granting credit or waivers for past coursework and experiential learning.

The standards used for the evaluation of transfer credit will follow the New England Commission on Higher Education endorsement of the *Joint Statement on the Transfer and Award of Credit* supported by the American Association of Collegiate Registrars and Admission Officers, the Council for Higher Education Accreditation, and the American Council on Education, which look at, (1) the educational quality of the learning experience which the student seeks to transfer; (2) the nature, content, and level of the learning experience as compared to that offered by NU; and (3) the appropriateness and applicability of the learning experience to the programs offered and consideration of the student's educational goals.

- To receive credit, a transcript or certificate must be an official document based on the credit-granting entity's definition of "official." The official document must be received directly by Admissions or the Registrar's Office from the awarding entity.
- Grade quality points are not awarded or calculated into a student's Norwich cumulative grade point average when a student is awarded credit for past coursework or prior learning.
- All courses submitted for evaluation will be evaluated for potential credit.
- Transfer credits or prior learning is not limited; however, when accepted credits or courses exceed the stated residency requirement, transfer or prior learning credits may not fulfill a requirement(s). Residency is a required number of credits or specific courses that must be taken at Norwich. When credits exceed the residency requirement, arrangements will be made between the student and advisor or the department head to determine what coursework will be taken at Norwich to meet the residency requirement.

College or University Credit

- A course will be reviewed when issued by an accreditation body recognized by the Council on Higher Education Accreditation (CHEA) or by the Department of Education. International universities must be recognized according to their country's regulations. A syllabus may be requested when a course description is not sufficient. The threshold of majority match in course outcomes will be used to determine course equivalence (1:1) otherwise a course elective will be assigned.
- A transfer course grade is identified with the grade of "T" followed by the respective grade earned at the institution, e.g. "TB-," so that the course is applied following program requirements. Quarter credit hours or units will be converted to semester credits. A quarter credit is divided by 1.5. For example, 5 quarter credits equals 3.3 semester credits.
- When a transfer course is assessed as equivalent but has fewer credits than the equivalent Norwich course, only the credit hours earned will be applied. When the transfer course credits exceed a Norwich course, all credits earned will be applied.
- Undergraduate Programs
 - A course that is remedial in nature (often with a course number below 100) is not eligible for transfer. The course may be posted to the student record to fulfill a prerequisite requirement but will not carry credit hours.
 - A student who has earned a bachelor's degree, or an associate of arts or associate of science degree from an accredited institution recognized by the Council for Higher Education Accreditation (CHEA) or the Department of Education will have the General Education Goals satisfied. In instances where a course within a General Education Goal also fulfills a major requirement, the course must be satisfied with the transferred equivalent course or taken as part of the major.
 - An earned degree determined to be equivalent to a U.S. degree is considered equivalent to the U.S. degree level at the associate or bachelor's degree level.
- Graduate Programs
 - Each Graduate Program Director evaluates eligible graduate-level courses for transfer credit. Grade quality points of 3.0 (B) or higher are eligible for evaluation.
 - A graduate program may elect to offer a Prior Learning Assessment.

Prior Learning

A non-college course experience or a combination of training and professional experience sometimes equips students with some of the knowledge, skills, and abilities that they would acquire in a formal college-level classroom. Therefore, students with completed examinations, or through professional training in combination with professional or work experience will be reviewed for credit consideration. The initial credit review will be reviewed using the American Council on Education (ACE) recommendation. When the course is not ACE recommended, the Professional Experience section of this policy may be requested.

National Exams

- Advanced Placement (AP)- An Advanced Placement score report must be sent directly from College Board, Code: 3669.

- Advanced Standing/Credit Business and Technology Education Council/Cambridge International-Advanced Diploma Level 3 and BTEC National Diploma will be reviewed for advanced standing and/or academic credit of up to 30 semester hours, when the subject matter is deemed acceptable. A-Level courses with a C or higher are recognized for college credit of up to 30 semester hours of credit. AS-Level courses with a C or higher are recognized for college credit of up to 15 semester hours of credit.
- College-Level Examination Program (CLEP) – A Subject Examinations of the College Level Examination Program score report must be sent directly from College Board, Code: 3669.
- International Baccalaureate Organization Program (IB) - Standard and higher-level examinations will be evaluated for course credit.

Military Credit and Workforce Training

- Official Military transcripts or supporting documentation is required or a DANTES Subject Standardized Tests (DSST) exam scores. Assessment considerations to determine equivalency or elective credit will follow The Guide to the Evaluation of Military Experiences in the Armed Services for Military Training.
- The award of course credit for Military Training complies with Veterans Administration regulations and guidelines as well as with the terms of the Memorandum of Understanding with the U.S. Department of Defense for the award of Tuition Assistance (TA) to active-duty military students as they pertain to transfer credits.

Additional Learning Opportunities

- **An Online Course Provider** is a non-college entity offering “coursework” with the potential to translate into credit-bearing coursework.
- **Massive Open Online Courses (MOOCs)** are free online courses available for anyone to enroll to sample a college course. Consideration for a credit-bearing course or a course waiver is available from an Online Course Provider or MOOC when ACE recommended. There is no limitation to the sequence of coursework taken. These pathways must follow the Transient Course Permission policy, and an official transcript or proof of completion is required.

Professional Experience

A student who believes they have achieved a course’s learning outcomes through professional experience is encouraged to complete an assessment of their knowledge. Examples of professional experience are but are not limited to, job training or earning a professional certificate. A student who was ineligible to receive credit through one of the transfer credit pathways is not eligible for a prior learning assessment. An assessment may be completed one time and cannot be taken after the degree is earned at the level the course is offered.

Guiding principles

- The academic department will determine the assessment method.
- The academic department may decline the request and require a nationally normed assessment like CLEP. Applicable fees are the responsibility of the student.
- The assessment method will be provided to the student in advance.
- Prior learning to be assessed as a free/open elective will be determined through a certificate or artifact submission to the Committee on Academic Standing and Degrees.

- Credit hours will be determined as follows:
 - Zero credits will be awarded when the assessment is offered as a course waiver.
 - Convert experiential learning to credit hours.
 - Continuing education units (CEU) 10 Continuing Education Units (CEU) equals 1 credit.
T
 - Documented professional training hours of 100-hours equals 1 credit.
 - Credits shall not exceed the published course credit hours.
 - Experiential learning accepted as a free/open elective will not exceed three credits.
 - An assessment where time cannot be measured will be awarded as the published course credit.

Assessment Methods

- Certificate or artifact submission
- Course examination for credit or waiver
- Previously assessed prior learning
 - A prior learning assessment transcribed by another higher education entity will be reviewed for applicability to a Norwich program.

Articulation Agreements

Articulation agreements are unified agreements between Norwich University and partner organizations. A student who transfers to Norwich under an Articulation agreement shall follow transfer regulations according to the specific articulation agreement.

Current Students and Coursework Off-Campus

International Study

Degree-seeking students who are interested in studying outside of the United States will follow the Transient Student Policy and follow the Transfer Credit policy. For a program offered through a Norwich study abroad program should contact the International Center for information on application procedures. Upon coursework completion, the student must provide an official transcript of the coursework completed. When a transcript cannot be obtained in English, the student must submit the transcript through a National Association of Credential Evaluation Services (NACES) approved agency. The University reserves the right to accept or reject transcripts and to ask for additional information if deemed necessary.

Transient Course (NU student taking a course at another institution)

A degree-seeking student who wishes to earn credit at another accredited institution or through prior learning must have written approval from their academic advisor in the form of the signed Transient Course form. To determine course transferability, the subject Department Chair/Program Director will review the course when the course is not articulated. A course taken off campus is held to the Transfer Credit Policy and program grade rules (see also Course Repeat policy). A student must also meet residency requirements, e.g. hours earned at Norwich University.

Transfer Credit Appeal

If a student wishes to appeal a transfer credit decision, s/he may submit a copy of the syllabus from the course in question to the Office of the Registrar no later than 90 days from the date of the transfer evaluation. Appeals will go to and may be granted by the program designee and amended on the student's record. When cases of unusual or extenuating circumstances occur, a student may appeal the transfer credit decision beyond the 90-day limit.

Leave

Military Leave

A student who must withdraw or take a leave mid-semester from the University due to military activation or deployment must complete the online withdrawal form and submit military orders for approval. Once approved, the student will receive a full refund of tuition and mandatory fees. Room and board charges apply on a per-day basis. To complete the process, complete a withdrawal form located on the Registrar's SharePoint site.

Eligible military obligations include:

- A student serving in the military who is notified after the first day of the currently enrolled term that they have been activated or deployed to a combat zone, or in direct support of or proximity to a combat zone.
- A student who is a member of the National Guard or reserve forces of the United States who is ordered to state military service or federal service or duty.
- A student who is a spouse of an activated or deployed military member with a dependent child.

The student has three options:

- Withdrawal
 - Military withdrawal accommodations permit the student to withdraw (grade of W) from a course(s) through the last day of the semester or term. The student account becomes inactive at the time of the withdrawal.
 - Incomplete Grade
 - Arrange with each course instructor to utilize the course incomplete grade policy. There is no adjustment for tuition and mandatory fees. When a combination of course withdrawal(s) and incomplete grade(s) is utilized, this will result in a refund of applicable tuition and mandatory fees if the student drops below full-time.
 - Final grade
 - If at the time of leave and 80% of the course is complete the student may request a final grade.
- Reactivation

At the conclusion of the military obligation, the student will follow the readmission/reactivation policy. So long as the leave is within one calendar year, the advisor will work with the student to prepare an academic plan to alleviate a loss in academic progression.

Emergency Leave

A student who must leave the University for physical or psychological health reasons must receive a recommendation from the NU Student Health Center, NU Counseling and Psychological Services Center, or the student's physician or therapist. The final approval for an emergency leave is granted by the Vice President of Student Affairs and Commandant's Office. A student will follow the pathways for completing their coursework described in the Military Withdrawal, Leave section. Upon approval, the appropriate staff will discuss the leave process and requirements to return to Norwich. The student will be given a formal letter that describes the leave process and the process to return. A student not approved for an emergency leave will follow the withdrawal process.

Financial Impact

Tuition and student fees charges apply according to the NU Bursar's Office policy posted on the Bursar's website when a student completes a course withdrawal or withdrawal from the university. Room and board fees charges apply according to the NU Bursar's Office policy posted on the Bursar's website when a student completes a course withdrawal or withdrawal from the university.

Federal Student Aid Programs

Financial aid eligibility adjustments are determined using the date the student is no longer enrolled. The student will retain a total amount of aid representing the same percentage of time enrolled during the term of withdrawal. For example, if the student was enrolled for 17% days of the term, they retain 17% of their total Federal Student Aid Program funding. Once the retained amount is determined, NU will return any excess Federal Student Aid Program funding disbursed toward the student's billed charges to the US Department of Education. NU is required to reduce loan eligibility prior to making any reduction to gift aid programs such as the Federal Pell Grant program.

Norwich University Scholarships and Grants

NU scholarship and grant adjustments are determined by when the student is no longer enrolled. The student will retain a total amount of scholarship and/or grant representing the same percentage of time enrolled during the term of withdrawal. For example, if the student charges are 40%, they will retain 40% of their NU scholarship and/or grant amount. For additional information, visit the Student Financial Planning Office.

Leave Exit Process

Emergency Leave Readmission

The Emergency Leave readmission process ensures that students are sufficiently recovered to return to campus. Policies governing readmission address the University's need to be confident that students will be safe upon return to campus; that students' health will allow them to work autonomously and up to potential without disruption or undue strain on others; and that students can adequately monitor their own health. The procedures also provide a review of the ongoing support which students may need when returning to campus (e.g. medications, continued psychotherapy appointments, and/or continued medical appointments).

Application for Readmission

To apply for readmission from Emergency Leave, the student must submit a completed Readmission Application according to the Readmission Policy (see Academic Standing) and appropriate supporting documentation recommending return from an Emergency Leave to the Commandant or Dean of Students Office.

The Commandant or Dean of Students will review the supporting documentation in consultation with the appropriate NU Health Service and the Risk Assessment Team to determine whether the student has met the return from Emergency Leave requirements established in their “exit” letter.

If there is uncertainty about whether a student has met the return from Emergency Leave requirements, on-campus interviews may be arranged with the appropriate NU Health Service. The appropriate NU Health Service would then transmit a recommendation concerning the student’s readiness for Return from Emergency Leave to either the Commandant or the Dean of Students, who would review its recommendation in consultation with the Risk Assessment Team to determine the student’s ability to return. If a student’s request to return from an Emergency Leave is denied, the Commandant or Dean of Students will communicate the decision to the student. A student can appeal this denial to the Vice President of Student Affairs. An approved student will be notified by the Registrar’s Office.

Withdrawal

Withdrawal from the University

A withdrawal separates the student from the University. A student may complete a Withdrawal request available on the Registrar's SharePoint site prior to the beginning of the semester or during a currently enrolled semester.

Student-Initiated

The student must submit their intention to withdraw in writing. The student has the option to inquire about a withdrawal or withdrawal with no inquiry. The official withdrawal date is determined using the date the student notifies the University of their intention to withdraw, or the last date of course attendance, whichever is later.

The student who registers for a class but stops attending is not considered withdrawn. When a failing grade is issued, the last date of course attendance is used for financial aid calculations.

University Initiated

A student not enrolling in a course within a full semester, or by the second session within a semester, will be administratively withdrawn from the university as of the last date of enrollment.

A student who enrolls in credit but is administratively withdrawn will be withdrawn using the last date of course attendance.

Readmission

See, [Progression: Academic Standing](#).

Admissions

Undergraduate - Residential Programs

All students seeking admission to Norwich University are highly encouraged to contact the Admission Office. Those students and families are encouraged to visit our campus to get a better feel of the university and the opportunities offered. **Day visits** can be scheduled during the week, Monday-Friday. Visit the **Admissions** website for additional details.

Application Preferred Deadlines

Current application deadlines for residential programs can be found **here**.

Undergraduate - Online Programs

The academic programs offered online enroll students each part of term (6 times per year). Prospective students are encouraged to learn more at <https://online.norwich.edu/online/admissions/undergraduate>, email: learn@norwich.edu, or call 1-888-409-1480.

Graduate - Residential Programs

A student who has completed an undergraduate degree is eligible to apply to a graduate program. Each program has its own admission requirements, please visit the residential programs **Graduate Admission** website.

Graduate - Online Programs

A student who has completed an undergraduate degree is eligible to apply to an online graduate program. Each program has its own admission requirements, please visit the online programs <https://online.norwich.edu/online/admissions/graduate> website.

Certificate Admission

Each program has its own admission requirements, please visit the residential programs <https://online.norwich.edu/online/admissions/professional-and-certificate> website.

Academic Advising

Academic advising at Norwich University enables students to become independent in their efforts to maximize academic and personal success. The purpose of academic advising is to foster student-centered partnerships with advisors to manage and develop sound and satisfying educational plans, encourage and support personal growth, and explore career and life-long opportunities. Open and candid communication between both members of the advising team will enhance the student's opportunity for academic success.

Advisee Responsibilities

- formulating an academic plan
- developing class schedules each semester

- communicating health and personal issues that may affect academic performance
- responding to advisor requests
- reviewing their degree evaluation
- understanding degree requirements

Advisor Responsibilities

- facilitating academic transition to Norwich
- formulating an academic plan that meets graduation requirements
- reviewing class schedules each semester
- offering guidance regarding academic progress
- assisting with any necessary petitions and forms
- referring students to appropriate university services

Athletics

Athletic Director, Ed Hockenbury

Vision

The Department of Athletics' vision is to create and support an environment where student-athletes, both in our Corps of Cadets and Civilian lifestyle, can achieve athletic success at the University, Regional and National levels while maintaining a high degree of academic achievement. It is also our goal to nurture loyalty among our graduates through their experiences in athletics.

Mission

The Department of Athletics' mission is to provide well-rounded and competitive athletic programs as integral parts of the educational process of the University. We offer equal opportunities for male and female student-athletes to participate in a wide variety of intercollegiate sports programs and adhere to the NCAA Division III rules and philosophy. We monitor the academic progress of our student-athletes and support them in their quest to achieve academic success at the University. We provide services and activities to promote the positive health and well-being of all our student-athletes and administer our athletic programs in a way that contributes to the personal development of our student-athletes through the whole-person concept by fostering the growth of fair play and amateur competition, sportsmanship, leadership, self-discipline, personal integrity, and social responsibility.

Facilities

The Athletic facilities at Norwich are among the very best in the Northeast. Andrews Hall, the Health, Physical Education, and Sports Center, houses a varsity athletics weight room, classrooms, training, and physical therapy rooms, locker rooms, and a 1200-seat basketball arena. The Jacob Shapiro Field House contains a 200-meter, four-lane track; four tennis courts; and a climbing wall. Plumley Armory houses Goodyear Swimming Pool, weight and fitness rooms, a wrestling room, an indoor track, and four basketball courts. Kreitzberg Arena, home to the men's and women's ice hockey teams, is a state-of-the-art arena that seats 1410 and can accommodate 5000 spectators for multipurpose events. Sabine Field, an artificial turf field with lights and a 3-lane recreational track, is used for football, soccer, and lacrosse. The Dog River Rugby pitch, Garrity Baseball Field, Howard Field, a softball field, and several practice fields for athletics and intramural sports complete our athletic facilities.

Varsity Sports

The University sponsors 22 varsity sports, 12 for men, 9 for women, and one mixed sport. All of the varsity sports teams, with the exception of men's rugby, compete at the NCAA Division III level and are affiliated with one of seven athletic conferences. Norwich is a member of the NCAA, New England Hockey Conference, Great Northeast Athletic Conference, the New England Women's and Men's Athletic Conference for football, the New England Wrestling Conference, the Rugby Northeast Conference for men, and the National Intercollegiate Rugby Association for women. In recent years, Norwich teams have been regularly found in the national rankings, have won conference titles, and won national championships in men's and women's ice hockey, and women's rugby. Sports that are sponsored by Norwich are:

MEN'S SPORTS		WOMEN'S SPORTS	
Cross Country		Cross Country	
Basketball		Basketball	
Baseball		Softball	
Football			
Golf			
Ice Hockey		Ice Hockey	
Lacrosse		Lacrosse	
Tennis			
Rugby		Rugby	
Soccer		Soccer	
Swimming & Diving		Swimming & Diving	
Wrestling		Volleyball	
MIXED SPORTS			
Rifle			

Center for Career Readiness

Center for Career Readiness

The Center for Career Readiness (CCR) serves our current residential and online undergraduate students both during their time at NU and nine months post-graduation with individual coaching and online resources through our Handshake career management platform. Students can access, Handshake <https://app.joinhandshake.com/edu>, with your student ID "A" number.

Norwich alumni undergraduate and graduate alumni and current CGCS students have access to our extensive online resources.

Alumni can either login with your student account or create an alumni account. If you are having trouble logging in or registering, please call us at 802-485-2125 or careers@norwich.edu.

In support of our mission to educate and counsel our clients to make informed career decisions, we offer a broad range of programs and services, including:

- Career, major, and graduate school exploration and planning
- Resume and cover letter preparation
- Internship and job search assistance
- Networking etiquette
- Interview preparation
- Job offer negotiation
- Personal branding
- Recruiting events
- Career-related programs and sessions

Visit the CCR and let us help you develop your career plan. Contact us at 802-485-2125 or email careers@norwich.edu. We are located in 230 WCC and virtually, M-F, 8-4:30 pm.

Civil Rights

The Office of Compliance will implement and monitor programs that promote compliance with university policies and federal and state regulations, including but not limited to Titles VI and VII of the Civil Rights Act; Title IX; the Americans with Disabilities Act as Amended (ADAA); the Rehabilitation Act; the Clery Act; the Age Discrimination in Employment Act (ADEA); the Violence Against Women Act (VAWA); and other state and federal civil rights regulations and guidelines. The office will also serve as the university's Title II/Section 504 coordinator.

Mission Statement

The Civil Rights and Title IX Office's mission at Norwich University is to create a campus climate of acceptance, equity, and respect. Our office will strive to achieve this mission through out education and prevention efforts that include raising awareness of prohibited conduct (discrimination and harassment), and reporting resolution options. Any form of hate, discrimination, or harassment against anyone based on but not limited to; age, disability, national origin, pregnancy, race/color, religion, sex (including sexual orientation/gender identity/gender expression) is strictly prohibited and not allowed at Norwich University. Anyone that reports prohibited conduct will promptly receive supportive measures upon request and be made aware of your resources and resolution options. All resolutions will be conducted fairly and equitably.

Information Technology

Technology System Offerings at Norwich University

Norwich University (NU) provides a robust and secure technology infrastructure designed to support students and faculty. All students and faculty are provisioned with university-managed email accounts and cloud-based storage solutions to facilitate secure communication and collaboration. The university offers a modern learning management system (LMS) for course delivery and virtual meeting platforms for synchronous and asynchronous interactions. Students and faculty have access to specialized software applications using a variety of methods. Additionally, NU ensures high cybersecurity standards by enforcing multi-factor authentication (MFA), regular security training, and continuous system monitoring to safeguard sensitive data.

Student computing labs are located in Partridge Hall, Cabot Hall, and Schneider Hall. Additionally, there are thin clients located in the lobby, the Mezzanine, and second floor of Kreitzberg Library. The student computer labs are hosted in the Microsoft Azure cloud and are accessible by thin clients. The virtual labs are configured with common software and program-specific applications are also available.

Technology Support Staffing

The Information Technology Services (ITS) department provides comprehensive technology support to ensure seamless access to academic and administrative resources. The ITS Service Desk offers 8x5 support with on-call support provided after business hours and on the weekends until 10pm. ITS professional staff assists with technical issues, account management, and troubleshooting. Dedicated instructional technology specialists support faculty with integrating educational technology into their curriculum, including the LMS, video conferencing tools, and simulation software. Additionally, specialized IT staff oversee system administration, cybersecurity, and compliance, ensuring a secure and stable user environment.

Library, Archives, Museum

The library, archives, and museum (LAM) support the university's academic, research, lifelong learning, and community outreach goals. The LAM facilitates access to information resources and provides a wealth of scholarly opportunities. The LAM is a showcase for the university and its people and seeks to preserve the university's unique cultural heritage materials, serving as the permanent repository for the university and its community's history.

Library

The **Kreitzberg Library** is a full-service academic library. The Kreitzberg Library building, named for principal donors Barbara and Fred Kreitzberg ('57), offers six comfortable and attractive floors for collections, research, and study. There are spaces for individual and group study, the Todd Multipurpose Room, computer labs with access to the Norwich University network, two library instruction rooms, and student group study rooms.

Kreitzberg Library collections include print books, e-books, magazines, e-journals, DVDs, streaming videos, and much more. The library is also a selective depository for federal government publications. The Kreitzberg Library's catalog, databases, and online journals provide easy access, serving all Norwich students and faculty, whether online or on campus.

We strive to offer as much digital and electronic content as possible; the library currently licenses over 180 research databases, digitized primary source collections, and publisher platforms, providing access to more than 113,000 full-text e-journals, more than 1,185,000 e-books, and more than 56,000 streaming video titles.

Professional librarians and support staff offer the full range of academic library services, including reference consultation, interlibrary loan, and individual and group library instruction. The library is open seven days a week during the academic fall and spring semesters, and librarians are available in person or via email every day.

We enable distance learners to do professional and scholarly research by:

- Providing journal articles not available online and print books from our collection through material request services.
- Having a dedicated team of librarians available to help seven days a week via email and throughout the week via chat and phone.
- Collaborating with the College of Graduate and Continuing Studies to ensure equity of access to academic resources for NU students worldwide.

Our goal is to make accessing trustworthy information as easy as possible for all members of the community. We support the use of open access resources and curate a selection of resources relevant to the University's academic endeavors. The library supports Lever Press, an open access academic publisher, to create equitable publishing opportunities for our faculty and student authors.

Archives

Norwich University Archives and Special Collections on the 5th floor of the Kreitzberg Library is the official repository for permanent University records of all formats. We collect, preserve, and provide access to over 600 unique collections documenting the history of Norwich and the accomplishments of its alumni, faculty, staff, and students. As Special Collections, we also manage a collection of over 6,000 rare and special books, primarily relating to military history.

Professional archivists are available to answer questions about archival research and Norwich University history as well as to collaborate with students and faculty interested in using our collections to enrich classes, student life, and learning. Although our primary focus is on the history of the University, our collections can also be used to support subject areas such as English, history, and political science, and to explore the history of disciplines like mathematics, engineering, and the health sciences.

Researchers have access to diverse primary sources and other unique collection materials with the support of Archive's staff in the welcoming and secure space of our reading room. Additionally, more than 18,000 letters, diaries, photographs, publications, and other individual items from our collections can be fully accessed online. All are welcome to **Explore Our Collections** to begin discovering the University's born-digital and digitized heritage.

Museum

The **Sullivan Museum and History Center**, a 16,000-square-foot modern facility, is dedicated to telling Norwich University's story by carefully preserving the university's rich history and growing collection of over 20,000 objects. As a teaching museum, classes from many disciplines, including history, art, English, engineering, and interdisciplinary courses, have the opportunity for hands-on learning with collection objects and curator-guided access to the storage vault. A growing number of objects are available online for research anywhere in the world through the collections management database.

Rotating exhibits at the museum have included a series on the Civil War, anniversary exhibitions for World War I and II, Norwich explorers and innovators, a cross-disciplinary exhibit for edged weapons and firearms, art exhibits featuring works by Norwich University professors and alumni. Permanent exhibits present the founding of Norwich University, the history of Norwich alumni's involvement in major wars, and more.

The museum offers educational programming throughout the academic year, including in-person and virtual Lunch and Learns, special evening events, and gallery talks or tours.

Registrar

The Office of the Registrar supports students, faculty, advisors and academic affairs. Questions pertaining to policy, curricular requirements, academic record, enrollment, and degrees may be directed to office staff. Information for current students, faculty and staff is located on the [Registrar's Office SharePoint](#) site and requires active Norwich credentials. Information that pertains to both current and past students is on the [Registrar's website](#). Inquiries may be emailed to the respective area in residential programs - registrar@norwich.edu, online programs - registrargad@norwich.edu, transfer credit - transfercredit@norwich.edu, and DegreeWorks degree audit - degreeworkshelp@norwich.edu.

The Office of the Registrar is Responsible for, but not limited to:

- Supplying the estimated graduation date
- Enrollment verification or written release of student information
- Curricula declaration recording
- Transfer credit or prior learning
- Class schedule Release
- Degree conferral
- Inactivating student accounts
- Enrollment reports to the National Student Loan Data System (NSLDS)
- Academic record retention
- Registration records, research
- Academic record requests (transcript, credential)
- Process academic petitions

Veterans Benefits

To facilitate the participation of veteran students and in accordance with the Veterans Benefits and Transition Act of 2018, title 38 U.S. C. sec 3579(e), Norwich University enacts the following policy:

Norwich University will permit any ***covered individual**** to attend or participate in the course of education during the period beginning on the date on which the individual provides to the Norwich University School Certifying Official a certificate of eligibility of entitlement to educational assistance under chapter 31 or 33 (a "certificate

of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website <https://www.va.gov/education/> or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. Ninety days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Norwich University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, a covered individual must:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit written request (see School Certifying Official for link to form) for use of entitlement and certification of enrollment by the first day of each term in which entitlement will be used.
3. Pay any fee or payment not covered by the Student's VA benefit disbursement.

Designated staff are available to assist students planning to use VA benefits or Military Tuition Assistance to fund all or a portion of their online or residential program. The staff support inquiries related to military and veteran educational funding that may be used to fund their degree. The dedicated staff serves as our local experts for the Department of Defense's Tuition Assistance voluntary education programming as well as the Department of Veteran Affairs' GI Bill® offerings. Additionally, they serve as VA School Certifying Officials and may assist with information related to applying for VA education benefits, enrollment certifications, academic progress tracking and reporting, grade and graduation reporting, and institutional financial clearance procedures.

Students eligible or trying to determine eligibility for the GI Bill® should reach out to the VA with specific questions related to their eligibility for, and use of, benefits.

Students eligible or trying to determine eligibility for DoD's Tuition Assistance benefits are asked to consult with their branch's Education Services Officer/Counselor prior to enrollment.

Online Programs contact, Shaun McCaughey, smccaugh@norwich.edu, 802-485-3305.

Residential Programs contact, Nicole Warner, nwarner@norwich.edu, (802) 485-2355.

* Covered Individual is any individual who is entitled to educational assistance under chapter 31, Veteran Readiness and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

GI Bill® is a Registered Trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the U.S. government website www.benefits.va.gov/gibill/

Online Programs Support Services

In addition to University Support Services, there are program-specific services available to students enrolled in an online program.

Orientation for Online Programs

Online learning can be overwhelming, especially when beginning your studies. Staff welcome and guide students through accessing Norwich resources, including school email and online classrooms. Onboarding and training guides provide practice in navigating the Learning Management System to access assignments, submit discussions, and how to contact an instructor. Resource guides are available throughout the program and are consistently updated with the most current University policies, technology upgrades, and important contact information.

Professional Student Support and Advising

Student Support Advisors (SSA) are a resource throughout the student experience being the primary point of contact for student registrations, degree planning, classroom support, transfer credit, and general information; such as the facilitation of conversations regarding the use of military benefits, financial aid, or paying bills. The SSA is here to help with all the administrative pieces so that students can focus on being a student! Student Support Advisors are available for appointment by phone, email, or virtual meeting.

Tutoring Support

Online undergraduate students have no-cost access to tutoring support through Tutor.com. Tutor.com offers professional tutoring in over 250 subject areas.

Math Support

Students may be required to complete a math placement assessment prior to enrollment in certain math courses or based on academic program. The purpose of the assessment is to help determine appropriate course placement based on a student's current level of preparedness. Placement assessments, when required, will be administered through the University's Learning Management System (LMS). Additional information regarding assessment requirements, procedures, and timelines will be communicated by the University as applicable.

Undergraduate students have no-cost access to professional tutoring support through Tutor.com.

Writing Support

Students have no-cost access to online writing tools and services including the full version of Grammarly. Students can make an appointment with a writing coach in the Norwich [Center for Writing](#)

Center for Academic Success & Achievement

The [Center for Academic Success and Achievement](#) (CASA) offers students the opportunity to connect with professional and peer educators who assist with achieving academic success. The outlined services are available at no additional cost to the student.

CASA works with students who want to improve their study, time management, organizational, and learning skills. CASA's staff also offers comprehensive individualized and group tutoring across the curriculum. We provide tutoring for all math courses, as well as most lab science, engineering, and computer science courses. We also provide tutoring in liberal arts areas such as modern languages, criminal justice and history, research projects, and discipline-specific study skills.

The Center's Academic Success Coaches offer support to incoming students to aid with their transition to Norwich, develop their self-leadership skills, how to locate campus involvement opportunities, and serve as their "go-to" person to address questions about academics, campus life, and administrative matters.

In addition, CASA supports Multi-Lingual students for whom English is a second language; students with disability who choose to use Student Accessibility Resources, such as accommodations or assistive technology; and, students with academic difficulty looking to get back on track with their studies.

For more information about CASA services, please contact, casa@norwich.edu, phone 802-485-2130, or in person on the 4th floor of the Kreitzberg Library.

Center for Writing

The Center for Writing offers in-depth, individual support across the writing contexts students engage with during their time at Norwich.

The Center for Writing helps students at all stages of the writing process, such as brainstorming ideas, outlining paragraphs, developing organization, applying revisions, and editing citations. Any type of writing, whether it be for classes, personal essays, scholarships, or cover letters for grad school, is welcomed in the Center.

To assist students, the Center for Writing employs peer writing coaches from a diverse range of disciplines, majors, and minors. These consultants work one-on-one with student writers through in-person, virtual, or asynchronous sessions. The Center also hosts in-class workshops and university-wide events to further develop the culture of writing at Norwich.

In addition, the Center for Writing strives to help develop long-term writing skills, transcending a singular assignment. Coaches do this through discussions via explaining the whys of writing, tips for success, and contextualizing advice so it applies outside the project.

For more information on the Center for Writing and its services, please contact writingctr@norwich.edu or visit us in person in the second-floor reading room of the Kreitzberg Library.

Chaplain

Norwich is non-sectarian. However, believing that acquisition of and/or affirmation of one's own personal spiritual convictions is an essential part of each individual's character development and education, the University provides religious services in the Eugene L. White Memorial White Chapel throughout the year.

Two Roman Catholic masses and at least one Non-denominational Protestant Worship Service are conducted weekly. A part-time Roman Catholic Priest and a full-time Non-Denominational Protestant Chaplain serve the campus. An Islamic prayer room is available in the basement of White Chapel, and Jewish students avail themselves of the local synagogues in Montpelier and Stowe.

Local houses of worship for different faiths and denominations, including addresses, phone numbers, and identification of spiritual leaders, can be found in a pamphlet located in the literature rack immediately inside the entrance to the Chapel sanctuary. Many religious groups offer free transportation for students to attend services. After the initial week of training, recruits/rooks may leave campus to attend such religious services.

Further information can be obtained by contacting the Chaplain's Office:

- Chaplain's Office Telephone: 802.485.2128
- Chaplain's Cell Phone 802.272.0585
- Email: wwick@norwich.edu

Clubs (Academic & Special Interest)

The Norwich residential campus offers many Academic (AC), Special Interests (SI), and Club Sports (CS) activities for enrolled students.

Academic Clubs (AC)

A variety of academically related clubs, societies, and organizations are available for Norwich students. This enables students with similar interests to enjoy and collaborate on academic subjects and take part in professional activities.

Special Interest Clubs (SI)

The list of sanctioned clubs at Norwich is driven by student interest. Some groups, like the Christian Fellowship and Ballroom Dance Club, have been established for quite some time and are enthusiastically supported by the faculty, staff, and student body. Other clubs may be less traditional and are formed to explore the special interests of a small group of students. To learn how to create a club--and receive funding from the University--contact Student Activities at studentclubs@norwich.edu.

Club Sports Teams (SI)

Sports teams have the opportunity to compete against other colleges and universities in league and tournament contests on campus and at other institutions.

African Student Union (SI)

The Norwich University African Student Union is a dynamic organization dedicated to representing African students and fostering a deeper understanding of the African continent within our diverse community.

Airsoft Division (SI)

NUAD intends to bring students of all grades and skills together and take part in local airsoft scenarios, games, and team training that take place on campus. All that we ask is that participants be prepared to learn. There is no need for prior knowledge or experience; we will teach you the tools for success.

American Chemical Society (ACS) (AC)

The American Chemical Society serves more than 200,000 members globally, providing educational and career development programs, products, and services. As the largest scientific society in the world, we are a leading and authoritative source of scientific information.

American Sign Language Club (AC)

The American Sign Language Club is an opportunity for Norwich Students enrolled in ASL classes to practice their signing, get caught up, or get ahead in their course level! We are also open to students who are not enrolled in ASL. This is our second year running, and it's our first year in an official capacity, so we're still figuring things out, but we are looking into possible outreach events within the Deaf Community!

American Chemical Society Student Chapter (ACS) (AC)

The mission of the ACS shall be to allow students of chemistry, biochemistry and allied disciplines to become better acquainted, to secure the intellectual stimulation that arises from professional association, to obtain experience in preparing and presenting technical material before chemical audiences, to foster a professional spirit among the members, to instill a professional pride in the chemical sciences, and to foster an awareness of the responsibilities and challenges of the modern chemist. Official ACS website: www.acs.org.

American Institute of Architecture Students (AIAS) (AC)

A national student organization that promotes excellence in architecture, education, training, and practice; fosters appreciation of architecture and related disciplines; and organizes architecture students and combines their efforts to advance the science of architecture. This is a club for the architecture students of Norwich University. NU AIAS strives to inspire young designers, encourage networking, and display opportunities in the field of architecture. To do this, the students travel to architectural conferences, host lecture and film series, and participate in design charettes. Official AIAS website: www.aias.org.

American Society of Civil Engineers (ASCE) (AC)

This chapter aims to provide the civil engineering student association with others who share an interest in the civil engineering profession, and thus prepare for entry into the profession and the national society. The objective of the Norwich University American Society of Civil Engineers (NU ASCE) Student Chapter is to provide hands-on engineering experience to civil and environmental engineering and construction engineering management students. The club contributes to Norwich University by allowing students to gain engineering experience outside of the classroom. Students who have participated in NU ASCE will be more knowledgeable than their peers after graduation. The club competes in several annual competitions, representing Norwich University on a regional and national level. The club also promotes the NU civil engineering department by hosting a High School Popsicle Stick Bridge Competition. This competition allows high school students to design, build, and test a model bridge while interacting with students in Norwich's civil engineering department. Official ASCE website: www.asce.org.

American Society of Mechanical Engineers (ASME) (AC)

The Norwich University student chapter of the American Society of Mechanical Engineers (ASME) is an organization that seeks to promote and explore opportunities in engineering. ASME offers students, faculty, alumni, and community members the ability to interact and network with engineering professionals and provide civil service to the surrounding area. ASME combines scholastic principles with fundamental real-world applications to enhance engineering knowledge and awareness. Students with a strong interest in mechanical engineering gain such benefits as a subscription to cutting-edge technology information in ME Magazine, scholarship opportunities, mentoring within the profession, free conference attendance, etc. Official website: www.asme.org.

Artificial Intelligence Club (SI)

The Norwich University Artificial Intelligence Club (NUAIC) is an inclusive community for students passionate about Artificial Intelligence, actively pushing the boundaries of AI technology and knowledge by engaging in various projects and initiatives.

Athletic Training Society (AC)

The Athletic Training Society provides hands-on educational opportunities for skill development. This Society's focus is on providing help to the future health Sports Medicine health care providers. This is a great place to meet those with similar interests, develop study groups, and find resources to help perfect your craft.

Auxiliary University Program Club (SI)

Supporting Club for Norwich University Auxiliary Program

Bataan Death March Team (SI)

The NU Bataan Death March team is a group of students who train for and compete in the Annual Bataan Memorial Death March race held in New Mexico at the White Sands Missile Range

Bakers Battalion

Norwich Bakers Battalion (B.A.K.E.) is a community-driven organization dedicated to combining creativity, camaraderie, and craftsmanship through the art of baking. Rooted in the Norwich tradition of leadership, teamwork, and service, our club provides cadets and civilian students alike a hands-on environment to explore baking as both a culinary skill and a form of stress relief from the demands of university life.

Beta Beta Beta (BBB) (AC)

An honor and professional society affiliated with the American Association for the Advancement of Science, for all students interested in biological sciences. Activities include sponsoring speakers and attending conferences, field trips, and social activities. Official BBB website: www.tri-beta.org.

Billiard Club (SI)

This club aims to concentrate on the game of pool while integrating a level of competition; nevertheless, its main goal is to create a pleasant environment for students who enjoy playing pool, regardless of their proficiency.

Black Student Union (SI)

Norwich University Black Student Union fosters student growth and development through diversity, academics, and community outreach. We provide an opportunity for students to celebrate black culture, lifestyle, and history. We are committed to ensuring that the voices of students of color have an equal opportunity to be heard.

Bodybuilding Association (SI)

The Norwich Bodybuilding Association was established for individuals who aspire to achieve their most aesthetically pleasing selves and who envision competing on the bodybuilding platform. Whether your goal is to increase muscle mass or you intend to participate in a competition down the line, NBBA is tailored for you. Meetings include weightlifting sessions led by renowned bodybuilders and social media personalities, communal meals, educational gatherings, and additional activities. NBBA is committed to your success, providing complimentary training programs, dietary and supplement consultations, and much more!

Boxing Club (CS)

The Norwich University Boxing Club is an organization certified by USA Boxing and the NCBA (National Collegiate Boxing Association), offering a constructive learning atmosphere for Norwich students to acquire and

enhance the essential skills of boxing, with opportunities to compete at the intercollegiate level against other NCBA-certified colleges. This club is committed to principles of respect, discipline, safety, and fostering a positive educational environment. Any individual found to breach the club's core values may face dismissal. Our training regimen is based on the USA Boxing fight book and has been meticulously adapted and supplemented by student trainers alongside our head coach.

Brazilian Jiu-Jitsu (SI)

The Norwich University Brazilian Jiu-Jitsu Club invites all individuals to explore the discipline, lifestyle, and self-defense techniques of BJJ. Whether you're interested in making friends, seeking a rigorous workout, or aiming to transform your life through martial arts, our club is the perfect place to start. We hold the conviction that understanding basic martial arts is crucial for everyone. Our doors are open to everyone, from complete beginners to seasoned practitioners.

Buddy Up (SI)

This youth mentoring program pairs 25 mentees (kids from Northfield and Roxbury) with 25 Norwich University student mentors. This student-run program meets once per week to plan and prepare fun-filled activities, and again on Fridays when the children are on campus from 4 p.m. - 7 p.m.

Cheerleading Club (CS)

The Norwich University Cheerleading Club is dedicated to building a positive, inclusive team environment where camaraderie, confidence, and spirit shine. Through trust and teamwork, we uplift one another on and off the field and all of our Norwich Cadets to foster the Norwich motto, "I Will Try!"

Chess Club (SI)

Norwich University Chess Club is a place where you can come to challenge your mental capabilities. We advocate critical thinking, promote strategic planning, and provide a holistic environment to hone your chess skills. Be sure to bring an electronic device to play on, or bring your own board.

Chinese Cultural and Language Club (SI)

NU Chinese Club is an organization that focuses on Asian and primarily Chinese culture, customs, and language. The members of the Club will learn certain Chinese values and manners that will greatly develop them as global citizens and aid them in case of studying abroad, as well as go through hands-on applications of culture, such as calligraphy, Chinese games, music, movies, and more. The NU Chinese Club also takes an active part in and helps to sponsor University-wide events such as the Moon Festival and the Chinese New Year celebration. This year, for active members, the Club is also hoping to sponsor a cultural trip for its members to experience Chinese culture and influence in Montreal, Canada.

Christian Fellowship (SI)

Norwich Christian Fellowship, like all campus ministries, aims to carry out the Great Commission with the local church. As believers in the Good News of Jesus Christ, our goal is to share this message with everyone, those who have heard it and those who have not, and to make disciples of those who believe, teaching them to follow all that Jesus has commanded us for the Glory of God. We plan to achieve this in our weekly meetings by teaching from the Bible and discussing the truths it reveals. Our vision is to build a community of believers on campus that fosters a culture of discipleship. We pray together, read and study the Bible together, serve at local churches together, and engage with the world both on and off our campus together. We do all of this in the name of Jesus and for the Glory of God!

College Republicans (SI)

Norwich University College Republicans is a branch of the Vermont College Republicans. Through thoughtful discussion and debate, participation in local politics, and experiential learning, NUCR will grow leaders and educate members on civic engagement and government through political means. NUCR will provide members with opportunities through the national organization and allow for the free flow of thought and expression of conservative ideals in a professional environment.

Combat Rescue Squadron (SI)

The Norwich University Combat Rescue Squadron (NU CRS) is a specialty unit affiliated with Air Force ROTC, dedicated to forging leaders who embody courage, sacrifice, and an unbreakable bond. For Their Tomorrow, We Risk Today. CRS is for everyone who craves challenge, thrives under pressure, and wants to lead purposefully. Through our 11-week Candidate Program, members are tested and transformed. It's a journey that builds more than strength; it forges professionalism, endurance, and lifelong camaraderie.

Criminal Justice Student Association (AC)

CJSA applies what we learn in the classroom to real-world situations. Get the ability to explore possible career paths and meet with some extraordinary individuals within the criminal justice field. This association is geared toward the Criminal Justice/ Criminology career field, but is open and available for all majors.

Electronic Warfare Group (SI)

The Norwich University Electronic Warfare Group is open to all students who are interested in electromagnetic warfare, amateur radio, and emergency communications. Dedicated to getting students their amateur radio license and involved in the domain of EW, SIGINT, RF, and communications.

Emergency Medical Services (NUEMS) (SI)

Norwich University Emergency Medical Services is a Division of Northfield Ambulance. Equipped with Basic and Advanced Life Support equipment, NUEMS provides medical standby for Student Clubs, ROTC Units, Athletics, and University organizations such as the Corps of Cadets. NUEMS works closely with Northfield Ambulance and actively helps in providing medical coverage on the ambulance, the Crash Rescue unit, and the Off-road Rescue unit.

Equestrian Dressage Club (SI)

Equestrian Dressage Club is a club designed to welcome equestrians from all levels of riding. We specialize primarily in English riding, and we are currently working with many qualified instructors who have both the horses and your best interests at heart. We aim to improve everyone's horsemanship as well as teach horsemanship to those who have a love for horses.

eSports Club (SC)

NU eSports Club supports the eSports Teams at Norwich University. Each Team has a Captain who coordinates the team memberships, practice schedules, and team competitions.

Exercise Science Club (SI)

The Exercise Science Club invites students from any major to join and discuss possible career and practicum opportunities. We're committed to building a supportive and driven community that emphasizes professional development by networking with professionals to gain insight into careers such as strength and conditioning, physical therapy, occupational therapy, sports medicine, and exercise physiology. Members will also have the

opportunity to travel to ACSM conferences, which will give students the chance to engage with industry leaders, attend educational sessions, and get exposure to current research and career pathways within the exercise science field.

Fellowship of Christian Athletes (SI)

Looking for a place where faith meets the grind of Norwich life? FCA is a relational, high-energy community dedicated to fellowship and the truth of the Gospel. We aren't just a club; we're a ministry.

Frassati Club (SI)

We hike Mt. Paine with the Catholic Chaplain Fr. Scott Gratton. Holy Mass is said either on the Mountain or in the White Chapel. During the hike, we say the rosary and Fr. Gratton gives lessons in the Catholic Church.

Future Alumni Network (SI)

The Future Alumni Network enhances the student experience by creating a culture of philanthropy and alumni engagement at Norwich University that sets students up to be active and successful alumni. FAN provides opportunities for engagement and celebrates the various ways that students can share their time, talent, and treasure at Norwich.

Girls Who Code (SI)

A club open to ALL genders to help teach and/or learn code from our peers and help teach others in our community. Open to all, no matter your understanding level, you do not need prior experience with code. The club is also open to be used as an open study/tutoring session.

i5 Space (SI)

Whether you desire to achieve a greater understanding of what the Space Force is and what opportunities lie ahead, or if you want to shape the future of the Space Domain.

Investment Club (SI)

We help build financial literacy and portfolio management to hone these skills for a resume and career building.

Latin American Student Union (SI)

LASU will hold events (Independence Day, Latin traditions/holidays, etc.) A club made for students run by students! A place you can feel comfortable being your authentic Latino self. Anyone is welcome to join! Food and future dances/big events are in the works! We will raise money and be social and active on campus.

Latin Dance (SI)

Norwich University Latin Dance meets every Friday for social dancing events around campus. We host workshops, put on performances, and do international dancing events where you can dance to more than just Latin Music.

Men's ACHA Ice Hockey Team (CS)

The Norwich University ACHA (Club) Hockey team is a Division 1 member of the American Collegiate Hockey Association and the North East Collegiate Hockey Association. The team competes with other ACHA and NECHA-sanctioned teams and prep schools throughout New England and Eastern New York. The team competes for a NECHA title as well as a spot in the ACHA regional and national tournaments. The team holds tryouts every October, and anyone interested is encouraged to contact the club.

Military Aviation Club (SI)

NUMAC is a club for anyone interested in military aviation. Club activities include flight sim and test prep for the respective branches of the military.

National Society of Black Engineers (AC)

The National Society of Black Engineers (NSBE) is a student-led organization that empowers Black engineers through academic support, leadership development, networking, and service, fostering excellence and innovation in STEM.

Nepali Students Union (SI)

The Nepali Student Union at Norwich University is a vibrant club fostering cultural exchange and camaraderie. Our diverse members celebrate Nepali traditions while embracing the discipline of a military school.

Orthodox Christian Fellowship (SI)

To support fellowship on campus, to experience and witness the Orthodox Christian Church through community life, prayer, service to others and study of the Faith (Acts 2:42). Furthermore, OCF will work to nurture and strengthen love for Jesus Christ and His Church in its fullness at this most critical juncture of human life and offer an opportunity for Orthodox Christian students and those interested in the Orthodox Christian Church to become more fully acquainted with and informed about their Orthodox heritage.

Physical Education Club (AC)

The Physical Education Club provides a new opportunity for students to get out and move outside of P.E. class. This club promotes teamwork, cooperation, and, of course, physical activity.

Pipes & Drums (SI)

Is a musical club entrusted with teaching bagpiping and Scottish drumming skills to Norwich students, while providing music for the most important ceremonial occasions on campus and in the community. NUP&D furnishes unique music to a variety of campus events, coordinating with professional staff requests and student-led organizations. Most notably, NUP&D is an iconic fixture of the Regimental Ball and Junior Ring ceremonies, and indispensable remembrance ceremonies like Echo Taps. Off-campus, NUP&D represents the best of Norwich's initiative and dedication to the craft in performing for parades, weddings, and competitions. NUP&D is dedicated to providing a learning environment for driven students seeking to learn the bagpipes and/or Scottish drumming from the very beginning or with prior experience, facilitating skills and performance development through classroom instruction and public performances.

Powerlifting (SI)

A team of competitive athletes, both men and women, using Norwich Values to help better ourselves through building strength and leadership.

Pre-Law Society (SI)

The Norwich University Pre-Law Society seeks to build a supportive community for students interested in the study and practice of law by connecting them with legal professionals, alumni, faculty, and one another. Through guest speakers, workshops, discussions, and access to campus and other resources, the Society aims to educate members about legal careers, help them prepare for law school, and encourage thoughtful exploration of the profession. By providing practical guidance, mentorship, and networking opportunities, the Pre-Law Society strives to serve as the primary campus organization for students considering the law and to ensure members graduate informed, prepared, and confident in pursuing legal education and related careers.

Psychology Club (SI)

The Psychology Club is for any student interested in psychology, regardless of major. It is also a good start for students who have not yet met all the requirements for Psi Chi but still wish to be involved in a club that is dedicated to advancing scholarship and leadership, as well as encouraging, promoting, and building a greater understanding of the field of psychology throughout the student body, university, and community.

Scouting Association (NUSA) (SI)

Dedicated to continued service to the surrounding community as well as working with local scouting organizations to continue their development and leadership.

Shooting Association (SI)

The Club Shooting Team is comprised of students from all shooting disciplines and abilities, from those who have never shot a firearm before to those who can compete at the highest levels in their chosen events. The team currently has a wide variety of firearms and is always working to find new and different ways to compete. The team shoots at a fifty-foot indoor range located 5 miles from the University.

Silver Wings (SI)

Silver Wings (SW) is a national, co-ed, professional organization dedicated to creating proactive, knowledgeable, and effective civic leaders through community service and education about national defense.

Ski and Snowboard Club (SI)

The Norwich University Ski and Snowboard Club was founded in 2010 by a group of students dedicated to the sports of skiing and snowboarding. This group of individuals made it their goal to bring all Norwich University skiers and snowboarders together to cultivate a common interest. The club looks to create bonding, fundraisers, and events through this common interest.

Slam Poetry Club (SI)

A dynamic and vibrant community that thrives on the art of spoken word. In these gatherings, passionate wordsmiths, poets, and storytellers come together to weave their thoughts and emotions into compelling performances. Members craft original pieces that often tackle diverse and thought-provoking themes, from personal struggles to societal issues. The heart of the slam poetry club lies in its spirited events, where individuals take the stage to share their work in front of an eager and engaged audience. These performances are marked by intense emotion, rhythmic cadence, and the powerful delivery of words that stir hearts and minds. These clubs not only provide a space for artistic expression but also cultivate a supportive and diverse community, where both novice and seasoned poets can find their voices, build connections, and embrace the transformative power of spoken word art.

Soccer Club (SC)

Norwich University Club Soccer provides the Students of Norwich University with the opportunity to continue playing soccer at the collegiate level. We have a competitive roster that plays a game every other week on Sundays against other schools.

Society of Historical Swordsmanship (SI)

The Norwich Society of Historical Swordsmanship is a club/sports organization that wishes to spread proper swordsmanship and historical study of weaponry to the school. We wish to support both academic study into history as well as physical competitions. We study from a wide array of historical manuals with a heavy emphasis on the historical application and context behind them, as well as practical applications of the techniques.

Spanish Club (Tertulia) (AC)

Students of all levels of fluency are welcome to learn about Hispanic Culture, get help on assignments, and make new friends!

Student Government Association (SI)

The Norwich University Student Government Association is the main liaison between the student body and the administration. The SGA works with administrators to make sure that the concerns of students are heard and addressed with students, to make sure that university policies are understood, in order to make Norwich better.

Student Nurses' Association (AC)

The Student Nurses' Association serves to bridge the gap between nursing students and faculty and to make improvements within the Norwich University Nursing Program. While making an impact on the community, both the Norwich community and the greater Northfield area.

Students Promoting Alcohol Consciousness and Education (SI)

PACE is a student organization dedicated to advancing alcohol awareness and responsible behaviors regarding drinking. We plan and host engaging events that encourage conversation around alcohol and community to support informed decision-making. PACE is not a sober club; we recognize that students have different relationships with alcohol, which is why our focus is on education, harm reduction, and fostering a safer campus community. All students are encouraged to join!

Tactical Society (NUTS) (SI)

A place where like-minded individuals may gather to participate in or simply be around strategy games. Board and computer games are the usual around here, including a lot of people who play card games such as Magic: The Gathering. Everyone is welcome to come as they are and join in the fun!

Tau Beta Pi (AC)

The Engineering Honor Society. TBP is the nation's oldest and second-largest engineering honor society. Founded in 1885, this honor society recognizes engineering students for their distinguished scholarship and exemplary character.

The Guidon (AC)

The Guidon is the student-run newspaper of Norwich University. We strive to educate students of journalism and news media.

The Hallow Quill (AC)

The Hallow Quill is a student-led club dedicated to fostering creativity in all its forms. We welcome students from diverse artistic backgrounds, whether their passion lies in dance, music, literature, visual arts, or any other form of self-expression. Our mission is to create a supportive and open environment where creativity can thrive, and ideas can be shared freely. Through workshops, showcases, and collaborative projects, members are encouraged to push the boundaries of their artistic talents and connect with others who share their passion. Whether you're experienced or just starting, The Hallow Quill is a space to experiment, grow, and celebrate the arts together.

UAS Club (SI)

A club interested in racing, freestyle, cinematic FPV, and all other forms of small, unmanned aircraft systems.

Ultimate Frisbee Club Team (SC)

At Norwich University, our goals are to welcome players to learn new skills, compete against other club teams, and, most importantly, have a great time! We travel all over New England and play in games/tournaments against other colleges. We hosted three tournaments here at Norwich in the last three years! We hope to invite more teams here this year. This is an intramural, Co-Ed team. Practices are typically held in the evenings and run about 90 minutes twice a week on-campus. The schedule for practice will be released closer to school starting. We encourage all to try it out. Skill level does not matter; Our seasonal roster commonly consists of an equal amount of first-timers and veterans.

Unify - Special Olympics Club (SI)

Unify at Norwich University is a Special Olympics club here at Norwich University. Every Tuesday, we host athletes from all over Vermont and work out with them to reach their fitness goals. We meet from 1800 to 1930 and do individual workouts and group activities.

Unit 1819 (AC)

A place where anyone is welcome to join and improve their cyber-related skills in a fun and engaging environment. Provides practical experience and collaboration between peers.

Volleyball club (SC)

Whether you're a seasoned player or just starting, there's a place for you here. Join our competitive team for a challenge or come to our open gym sessions to practice and have fun, no matter your skill level. Everyone is welcome!

Water Polo Club (CS)

The Norwich University Water Polo Club's main goal is to provide students the ability to train and compete in Water Polo games in the area, as well as be an outlet to get to know members of the Norwich Community and branch out to other schools and meet other Water Polo athletes in the area. The Club strongly encourages new members, especially those willing to learn about and eventually compete in Water Polo games and tournaments. But most importantly, it is about having fun in a safe environment. Club Membership is open to all current Norwich students, both civilian and corps of cadets.

WNUB (radio station) (AC) (SI)

WNUB is a non-commercial, educational FM radio station licensed by the Federal Communications Commission to the Trustees of Norwich University and broadcasts at a frequency of 88.3 MHz in stereo with a power of 285 watts. It is managed and operated by a student staff under the guidance of a Communications faculty advisor. Its broadcast studios and business office are located in the Communications Center. In addition to its popular music programming, WNUB broadcasts regular newscasts (using its AP radio news wire), public service announcements, special educational programming, and live Norwich sports. Nearly 100 students from all class years participate in WNUB, both as a Communications course requirement and as an extracurricular activity.

Women in Cybersecurity Club (AC)

The Women in Cybersecurity Club celebrates diversity and seeks to mitigate gender disparity in the industry. The focus is on professional development and leadership, acquiring new skills, and extending students' educational and professional networks. WiCys Club welcomes members of all genders who promote themselves as allies to women in the industry. Student members will undertake activities to promote the recruitment, retention, and advancement of women in cybersecurity and technology roles.

Women Kicking Glass Club (SI)

The Women Kicking Glass Club is dedicated to empowering women by providing resources, support, and a safe space for personal and professional growth. Under the guidance of the Women Kicking Glass alumni network, we aim to create alumni networking opportunities and community-building activities that support and inspire every woman at Norwich to achieve her goals.

Women's ACHA Club Ice Hockey Team (CS)

The purpose of the Women's Club Ice Hockey Team is to establish a team to play a competitive schedule of games against other club hockey teams in the IWCHL. The team will also practice multiple times a week at Kreitzberg Arena. The team holds tryouts each year and carries a roster of 25 players.

Yarn Club (SI)

The NU Yarn Club focuses on teaching and practicing knitting, crochet, and other fiber arts (embroidery, sewing, etc.). We bring new students and employees together with a common interest and serve others by donating items to local and national non-profit organizations. Knitting and crocheting are not only productive stress-reducing hobbies but also a great way to spend time when social gatherings are limited! If you want to learn a new hobby, make unique clothing pieces to add to your wardrobe, participate in service, knit/crochet for donations, and be part of a fun and welcoming community, this group may be for you! Even if you have no interest in knitting or crocheting but would like to bring another fiber art hobby to practice with others, stop by!

Corps of Cadets

For two centuries, Norwich University has prepared its graduates, America's leaders, for roles as "citizen soldiers."

When Captain Alden Partridge founded the university at Norwich, Vermont, in 1819, he established the first private military college in the United States. Today, the U.S. Army officially credits Captain Partridge's "citizen soldier" concept as the forerunner of Reserve Officer Training Corps (ROTC).

The Norwich University Corps of Cadets is a leadership laboratory. The program transforms high school graduates into adaptive leaders of character for the nation through a four-year progressive leadership experience, which prepares them to live honorable lives and assume the most challenging roles in the military, government, industry, and business.

During the first year, through an intensive military model, cadets develop the basic skills of time management, organization, and attention to detail while building confidence, courage, and mental toughness. During the second year, they learn all the fundamental principles of leadership required to assume a primary leadership role during their third and fourth years. During the last two years, the cadets lead their peers under the close supervision, coaching, and mentorship of professional staff who provide essential feedback and counseling on their performance and leadership development.

All cadets are required to be enrolled in four semesters (two years) and pass four progressive-level courses in ROTC in either the Army, Navy (Marine Corps), or Air Force (Space Force) ROTC to maintain membership in the Corps of Cadets. Officer commissioning programs such as the Coast Guard Auxiliary Program (AUP),

Marine Corps Platoon Leaders Course (PLC), or similar programs do NOT count toward the four ROTC course requirements. To be eligible to receive a Military College of Vermont (MCV) diploma at graduation, a cadet must have:

- completed all Rook training required for recognition as a first-year cadet
- successfully complete, or receive credit for four progressive semesters (two years) of ROTC courses, and participate in the ROTC PT and leadership laboratory to the maximum allowed by the ROTC Unit
- resided on campus for eight semesters (four years), the last six semesters must be as a cadet, or received an accommodation or waiver
- passed the Corps of Cadets Physical Fitness test each year, or received a waiver
- completed all disciplinary sanctions prior to Reading Day preceding the graduation term and be in good standing (not on disciplinary hold).

Cadets seeking a commission in the military are required to complete a third and fourth year of ROTC and meet all other requirements established by the commissioning service.

The ROTC programs exist to commission well-educated officers into the Army, Air Force, Navy, and Marine Corps in sufficient numbers to meet the requirements of these services. The general objectives of the programs are to provide an understanding of the principles of military, aerospace, and naval science; to develop an understanding of associated professional knowledge; to build attitudes of integrity, honor, and individual responsibility; and to encourage an appreciation of national security requirements. The Norwich Corps of Cadets supports and enhances the respective ROTC's mission and better prepares Cadets for service to the Nation.

ROTC Requirement

Corps students have priority for enrollment in ROTC courses. Civilian students who wish to enroll on a space-available basis may do so with instructor permission. Participation in ROTC physical training and military labs will be at the discretion of the applicable ROTC unit. To pursue a commission through ROTC at Norwich University, a student must be a member of the Corps, unless he or she meets the veteran exemption as delineated in the following paragraph.

Student veterans who have honorably and faithfully served our nation as a member of the Armed Forces of the United States, as evidenced by either the award of an honorable discharge certificate (DD214), or the completion of three years of honorable service in the active component, the reserve component (drilling member), or a combination of both as evidenced by a letter from the individual's commanding officer, and is no older than 25 as of 1 September of the year of matriculation, may apply for enrollment in the Norwich University ROTC program of their choice with the intent of pursuing a commission as a civilian student. The applicable ROTC Department Chair, the Dean of the College of National Services, and the Commandant of Cadets will review the applicant's file to ensure all eligibility criteria are met.

Cadets contracted for Commission

The Norwich University Board of Trustees has directed that all members of the Corps, who are contracted for commission, be required to take four years of ROTC courses; one course per semester. The ROTC courses must include each of the two courses offered at each of the four levels (100, 200, 300, 400). Branch of service transfers will be allowed (prerequisites permitting) during the first two years of the requirement.

Non-contracted Cadets

Non-contracted Cadets are required to complete four semesters of ROTC courses and participate in physical training and military lab to the extent allowed by the ROTC unit. The ROTC courses must be progressive. Students remain responsible for all established degree requirements.

Students transferring into the Corps are required to meet the ROTC requirement for membership in the Corps.

Requirements by Military Branch

Counseling and Wellness

The **Counseling and Wellness Center** (CWC) staff provides support for the mental health needs of the university population. Individual and group counseling for students is available in a confidential setting. In addition, thematic groups and psycho-educational workshops can be provided in response to specific needs. These services are conducted by a highly trained staff of licensed clinicians and supervised master's level interns. Counseling services are free to NU students.

The CWC also provides wellness programming, services, and outreach including yoga, mindfulness, alcohol and drug education, therapy dog visits, and light therapy. During the semester, the CWC will host depression and mental health screening opportunities, and host other wellness programming events to provide a broader understanding of relevant issues surrounding college mental health and wellness.

It is the CWC's primary purpose to provide holistic support to students as they pursue their academic and personal goals, enhancing the student experience at Norwich.

For more information contact the CWC via email cwc@norwich.edu, phone 802-485-2134, or drop by our office on the 4th floor of the Kreitzberg Library during regular business hours 8-4:30 pm Monday through Friday.

For updated event postings check out our Facebook and Instagram pages [@norwichcwc](#), and look on the Corp app, and the NU calendar of events.

Dining

Some students call the place they eat a dining hall, some a mess hall--either way, it is a focal point on the campus. The dining hall is open continuously on weekdays from 6:45 a.m. to 7:30 p.m. Brunch from 9:30 a.m.-12:30 p.m. and dinner from 4:30 p.m.-6:30 p.m. are provided on most Saturdays and Sundays with breakfast, lunch and dinner provided on some select Saturdays.

- The residential dining plan for all rooks and freshmen provides 19 meals a week as well as snacks any time the dining hall is open.
- The Corps Freshmen (Rooks) and some of their leaders eat separately on the upper deck of the dining hall. All other students (sophomores, juniors, seniors, corps, civilian, and commuter students on a meal plan) eat together on the main floor.

Sophomores, juniors and seniors residing on campus may choose one of the following meal plan options:

- 19 meals per week as described above

- 15 meals per week and \$100 per semester to use in The Mill, **Dunkin' Donuts**.
- 12 meals per week and \$200 per semester to use in The Mill, Dunkin' Donuts.

"The Mill" snack bar offers a wide variety of food and beverages to eat in the Snack Bar or "to go". "The Mill" operates with extended hours during the academic year; hours are posted.

The full Dunkin Donuts menu is offered with extended hours during the academic year; hours are posted.

Honors Program

Director: Jacqueline Strenio

The mission of the Honors Program is to support an enriched university experience for highly motivated students with demonstrated academic abilities and strong interests in research, service, and leadership.

The University Honors Program is a merit-based, highly selective academic track for outstanding undergraduates, comprising less than 5% of the graduating class. It provides a framework for an advanced education experience encompassing the following core elements:

- One-on-one faculty mentorship over the participant's tenure in the Honors Program
- Customized opportunities for enhanced academic growth
- Individualized hands-on research experience
- Learning community of like-minded motivated peers
- Prestigious Honors designation on the diploma and transcript upon graduation

The University Honors Program is designed with the understanding that most of our students have very tight curriculum maps and do not have many free electives. Students complete the following requirements in fulfillment of the University Honors Program:

- ***First-year Honors Seminar.*** Faculty across the university engage in a competitive application process to teach this course. Topics rotate based on faculty expertise but all sections are interdisciplinary, academically challenging, and thought provoking. Honors students collaborate with colleagues across the university to critically tackle difficult topics and expand their perspectives.
- ***Contract Course.*** Honors students start to take control of their research interests by collaborating with one of their course faculty. Together, Honors students and faculty develop an enrichment project for the course based on the student's interests.
- ***Honors Thesis Preparation Course.*** The Honors thesis is the most substantial and rigorous academic requirement for an undergraduate. The Director of the Honors Program dedicates a course to preparing students to successfully complete the thesis. Students develop their research question in consultation with the Director and faculty mentor, read scholarly literature on the topic, and develop a method of study.
- ***Honors Thesis.*** The Honors Thesis is the culmination of student research. Students work closely with their thesis committee to engage in a rigorous, original research project. Successful completion requires a public, oral defense and acceptance of the final thesis by the student's committee.

- **Honors Portfolio.** Under the supervision of the Honors Director, students will compile a portfolio chronicling and reflecting on their work in the Honors Program. This includes material developed for the first-year seminar, contract course, research projects, and University lecture series.

The Honors Program has a two-wave admission model.

- **First wave.** The top 15% of first-year applicants are invited to apply to the program. If they choose to pursue this opportunity, then the student must submit an Honors Program application that consists of two letters of recommendation from an educator familiar with the student's academic profile; a resume outlining the student's academic achievements, work experience, and service credentials; and, a response essay to a writing prompt. The Norwich University Honors Council considers the credentials of each applicant and makes acceptance decisions on a case-by-case basis.
- **Second wave.** Students completing their first semester at Norwich with a 3.2 GPA or higher and showing outstanding academic aptitude are invited to apply to the program. Nominations are also solicited from faculty teaching freshmen courses. Second wave students follow an application process that is similar to that of first wave applicants.

Housing

On-campus housing offers four residential housing areas which include the Upper Parade Ground, Crawford Hall, Dalrymple and South Halls.

The Upper Parade includes eight Corps of Cadet barracks located around the Upper Parade ground; where the fall and spring parades and ceremonies take place. Crawford Hall, a short walk from the Upper Parade ground houses additional members of the Corps of Cadets and Residential Civilian Students.

Dalrymple and South Halls house Residential Civilian students in single and double rooms. Currently, two professional staff members reside in both Halls and oversee all Residential Civilian students under the supervision of the Director of Residence Life & Civilian Housing. Each hall is additionally supervised by 10 trained upper-class student staff. Our residential communities offer a residential programming model, fitness centers, laundry and vending, community lounges, and study rooms.

Norwich currently has approximately 2100 residential beds on campus. All Corps of Cadets and Residential Civilian students currently have a 4-year on-campus living requirement. Those wishing for a waiver to reside off-campus may make a request through the Intent to Return process which takes place in the latter half of the Fall and Spring semesters.

Study Abroad and International Support

The International Center is responsible for partnering with a wide range of internal and external stakeholders to advance the comprehensive internationalization of the university through the alignment and integration of policies, programs, and initiatives designed to position the university as more globally oriented and internationally connected. The work of comprehensive internationalization takes place over a broad range of domains, including but not limited to the following:

- Education Abroad

- International Students
- International Scholars
- International Partnerships

Education (Study) Abroad

The International Center provides a wide range of programs and services related to the design, development, implementation, and evaluation of programs for students seeking, engaged in, or who have returned from overseas programs. Programs are offered at a variety of times throughout the year, at a variety of costs, and in a variety of disciplines and locations in order to suit the full spectrum of Norwich students. In addition to programs through external partners, the International Center also works with Norwich faculty to develop program offerings that are specifically designed with Norwich students in mind. There are also opportunities for Norwich students to participate as an exchange student through one of the many exchange agreements that the university maintains with institutions abroad.

To participate in an Education Abroad/Study Away program for credit toward an undergraduate degree, students must:

- Have a cumulative grade point average of 2.5 or higher at the time of application
- Demonstrate satisfactory academic progress as determined by the Registrar and Student Financial Planning
- Have no financial, disciplinary, or academic holds on their account
- Receive acceptance from a recognized Education Abroad program, International University or a domestic Study Away program
- Be approved for their chosen Education Abroad/Study Away program by their Academic Advisor and the NU International Center
- Visit the International Center or attend a scheduled Education Abroad Information Session presented by the International Center, for the most current application procedures
- ROTC contracted students must make specific arrangements with their ROTC Unit to complete their ROTC requirements to continue their contracted status.

A student who receives approval for Study Abroad/Study Away will be considered as an enrolled full-time Norwich student.

International Students

The International Center provides a wide range of programs and services related to the full life cycle of an international student, including but not limited to the issuance of initial immigration documents, pre-arrival outreach and communications, orientation and ongoing social and cultural programming, immigration advising, and general support services and programs to ensure academic success and retention. The International Center coordinates a comprehensive, multi-day orientation for new international students, helps students maintain their immigration status once they are in the US and at the university, offers a variety of programs and activities, and advises students on everything from adjusting to a new culture to applying for work authorization. The International Center also works closely with academic advisers and student services offices to ensure the success of international students.

International Scholars

The International Center facilitates the process of bringing international visiting scholars to the university to engage in joint teaching and/or research projects with the faculty. The university regards the presence of international visiting scholars as being of strategic importance to fostering international education and the internationalization of the institution.

International Partnerships

The International Center works closely with academic and administrative units throughout the university to develop and maintain a wide array of sustainable international partnerships designed to enhance the internationalization of teaching and learning at the university and to facilitate the discovery and sharing of knowledge between Norwich University and the world. These partnerships include, but are not limited to, faculty exchange agreements, student exchange agreements, joint research agreements, joint or dual degree programs, etc.

The International Center is also responsible for ensuring university-wide compliance with a wide range of federal regulations relating to the enrollment and/or employment of international students. Staff members in the International Center who work with international students must be certified by and registered with the US Department of Homeland Security and the US Department of State as Designated School Officials (DSO) and Responsible Officers (ROs).

Preprofessional Programs

Preprofessional programs are those in which a student completes college as a prerequisite for admission to a professional school. **Preprofessional programs are career choices, not majors.** Examples include, but are not limited to pre-medical, pre-dentistry, physician's assistant, pre-health professions, etc. Most preprofessional course requirements can be met at any accredited college or university. However, preprofessional advising at Norwich University is one of the strengths of the Preprofessional Program. The university maintains a strong advising program for preprofessional students. The advisor and student will develop a list of appropriate electives along with the major curriculum map and extra-curricular activities. The preprofessional advising program it is designed to enhance professional school admission opportunities and facilitate a student's transfer into a professional school.

The Preprofessional Program implements structured curricula and specialized advising for numerous career areas. Each curriculum incorporates the courses required by the professional schools into the strong Norwich University liberal arts curriculum. These courses facilitate the development of reading, writing, and critical thinking skills that provide the key to successful performance in professional schools and lifelong learning. Sound preprofessional advising, the accessibility of the individual advisers, and frequent contact with professional school representatives keep students well informed about the admission requirements and the application process for each program.

Selecting a Major

The majors that successful professional school applicants select are as diverse as the students themselves. Very few professional schools require, or even necessarily prefer, that applicants come from any particular undergraduate major. However, the liberal arts education that students receive at Norwich is an asset to any professional school applicant.

Preprofessional students should major in a subject that they enjoy and are thus more likely to perform well academically. A wise choice of major should take into account (1) what field holds the most interesting career prospects in the event that professional school plans do not materialize, and (2) the fact that majoring in something one enjoys, rather than feels compelled to pursue, is likely to stimulate the superior academic performance that is of utmost importance in professional school admission.

Service Learning

Service-Learning Opportunities

Students are encouraged to explore both credit-bearing and co-curricular service-learning opportunities that are tied to their academic interests and learning objectives. Service-learning allows students to apply what they're learning to the real world, in real time, and with real outcomes that affect the community the students are serving. To learn more about potential projects both within and outside the classroom, contact the Center for Civic Engagement (CCE), refer to information below.

Volunteer Opportunities and Programs

In keeping with the mission and tradition of Norwich University, students, staff, and faculty engage in a variety of public service activities throughout the entire calendar year. All students and student groups are encouraged to participate in a variety of volunteer opportunities during the week (outside of their academic schedule), weekends and even during holiday breaks. In conjunction with the Student Activities Fair at the beginning of each academic year, a volunteer fair is held on campus, which allows the University community to learn more about volunteer activities directly by meeting representatives of local community-based organizations.

Students who wish to volunteer with community partners and organizations are encouraged to register as volunteer by contacting the CCE. Leadership and service projects are local, national and international in scope and consist of work with the elderly, youth, homeless, hungry, and economically disadvantaged. All students are encouraged to become active volunteers as part of their college experience, with the aim of developing graduates who are "ready, not reluctant" to serve their community and nation.

Annual volunteer events include bi-annual blood and bone marrow registration drives, the Penguin Plunge fundraiser benefiting the VT Special Olympics; various food, book, clothing and supply drives; and annual clothing re-use programs, to include the Annual Clothing Drop 'N Swap, as well as the annual, end-of-the-year "Trash to Treasure" re-use program for unwanted, quality items donated by students leaving campus. One-time and on-going volunteer opportunities are posted on [Norwich Serves site](#).

Additionally, domestic Alternative Break volunteer trips take place over Spring Breaks, while the NU VISIONS Abroad program features international, inter-disciplinary trips during summer vacation.

Contact Information

Office: Center for Civic Engagement, Wise Campus Center, Room 229; Phone: 802-485-2670 (Director's number). Email: 4achange@norwich.edu.

A Private Education is Affordable

Many families assume they cannot afford private education and make the mistake of basing their college selection on published costs alone. Don't fall victim to "sticker shock." At Norwich University, you will be surprised at the options available and how we can make a top-quality private education affordable. The Financial Aid Office will work with you to design a financial aid package that is tailored to meet your individual family circumstances.

All fees must be paid to enroll. There is an automatic hold on registration, transcripts, and diplomas for a student whose account is not paid in full. Items for which payment was deferred must also be paid before a transcript may be released. Please see Corps of Cadets and Dean of Students regulations or publications for other applicable fees.

Please note: Fees and charges are subject to change. When such changes are made, notice will be given as far in advance as possible. For further information about fees and charges, payment options, refund schedules, and information about the student account, explore the policies by reviewing the page tabs, and Bursar's website:

- Residential programs, <https://www.norwich.edu/offices/bursar>.
- Online programs, <https://online.norwich.edu/online/paying/tuition-fees>.

FY 25-26 Tuition and Fees

(2025-26) Fall Semester	(2025-26) Spring Semester	(2025-26) Annual
\$24,365	\$24,365	\$48,730
		\$200
\$5,405	\$5,405	\$10,810
\$2,235	\$2,235	\$4,470
		\$2,120
		\$150
\$320	\$320	\$640
\$725	\$725	\$1,450
\$445	\$445	\$890
		\$780

Fee Policies, Fee Explanation

ALL RESIDENTIAL STUDENTS ARE BILLED AT FULL-TIME TUITION RATES REGARDLESS OF CREDIT HOURS.

Commuter Student - Full time

	(2025-26) FALL SEMESTER	(2025-26) SPRING SEMESTER	(2025-26) ANNUAL
Tuition (includes tuition for up to 19 credits)	\$24,365	\$24,365	\$48,730
Security Deposit			\$200
Medical Insurance			\$2,120
Student Activities Fee	\$320	\$320	\$640
Technology Fee	\$725	\$725	\$1,450
University Health Services Fee (use of clinic, infirmary, substance education and counseling services)	\$445	\$445	\$890

Commuter Student – Part time

	Credits	(2025-26) Cost
Part-time Commuter	9-11	\$14,623
Part-time Commuter	6-8	\$ 9,756
Part-time Commuter	3-5	\$ 4,878
Part-time Commuter	1-2	\$ 1,831

Tuition, fees, and deposit for on-campus graduate programs

Item	(2025-26) Cost
Tuition	\$961/credit
Room	\$10,810
Board	\$4,470
Basic Fees (Health, Technology, Student Activities)	\$3,760
Medical Insurance (full-time students only, estimated cost)	\$2,120
Admissions Deposit	\$200

Miscellaneous Fees and Charges

	(2025-26) Cost
Deposit (Advance Payment)	\$200
Audit (per course, non-refundable)	\$1,436
ATI Nursing Fee	\$472-\$750
Clinical Course Fee (per course)	\$472-\$750
Course Overload Charge	\$1,436
Fire Alarm Reset (room)	\$25
Fire Alarm Reset (hallway)	\$100
Follett ACCESS (course materials per semester)	\$22 per credit up to \$264
Graduation Fee (Degree)	\$150
Graduation Fee (Certificate)	\$75
Identification Card Replacement	\$25
iPad Fee (annual; required for class utilization)	
Late Payment/Processing Fee (per month)	\$1.5% of balance due
Lab/Science Course Fee	\$10 - \$60
Lab/Engineering Course Fee	\$30 - \$230
Mailbox Key Replacement Charge	\$45
Orientation fee (This is a one-time, non-waivable, orientation fee paid by all students in their first matriculating year on campus.)	\$379
PE 355 Certification Materials Fee	\$80
Readmission Fee (non-refundable, but applied to tuition)	\$250
Registration for Equivalency Examination (posting exam credit \$250 per credit hour)	\$250

Replacement Diploma Fee	\$75
Room Lockout (open locked door)	\$40
Room Key Replacement Charge	\$40
Science Materials Fee	\$75
Senior Citizens (Age 62) (not applicable to summer courses, or if matriculating for a degree)	No Charge
Single-Room Surcharge (South & Dalrymple Halls) (per semester)	\$884
Study Abroad	\$750
Vehicle Registration (per year)	\$425
International Student Fee (Per Semester)	\$150
Facilities Fee (Per Year)	\$780
Estimated Fees*	(2025-26) Cost
Books & Supplies	\$1,500
Miscellaneous Expenses	\$1,500
Transportation	\$1,200

Course Fees		(2025-26) Cost
Simulation for Nursing Practice		\$120
Computer Forensics I		\$150
Introduction to Drawing		\$25
Introduction to Visual Design		\$25
Introduction to Painting		\$50
Introduction to Printmaking		\$50
Introduction to Photography		\$90
Fundamentals of Digital Design		\$70
Embedded Systems		\$90
Construction Safety		\$15
Principles of Financial Accounting		\$89
Principles of Managerial Accounting		\$89
Math Placement Test Fee		\$25
Academic Course Fees (Art & Architecture)		\$200
Academic Course Fees (Engineering)		\$10-\$125
Academic Course Fees (Nursing)		\$200-\$400
Program Fees (per year)		(2025-26) Cost
Accounting		\$1,200
Architectural Studies		\$1,800
Civil Engineering		\$1,800
Construction Management		\$1,800
Computer Security and Information Assurance		\$1,800
Computer Science		\$1,600
Design Arts		\$1,800

Electrical and Computer Engineering		\$1,800
Engineering		\$1,600
Mechanical Engineering		\$1,800
International Business		\$1,400
Management		\$1,200
Nursing		\$1,800
Nursing Accelerated		\$1,800
Master of Architecture		\$1,800
All Other Programs		\$600

Explanation of Fees and Charges

Books: The total tuition and fees cost doesn't include book charges. Book charges, shipping, and handling costs, and applicable taxes are paid separately.

Technology Fee: The technology fee is composed of three components: 1) university computing infrastructure 2) core network resources and 3) the academic computing environment. University infrastructure costs include systems that provide all students with electronic access to and from the university and the portal systems that distribute information. Core network resources include the necessary equipment and services to provide network connectivity to these resources. The academic computing environment includes all computer labs, smart classrooms, printers, software and maintenance.

Library Fee: The library fee covers library support, online databases, and library access fees. This fee is non-refundable once the term begins.

Graduation Fee: For graduate and undergraduate students the fee is \$150 and for certificate programs the graduation fee is \$75. The graduation fee is a one-time, non-refundable fee that will appear on the student's final bill. The fee covers expenses associated with processing students for graduation; thus, the fee is not dependent on the student's participation in the commencement ceremony. **Audit Charge:** A student who audits a course will be charged the equivalent of one credit hour, along with the technology and library fees associated with the course.

Security Deposit: A security deposit is a one-time charge to all resident and full-time, nonresident students. The deposit will be refunded within 10 weeks following withdrawal or graduation.

Lab/course fees are assessed to students enrolled in specific courses, principally science and engineering. The fee covers the consumables used in the lab and in some cases also covers the cost of the lab manual and/or specialized software. The exact fee varies by course but ranges from \$10 to \$40 for science courses and \$30 to \$75 for engineering.

Medical Insurance: Norwich University requires that every full-time student have medical insurance coverage, either a personal policy or the policy offered by the school.

Course Overload Fee: Tuition pays for 19 credits per semester, excluding ROTC and MU260, Regimental Band. Except for ROTC courses and MU260, credits in excess of 19 will be charged at the part-time tuition rate. Bills will be adjusted for overloads at the end of the add/drop period. Please note, dropping a Course Overload Course after the end of the Add/Drop period will not result in a refund. If you are enrolled in courses that generate a course overload fee, you must drop them before the end of the add/drop window to not be charged for the course.

Cadet Uniform Fee: The student is obligated for the full cost of the Cadet uniform at the time the uniform is issued. Additional uniform replacement parts are at the expense of the student at time of purchase. Rooks withdrawing from the Corps of Cadets will receive a refund for the unused portion of their uniform issue and for items that have not been personally fitted/tailored. The manager of the Cadet Uniform Store will determine refunds. Should the Cadet withdraw from the Corps of Cadets or require a transcript, the full cost of the uniform, to include both the billed cost and the remaining cost of the uniform (less any approved refunds) will be applied to the student's account and must be paid when received. There is an automatic hold on transcripts and diplomas for any student whose student account is not paid in full.

Enrollment Deposit: Norwich requires an advance payment from all students who intend to return in the fall to help ensure accurate planning. This advance payment of \$200 is due May 1. It is a non-refundable deposit, but upon enrollment it is applied towards your account, reducing the student's bill by \$200. If the deposit is not used during the succeeding three years, the **deposit will be declared income to Norwich**

** Please note, the estimated cost of books and materials is \$175 per term. Norwich's program offering and course material requirements are diverse and individualized, therefore, actual costs may vary significantly from this estimate across various student populations, program course offerings, and individual instructor.*

Bursar Tuition & Fees

2025-2026 Tuition and Fees

Prices effective June 1, 2025

BACHELOR'S DEGREE PROGRAMS	RATE PER CREDIT	TUITION	ADDITIONAL EXPENSES*	TOTAL**
Bachelor of Interdisciplinary Studies	\$375 or \$250 (active military)	\$750-\$4,500	Technology - \$150/term Library - \$100/term Graduation Application Fee - \$150/one-time	\$8,400 - \$35,900
Bachelor of Science in Business Administration	\$375 or \$250 (active military)	\$750-\$4,500	Technology - \$150/term Library - \$100/term Graduation Application Fee- \$150/one-time	\$8,400 - \$35,900***
Bachelor of Science in Computer Science & Information Systems	\$375 or \$250 (active military)	\$750-\$4,500	Technology - \$150/term Library - \$100/term Graduation Application Fee - \$150/one-time	\$8,400 - \$35,900
Bachelor of Science in Criminal Justice	\$375 or \$250 (active military)	\$750-\$4,500	Technology - \$150/term Library - \$100/term Graduation Application Fee - \$150/one-time	\$8,400 - \$35,900
Bachelor of Science in Cybersecurity	\$375 or \$250 (active military)	\$750-\$4,500	Technology - \$150/term Library - \$100/term Graduation Application Fee - \$150/one-time	\$8,400 - \$35,900
Bachelor of Science in Management Studies	\$375 or \$250 (active military)	\$750-\$4,500	Technology - \$150/term Library - \$100/term Graduation Application Fee - \$150/one-time	\$8,400 - \$35,900***

Bachelor of Science in National Security Studies	\$375 or \$250 (active military)	\$750-\$4,500	Technology - \$150/term Library - \$100/term Graduation Application Fee - \$150/one-time	\$8,400 - \$35,900
Bachelor of Science in Strategic Studies and Defense Analysis	\$250 (active military); \$375 (retired/separated military)	\$750-\$4,500	Technology - \$150/term Library - \$100/term Graduation - \$150/one-time	\$8,400 - \$23,900
RN to BS in Nursing	\$375 or \$250 (active military)	\$750-\$4,500	Technology - \$150/term Library - \$100/term Graduation Application Fee - \$150/one-time	\$9,150 - \$24,150

**Book charges, shipping and handling costs, and applicable taxes are paid separately.*

***The total tuition and fees cost does not include charges associated with books. A full-time bachelor's degree completion student is enrolled in 12 credits per trimester.*

****Students enrolled in the Bachelor of Science in Management Studies program (now Bachelor of Science in Business Administration) follow the tuition and fees noted on the Bachelor of Science in Business Administration listing.*

MASTER'S PROGRAM	RATE PER CREDIT	TERM TUITION	ADDITIONAL EXPENSES	TOTAL*
Master of Arts in Defense Policy	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/term Graduation Application Fee - \$150/one time	\$18,375-\$22,815
Master of Arts in Diplomacy	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/term Graduation Application Fee - \$150/one-time	\$22,050-\$27,378
Master of Arts in Global Affairs	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/term Graduation Application Fee - \$150/one time	\$18,375-\$22,815
Master of Arts in History	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/term Graduation Application Fee - \$150/one-time	\$22,050-\$27,378
Master of Arts in International Relations	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/term Graduation Application Fee - \$150/one-time	\$20,400-\$25,284

Master of Arts in Military History	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/ term Graduation Application Fee - \$150/one-time	\$22,050-\$27,378
Master of Arts in Museum Administration	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/ term Graduation Application Fee - \$150/one time	\$18,375-\$22,815
Master of Arts in Strategic Studies	\$689; \$550 (military; veteran; first responder)	\$3,300-\$4,134	Technology - \$300/term Library - \$75/ term Graduation Application Fee - \$150/one-time	\$22,050-\$27,054
Master of Business Administration	\$799; \$550 (military; veteran; first responder)	\$3,300-\$4,794	Technology - \$300/term Library - \$75/ term Graduation Application Fee - \$150/one-time	\$22,050-\$31,014
Master of Public Administration	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/ term Graduation - \$150/one-time	\$22,050-\$27,378
Master of Science in Criminal Justice	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/ term Graduation Application Fee - \$150/one-time	\$18,375-\$22,815

Master of Science in Cybersecurity	\$799; \$550 (military; veteran; first responder)	\$3,300-\$4,794	Technology - \$300/term Library - \$75/ term Graduation Application Fee - \$150/one-time	\$22,050-\$31,014
Master of Science in Information Systems	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/ term Graduation Application Fee - \$150/one time	\$20,025-\$24,909
Master of Science in Leadership	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/ term Graduation Application Fee - \$150/one-time	\$22,050-\$27,378
Master of Science in Management	\$698; \$550 (military; veteran; first responder)	\$3,300-\$4,188	Technology - \$300/term Library - \$75/ term Graduation Application Fee - \$150/one time	\$22,050-\$27,378
Master of Science in Nursing: Adult Gerontology Acute Care Nurse Practitioner	\$825; \$550 (military; veteran; first responder)	\$2,750-\$4,125	Technology - \$350/term Library - \$75/ term Graduation Application Fee - \$150/one-time Clinical - \$600	\$30,975-\$43,350

Master of Science in Nursing: Family Nurse Practitioner	\$825; \$550 (military; veteran; first responder)	\$2,750-\$4,125	Technology - \$350/term Library - \$75/ term Graduation Application Fee - \$150/one-time Clinical - \$600	\$30,975-\$43,350
Master of Science in Nursing: Healthcare Systems Leadership	\$825; \$550 (military; veteran; first responder)	\$3,300-\$5,500	Technology - \$350/term Library - \$75/ term Graduation Application Fee - \$150/one-time	\$22,350 - \$35,550
Master of Science in Nursing: Nurse Education	\$825; \$550 (military; veteran; first responder)	\$3,667-\$5,500	Technology - \$300/term Library - \$75/ term Graduation Application Fee - \$150/one-time	\$24,550 - \$35,550
Master of Science in Nursing: Psychiatric Mental Health Nurse Practitioner	\$825; \$550 (military; veteran; first responder)	\$2,750-\$4,125	Technology - \$350/term Library - \$75/ term Graduation Application Fee - \$150/one-time Clinical - \$600	\$30,975-\$43,350

**The total tuition and fees cost does not include charges associated with books. Book charges, shipping and handling costs, and applicable taxes are paid separately.*

CERTIFICATE PROGRAMS	PRICE PER CREDIT	FEES	TERM TUITION	TOTAL TUITION & FEES COST* (2 TERMS)
Cybersecurity Computer Forensics Investigation/Incident Response Team Management Critical Infrastructure Protection & Cyber Crime Cyber Law & International Perspectives on Cyberspace Project Management Vulnerability Management	\$850/ credit	Technology - \$300/term Library - \$75/term	\$5,475	\$10,950
Investment Management Professional	\$719/ credit	Technology - \$300/term Library - \$75/term	\$4,689	\$9,378
Leadership Human Resources Leadership Leading Change Management Consulting Organizational Leadership Public Sector/Government/Military Leadership	\$719/ credit	Technology - \$300/term Library - \$75/term	\$4,689	\$9,378
Post-Master's Nursing Adult Gerontology Acute Care Nurse Practitioner Family Nurse Practitioner Psychiatric Mental Health Nurse Practitioner	\$825	Technology - \$350/term Library - \$75/term Clinical - \$600	\$1,800 - \$3,200	\$16,275
Public Administration Effective Nonprofit Management Fiscal Management Government Procurement and Government Contract Management Nonprofit Healthcare Management Public Administration Leadership & Crisis Management	\$719/ credit	Technology - \$300/term Library - \$75/term	\$4,689	\$9,378
Teaching and Learning	\$229.17	Technology - \$300/term Library - \$75/term	\$1,750	\$3,500

**The total tuition and fees cost does not include charges associated with books or the \$75 graduation application fee. Book charges, shipping and handling costs, and applicable taxes are paid separately.*

Civil Engineering Fundamental Courses		
PRICE PER CREDIT	FEES	TOTAL COST
\$200/credit	Library Fee - \$75/term Technology Fee - \$25/term	3 credits - \$700 6 credits - \$1,300

Explanation of Fees and Charges

- **Books:** The total tuition and fees cost doesn't include book charges. Book charges, shipping, and handling costs, and applicable taxes are paid separately.
- **Please note,** the estimated cost of books and materials is \$175 per term. Norwich's program offering and course material requirements are diverse and individualized, therefore, actual costs may vary significantly from this estimate across various student populations, program course offerings, and individual instructor.
- **Technology Fee:** The technology fee covers the cost of your distance-learning account and 24/7 help desk support for technical issues related to the online learning platform. This fee is non-refundable once the term begins.
- **Library Fee:** The library fee covers library support, online databases, and library access fees. This fee is non-refundable once the term begins.
- **Graduation Fee:** For graduate and undergraduate students the fee is \$150 and for certificate programs the graduation fee is \$75. The graduation fee is a one-time, non-refundable fee that will appear on the student's final bill. The fee covers expenses associated with processing students for graduation; thus, the fee is not dependent on the student's participation in the commencement ceremony. **Audit Charge:** A student who audits a course will be charged the equivalent of one credit hour, along with the technology and library fees associated with the course.
- **Thesis Fee:** A thesis fee of \$1,000 is applicable for students pursuing the thesis option in the diplomacy, military history or history master's programs.
- **Sustaining Fee:** A fee of \$575 is applicable for coursework extensions, up to a maximum of 90 days, beyond the end date of the student's final course in the program.
- **Clinical Fee:** MSN-NP and NP-Certificate program students are required to pay a one-time, \$200 fee to a subscription services related to licensure and clinical placement recordkeeping, and may be required to pay additional fees (approximately \$200) for drug testing and background checks required by particular clinical site locations. Subscription service rates subject to change without notice.
- **Master's Portfolio Fee:** For the Master of Arts in Diplomacy and Master of Arts in International Relations programs, there is a one-time fee of \$50 for students who seek to have their written assignments assessed.

- **Military, Veteran, and First Responder Tuition Rates:** Master's degree applicants will need to provide additional documentation to determine if they qualify for the discounted military, veteran, and first responder tuition rate (\$550 rate per credit).

For all programs, part-time tuition costs do not vary from full-time tuition costs on a per credit basis, however fees charged on a per term basis will affect a student's overall cost of attendance dependent on their rate of academic progression.

All tuitions and fees are subject to change without notice. When changes are made, notifications will be sent to enrolled students as far in advance of the effective date as possible. If you have any questions about the current program tuition rates or your financial aid options, please contact one of our admissions advisors.

Bursar Tuition & Fees

Payment Plan, Question and Answers

Q: What are Norwich University's payment plan(s) offerings?

A: Students may enroll only in a single plan per term. Payment plans are set up by semester only. You may set up a five-to-four-month plan.

Q: May I enroll in a plan before I have an account balance for the semester?

A: No. You will need to have received your bill for the semester, which cannot be generated until you have been registered.

Q: What payment methods can I use when enrolling in my Norwich University payment plan?

A: You can sign up for a payment plan and pay via ACH (direct debit from your bank account), credit or debit card. You can make a one-time payment as well using the same payment methods.

Q: What fees are charged for enrolling in a Norwich University Payment Plan that I am eligible for?

A: Enrollment fee = \$40 per semester; late fee = \$65.

Q: Does Norwich University charge a credit card service fee if I use my credit card to enroll in a payment plan?

A: You may also use a credit card with NUpay. Accepted credit cards are Visa, MasterCard, Discover and American Express. A nonrefundable 2.85% (\$3 minimum) service fee is charged in addition to the account payment amount.

Q: May I pay by cash if I signed up for a payment plan?

A: Payments through any method will reduce your plan amount automatically. Any payment you make to Norwich University will go toward your next plan installment.

Q: Can I still enroll in a plan if I have financial aid? How does that affect my plan?

A: At enrollment, the payment plan is calculated on the balance owed after all payments and/or financial aid credits are deducted from the amount due. Financial aid awarded after the initiation of the plan reduces all installments equally.

Q: When will my payment post to my student account?

A: Your payments are posted immediately as soon as a payment is processed successfully.

Q: Why do I see an amount due for an installment I already paid?

A: Installments reopen if their due dates have not passed and you have new charges on your student account.

The plan is set up to pay your charges for a number of items, such as tuition, fees, (and books, if you have financial aid). Anytime you have new charges for those items, your plan installment amounts will increase. Anytime you have payments or other new credits toward those items, your installment amounts will decrease. Balances on Norwich University account recalculate overnight. If you do not see changes right away, check your account again in 24 hours. Monthly installment amounts will not adjust 14 days before a payment due date for changes to your account. Your new payment amount will take effect on the following month's payment.

Please note that the Norwich University plan prevents you from making another payment on the same day to prevent overpayment or double payment.

An email notification is sent following each recalculation reflecting the new payment amount. You will also receive a reminder email that your monthly installment is due three days before the installment due date.

Q: Can my family or other authorized users have access to my student account?

A: Students may set up authorized users to view their billing information and/or their student bill on his or her behalf. Please note that, in accordance with the Family Educational Rights and Privacy Act, this does not allow the authorized user to view the student's academic records, course schedule, or other personal information. Authorized users may view student account activity, make payments, and set up payment plans.

Instructions : Log into NU Pay.

- Log into ssb.norwich.edu
- Select "Student Services", then select "Student Account"
- Select either "Account Information" or "Account Detail for Term", then click the "Pay Now" button.

Set up your Authorized User(s) by clicking on the "Authorized Users" tab. Click "Add Authorized User," enter the email address of the authorized user, and you will grant the user permission to view student account information. Click 'Continue' to finalize.

Students cannot make payments toward a plan set up by an authorized user. If your authorized user enrolled in the plan, you can see it, but the **authorized user must make the payments.**

Q: How do my parents access my account in Norwich University?

A: https://secure.touchnet.net/C20356_tsa/web/login.jsp

Q: May my parents both pay on one payment plan?

A: The student may sign up for the plan themselves and then give access to each parent as an authorized user. Each parent will pay his or her personally agreed upon portion of the plan each month.

Q: What if I no longer want to attend classes after registration?

A: You have to withdraw formally from classes. Contact the Center for Student Success at success@norwich.edu to ensure that you are no longer enrolled and that you are removed from your payment plan. Please do not assume your registration and/or payment plan will be automatically dropped/cancelled for non-payment.

Q: Whom do I call with Norwich University payment plan questions?

A: Payment Plans Support number: 833-269-3675. Our dedicated Tuition Payment Plan support representatives will be able to answer questions related to your account balance, plan details, installment payment status and plan agreement.

Bursar Tuition & Fees

Resources to Paying for Your Education

Federal Direct Parent Loan for Undergraduate Student (PLUS) <https://studentaid.gov/>

Parents can apply for a Federal Direct PLUS Loan and borrow up to the cost of attendance (COA), minus any other aid received.

Grad (PLUS) Loan for Graduate Students <https://studentaid.gov/>

Graduate students can apply for a Federal Direct Graduate PLUS Loan and borrow up to the cost of attendance (COA), minus any other aid received.

Tuition Payment Plan

Norwich University offers a Payment Plan option. To utilize this option, please follow the instructions in the NUYPAY PDF Guide. Once you have logged into your account click on the Payment Plans tab at the top to review and select your payment plan options.

Alternative/Private Education Loans

Alternative or private education loans may be used to supplement the difference between a student's financial aid award and the total cost of their education. For more information go to <https://www.norwich.edu/financial-aid/student-loans>.

VA Educational Benefits

VA Education benefits are either earned by the student or transferred to the student. If you have any questions, please contact the Veteran Affairs office via email at vaoffice@norwich.edu, by phone at (802) 485-2355.

Scholarships from Federal & State Agencies, Organizations, and Employers

Students may use external scholarships to pay for their education costs. The Bursar's Office must receive the appropriate forms (letters of credit, purchase orders, authorized military tuition assistance forms, or other acceptable billing documents) and supporting documentation prior to your enrollment. If you have questions about what documents are needed, please contact the Bursar's Office at:

- On Campus Students bursar@norwich.edu or (802) 485-2055
- CGCS Students bursargrad@norwich.edu or (802) 485-2055

Financial Aid, Planning

Norwich University is an approved institution for Title IV Federal Student Aid programs such as the Federal Pell Grant, Direct Loans, Federal Work-Study, and Supplemental Education Opportunity Grant. Norwich students receive funding from a variety of federal, state, local, private and institutional programs. Norwich students also receive funding based on their own, or their parent's military service; or from scholarships offered by organizations outside the University.

Students with questions about the financial aid application process or available programs may contact the Office of Financial Aid for assistance via e-mail at nufinaid@norwich.edu, or by phone at (802) 485-2850. Norwich Awards are offered on a funds-available basis, and all students who apply are evaluated for eligibility. Eligibility is determined by a number of factors and students will receive the award(s) for which they are most eligible. Norwich awards and other financial aid may pay for tuition, fees, room and board, as well as other university expenses.

All US citizens, permanent residents and eligible non-citizens are encouraged to file the Free Application for Federal Student Aid (FAFSA) each year of enrollment. Additional information for eligible non-citizens may be found on the [FAFSA website](#). The FAFSA may be filed online each year starting October 1 for the next award year.

Students are invited to review the [Financial Aid website](#) for additional information about specific aid programs, key eligibility requirements, and federal rules and regulations.

Financial Aid, Planning

Satisfactory Academic Progress (SAP)

Federal regulations require schools to have a Satisfactory Academic Progress (SAP) policy to enforce the statutory requirement that a student must be meeting satisfactory academic progress toward degree completion to remain eligible for Federal Student Aid funding. Specific rules for State and institutional programs will vary.

The policy is based on cumulative outcomes and includes transfer credits and all periods of enrollment during which the student is enrolled in Norwich University courses. This regulation applies to all students regardless if they are seeking or receiving aid for the period of enrollment. This policy is fully separate from the Norwich University Academic Probation and Suspension process. *(Please see Academic Standing, Class Levels, Re-Admission section for more details)*

The Norwich University SAP policy applies to all Norwich University Students and includes the following:

- Qualitative measure – the cumulative grade point average of 2.0 or higher at the second year. See chart in Undergraduate programs for specific measures.
- Quantitative measure of progress – 67% percentage of attempted credit hours applicable to the students' degree are completed (for this calculation, the Financial Aid Office rounds up/down from 66.5% for final determination of eligibility)
- Maximum time frame – Students are given 150% of the published program length of the student's current degree program to complete all degree requirements

The SAP policy at Norwich University has been developed to ensure that the financial aid program at Norwich University adheres to the requirements set forth by federal aid regulations. An assessment of SAP will be made after each term of enrollment for all students.

Qualitative Measures – Required GPA

Course withdrawals, incomplete courses, and pass/fail graded courses are not counted in the student's grade point average and are not counted in the qualitative measure of the SAP policy. Incomplete grades will be counted as failed grades for financial aid Satisfactory Academic Progress review purposes after 30 days from the end of each term. If a grade is changed prior to the start of the next term the student may be reevaluated.

Undergraduate programs require the following grade point average to be considered in good standing, based on the progression of credits earned by the student.

Number of Credits Earned	Minimum Cumulative GPA
1-29	1.6
30-44	1.7
45-59	1.8
60+	2.0

Graduate program students must achieve and maintain a 2.0 cumulative GPA requirement to remain eligible for financial aid. Students may be expected to achieve and maintain a higher cumulative GPA (3.0 in most majors) to be considered eligible for continued enrollment in their academic program.

Quantitative Measures – Attempted/Earned Credits

The quantitative measurement of SAP is monitored according to the following guidelines:

- Pace of Progress: Students must complete at least 67% of their attempted courses throughout enrollment to sustain a proper "pace of progress" toward degree attainment. This measurement includes withdrawals, incomplete courses, and failed graded courses. This measurement indicates whether or not the student's academic outcome trajectory makes it possible for them to complete their degree requirements prior to attempting 150% of the total credits needed for program degree requirements (also see Maximum Time-frame).
 - Undergraduate students must maintain the 67% "Pace of Progress" throughout enrollment.
 - Graduate students must meet the 67% Pace of Progress after attempting 18 credit hours and they must maintain the 67% Pace of Progress throughout the remainder of enrollment beyond 18 attempted credit hours.
 - Example: For a program requiring 124 credits, the student must complete their program by the time they have attempted 186 credits. If a student in this program has completed only 80 credits of the first 150 attempted, they would no longer be eligible for aid because they have 44 required credits remaining (124 minus 80) but only 36 remaining credits of financial aid eligibility.
- Course withdrawals and incomplete courses are counted in the credit hours attempted, but not credit hours earned
- Transfer-in credit hours are included in the review of quantitative SAP measurements

- Courses that are retaken will be counted twice in the total attempted credits calculation
 - Example: if a student retakes a previously completed 3-credit course to improve their GPA, that course will be counted twice in total credits attempted for a total of 6 attempted credits, regardless of the grade outcome for either attempt
- A completed credit indicates that the student attended the full term and received a grade other than Incomplete or fail. A completed credit can be either a pass/fail grade or an A through F letter grade
- Pass/Fail graded courses count as attempted and/or completed credits for quantitative measurement purposes

Maximum Timeframe

- Maximum Time-frame: Students are eligible for Federal Student Aid Program funding for maximum time-frame lasting 150% of the normal time needed to complete their program of study. This measurement is based on a comparison of the number of credit hours completed in relation to the number of credits attempted toward degree requirements, quantitative measures. The measurements are not based on calendar dates.
 - General examples: Undergraduate students may receive aid for up to six years of enrollment toward attainment of a four-year degree and graduate students may receive aid for up to three years toward attainment of a two-year degree.
 - Specific example: Undergraduate students in programs requiring 120 credits to graduate are eligible for aid for up to 180 attempted credits.
- Students with Pace of Progress trajectories indicating it is no longer mathematically possible to complete their degree within the 150% maximum time-frame requirement become ineligible financial aid regardless of GPA at the time it is discovered degree attainment is no longer mathematically possible within the maximum timeframe.

Good Standing

To be considered in Good Standing for financial aid SAP, students must be meeting both the qualitative and the quantitative SAP requirements for their academic program within the maximum timeframe requirements.

When Students Fall Below Standards

Students not meeting the qualitative or quantitative measurements receive information describing how their academic measures impacts their eligibility for funding. Here are key terms related to the SAP policy and procedures.

Maximum Timeframe – 150%

Once the institution becomes aware that a student will not complete their degree requirements within 150% of the published program length, the student becomes ineligible to receive Federal Student Aid funding.

Warning

After the first semester not meeting the standard on either qualitative or quantitative measurements, the student receives a Warning Letter. The purpose of this letter is to remind the student of Satisfactory Academic Progress

requirements and to provide information about the campus-based resources available to help them succeed in the classroom. The student is not required to submit any documentation at this stage. Funds for the next term are disbursed at the scheduled times.

Suspension

A student in Warning status that does not return to Good Standing in both the cumulative qualitative and quantitative measurements, and is not outside of the maximum timeframe requirement, after enrollment in a subsequent term, the student is ineligible for financial aid and is placed in suspension status. This may be due to not meeting either the cumulative qualitative or quantitative measurement for the 150% maximum timeframe requirement.

Financial Aid SAP Suspension status is effective immediately. For example, if a student is ineligible based on the review at the end of Fall Semester, aid is suspended for financial aid for the next term of enrollment (typically Spring) and moving forward until the student is meeting SAP again.

Students placed in Suspension status are notified of the reason they are ineligible to receive aid. The suspension letter includes information related to academic progress expectations and describes the process for filing a petition/appeal for reinstatement if unusual circumstances have impacted the student's ability to succeed in class.

Students ineligible for financial aid in suspension status are considered to be self-pay students for any period of enrollment they attend prior to receiving approval of their Petition for Reinstatement.

Petition for Reinstatement

Students placed into SAP Suspension status who have unusual circumstances are encouraged to file their appeal immediately after being notified of their Suspension status.

The petition form directs the student to provide a signed statement indicating the reasons that impacted their inability to remain in Good Standing and what they have done to eliminate the barriers to success. The student must meet with their Academic Advisor or the Academic Achievement Center to discuss their academic support needs. An advisor/Academic Achievement Center signature is required on the form. The student must also obtain and provide a copy of an updated academic plan which describes the remaining required courses and other academic requirements for their degree.

If the student's petition is approved, the approval may be effective immediately. This means that the student could be eligible for funding for the term during which the petition is approved or for their next term of enrollment.

Not all petitions are approved. Students cannot receive approval for multiple petitions which are based on the same rationale or circumstance.

Probationary Period

Students with approved petitions receive financial aid on a probationary basis and are placed in a Probation status. Part of the appeal process is providing individual outcome requirements that must be met each term in order to remain eligible for aid until returning to Good Standing, meeting SAP. Students who do not meet the documented expectations by the end of their probationary term, are then ineligible for aid moving forward and placed back in Suspension status. An example of an individual probationary expectation is that a student may be expected to complete all of their attempted credits and receive at least a 2.0 GPA for each semester of enrollment until the student returns to "Good Standing" levels.

Regaining Eligibility

In addition to successfully appealing for reinstatement, students may regain eligibility for federal aid when they return to Good Standing based on attendance as a self-pay student.

Students demonstrating the ability to meet Good Standing expectations through completion of courses taken at another school which are transferable to their Norwich University degree may also request a reinstatement review, even if the student has had two prior Petition approvals as allowed by the SAP policy. These students are also encouraged to discuss their remaining eligibility with Financial Aid as it relates to maximum timeframe eligibility (150% of program) concepts.

University History

Founded in 1819

Norwich University was the first private military college in the United States. Here the idea of the “citizen soldier” was developed, a guiding philosophy that later became the impetus for the creation of the Reserve Officer Training Corps (ROTC), for which Norwich University was the birthplace. Norwich was also the first private college or university to offer an Engineering program. Norwich was the first school to offer military training to women, in 1974, preceding the armed service academies by two years.

Two Lifestyles. One University

Norwich University is unique among institutions of higher education. No other university combines a military tradition covering over two centuries, a broad range of undergraduate degree programs, accelerated graduate programs both residential and hybrid, and innovative online graduate programs. Since 1993, Cadets and civilian students have shared the same campus at Norwich University, creating a college culture unique in our nation and the world. While students in The Corps of Cadets participate in intense military training, all of our students benefit from a distinctive and structured learning environment that promotes academic success as well as the development of leadership and character. Our students choose Norwich because it is the best “fit” for them. Students from both lifestyles choose Norwich for similar reasons - rigorous academics, a robust athletic program, a variety of extracurricular activities, and a safe environment.

For the majority of the day, students of both lifestyles are completely integrated. All of our students attend the same classes, play on the same athletic teams, and are involved in the same clubs and extracurricular activities. Although Cadets and civilian students have separate residences, a walk through the library, the dining hall, or the gymnasium will show all of our students living, learning, working, and playing together without regard for the lifestyle choice each student has made.

Address

Norwich University
158 Harmon Drive
Northfield, VT 05663
1 (866) 684-7237

Vision, Mission

The Vision for Norwich University

Norwich University will be a learning community, American in character yet global in perspective; engaged in personal and intellectual transformation, and dedicated to knowledge, mutual respect, creativity, and service.

The Mission of Norwich University

To give our youth an education that shall be American in its character – to enable them to act as well as to think – to execute as well as to conceive – “to tolerate all opinions when reason is left free to combat them” – to make moral, patriotic, efficient, and useful citizens, and to qualify them for all those high responsibilities resting upon a citizen in this free republic.

University History

Guiding Values

Statement of Guiding Values

Norwich University was founded in 1819 by Captain Alden Partridge, US Army, and is the oldest private military college in the nation. Norwich University is a diversified academic institution that educates traditional age students in a Corps of Cadets or as civilians, and adult students. Norwich identifies the following as our guiding values:

1. We are men and women of honor and integrity. We shall not tolerate those who lie, cheat, or steal.
2. We are dedicated to learning, emphasizing teamwork, leadership, creativity, and critical thinking.
3. We accept the right to diverse points of view as a cornerstone of our democracy.
4. We encourage service to nation and others before self.
5. We stress being physically fit, and drug-free.
6. We live the Norwich motto, "I will try!" — meaning perseverance in the face of adversity.
7. We stress self-discipline, personal responsibility, and respect for law.
8. We hold in highest esteem our people and reputation.

University History

Accreditation

University Accreditation

Norwich University is accredited by New England Commission of Higher Education. Inquiries regarding the accreditation status by the Commission should be directed to provost@norwich.edu. Individuals may also contact:

New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
(781) 425-7785

Online Inquiries

Program Accreditation

College of Liberal Arts

The Education Teacher Licensure program--available in secondary and elementary tracks--is accepted for teaching licenses in Vermont and all states except New York, New Mexico, and South Dakota.

College of Professional Schools

- The B.S. in Nursing major is accredited by the **Commission on Collegiate Nursing Education (CCNE)** One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202)-887-8476 and approved by the Vermont State Board of Nursing, Office of Professional Regulations, 89 Main Street 3rd Floor, Montpelier, VT 05520-2482, (802) 828-2396.
- The Civil Engineering, Electrical & Computer Engineering, and Mechanical Engineering programs are accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET).
- The Bachelor of Science in Construction Management is accredited by the Applied Science Accreditation Commissions (ASAC) of ABET
 - Additionally, the University is a member of the American Society for Engineering Education (ASEE).
- The Accounting (BS) and Management (BS) programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP)
- The Master of Architecture major is accredited by the National Architecture Accreditation Board (NAAB).
- The Engineering (BS) major is designed to be accredited by the Engineering Accreditation Commission (EAC) of ABET. 415 N. Charles Street, Baltimore, MD, 21201, 1.410.347.7700.
- Norwich University is one of very few academic institutions to be designated as both a **Center of Academic Excellence in Cyber Defense Education** since 2001, by the National Security Agency of the United States of America) and a **Center of Digital Forensics Academic Excellence** (since 2012, by the Defense Cyber Crime Center of the United States Air Force Office of Special Operations).
- The Master of Science in Nursing Administration programs are accredited by the the Commission on Collegiate Nursing Education (CCNE) and the Vermont State Board of Nursing (VSBN). .
- The Master of Science in Nursing Education program is approved by the Vermont State Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE).

College of Science & Math

- The Physical Education Teacher Licensure program--available in secondary and elementary tracks--is accepted for teaching licenses in Vermont and several other New England and Middle Atlantic states where the State of Vermont has interstate licensure agreements.

- The Athletic Training Program is accredited by The Commission on Accreditation of Athletic Training Education (CAATE).

College of Graduate & Continuing Studies

- The Master of Business Administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP)
- The Master of Business Administration, Project Management concentration is accredited by the Project Management Institute Global Accreditation Center for Project Management Education Programs (GAC).

Academic Catalog Archives

- [2025-2026 Academic Catalog](#)
- [2024-2025 Academic Catalog](#)
- [2023-2024 Academic Catalog](#)
- [2022-2023 Academic Catalog](#)

[Archived catalogs 2013/2014 to 2021-2022](#). Contact [Norwich Archives](#) for older catalog.

Academic Divisions

The University's academic programs are structured within a college.

[College of Arts & Sciences](#)

[College of Graduate and Continuing Studies \(online programs\)](#)

[College of National Services](#)

[College of Professional Schools](#)

Equal Opportunity

Norwich University is committed to creating and maintaining a community in which all persons who participate in university programs and activities can work and/or learn together in an atmosphere free of sexual harassment, sexual assault, domestic violence, dating violence and stalking, and discrimination.

The university does not tolerate such forms of misconduct. It is the intention of the university to take prompt and equitable action to prevent the recurrence of behaviors that violate this policy. Norwich also prohibits retaliation against any person opposing sexual or gender-based misconduct or participating in any sexual and gender-based discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Norwich policy. Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, or via the reporting form. A report may be made at any time (including during non-business hours).

Director of Civil Rights Compliance

Title IX & ADA/504 Coordinator

802-485-2144

titleix@norwich.edu

Location: Kreitzberg Library (4th floor) space 407

Civil Rights and Title IX Office

Force of Publication

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and Norwich University. The University Catalog is published annually; however, degree requirements follow a student's declared catalog.

While the provisions of this catalog will ordinarily be applied as stated, Norwich University reserves the right to change any provision listed in this catalog, including but not limited to, academic requirements for graduation and schedules for course offerings, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be made available in the Academic Colleges and the Registrar's Office.

It is especially important that students note it is their responsibility to keep themselves apprised of current graduation requirements for their particular degree, major, and minor degree program(s). Degree Audits are available electronically through BannerWeb to help students stay current with degree/major/minor requirements.

This catalog is prepared to enable prospective and enrolled students, and others, to learn about Norwich University. It is also intended to explain policies, requirements, regulations and procedures in a manner that will help the student progress through the University. Faculty, advisers and staff at the Norwich University will provide assistance, but ultimately the responsibility for compliance rests with the student.

Administration Officers

- John J. Broadmeadow, M.S., President
- Lea Williams, Ph.D., Provost & Dean of the Faculty
- Mark A. Denton, M.S., Vice President of Student Affairs & Commandant
- Robert Kenny, Interim Chief Financial Officer
- Brian J. Doyle, M.A., Vice President of Development & Alumni Relations
- Jamie Comolli, B.S., Corporate Secretary

Emeriti

The dates after the names indicate years of full-time service to Norwich University.

Richard W. Schneider (1992-2020) President Emeritus of the University B.S., 1968, U.S. Coast Guard Academy; 1973 M.A., Wesleyan University; 1985 Doctor of Philosophy, University of Delaware; 2020 Doctor of Higher Education Administration (Hon), Norwich University; Rear Admiral, USCGR (Ret.)

Board of Trustees

The Board of Trustees at Norwich is an active group that serves not only as an overseer of the University but also sets the policies that will steer and guide Norwich into the future. Trustees are both alumni and non-alumni, military, business, and educational leaders. Their unique life experiences enable them to set the vision by which to form the military and civilian leaders of tomorrow.

Board of Trustees Officers

- President - Norwich University, John J. Broadmeadow, B.S., M.A., M.S., Northfield, VT
- Chair of the Board, Alfred J. "Al" Gobeille, B.S., Shelburne, VT., Owner - Gobeille Hospitality
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- Landers Symes, B.S., Rockport, MA; President - Symes Associates
- Patricia A. Tracey, B.A., M.S., Alexandria, VA; VADM, USN (Retired)

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- Lawrence Wesneski, B.A., M.B.A., Dallas, TX
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- Bob Young, B.A., M.B.A., Proctor, VT

President Emeritus

- Richard W. Schneider, B.S., M.A.L.S., Ph.D., EdD., (Hon.), Leicester, VT

Faculty

The year after a name indicates the year hired at Norwich University; the date after the academic title indicates the year of that title; the year after each degree indicates the year the degree was earned.

The faculty teaching through the College of Graduate and Continuing Studies, [click here](#).

JONATHAN C. ADKINS (2021) Assistant Professor of Cybersecurity (2021); B.S., University of Central Florida; M.S., University of Central Florida; Ph.D., Nova Southeastern University in Ft. Lauderdale, FL.

DEBORAH AHLERS (1991) Head of Cataloging and Interlibrary Loan; Assistant Professor (1991); B.A., 1989, SUNY Binghamton; M.L.S., 1991, SUNY Albany.

MIRZA AHMED (2023) Assistant Professor of Mechanical Engineering

DANIEL P. ALCORN (2010) Assistant Professor (2020); A.A. 2008, Kent State University; B.A. 2009, Kent State University; Program Manager, Bachelor of Science in Management Studies, 2017; Program Manager, Bachelor of Science in Business Administration, 2020; M.B.A. 2011, Norwich University; M.P.A. 2015, Norwich University.

NADIA AL-AUBAIDY (2014) Associate Professor of Construction Management (2020); B.S. 1998, University of Baghdad; M.S. 2005, University of Baghdad; Ph.D. 2015, Civil Engineering, University of Texas.

ALI SALEH AL-BATAINEH (2021) Director of the Center for Artificial Intelligence (2022); Assistant Professor of Electrical and Computer Engineering (2021); B.S. 2010, Yarmouk University; M.S. 2015, University of Bridgeport; Ph.D. 2021, University of Toledo.

MICHAEL C. ANDREW (1993) Associate Professor of Political Science (2002); B.A. 1986, de Sales University; M.A. 1990, de Sales University; Ph.D. 1994, SUNY Binghamton.

PETER APPLETON (2019) Visiting Associate Professor of Management (2019); B.A. 1970, Carleton University; M.Sc. 1972, University of Alberta; Ph.D. 1982, Universidad Mayor de San Simón.

CARA ARMSTRONG (2011) Associate Professor of Architecture (2019), Director of the School of Architecture & Art (2013); B.E.D. 1991, Miami University; B. Phil. 1991, Miami University; M.F.A. 2013, Drew University; M.Arch. 1994, Columbia University.

THOMAS J. ARNOLD (2022) Lecturer of History (2022), B.A. International Relations University of California-Davis (1991); M.A. German & European Studies Georgetown University (1994); PhD History University of Kansas (2012).

DEBRA ARONSON (2023) Lecturer of American Sign Language (2024); Director of American Sign Language (2024); B.S. 1994, University of Hartford; M.A. University of Northern Colorado (2016); Certificate of Graduate Studies (2024), St. Michael's College.

ELISABETH ATEMS (2014) Lecturer of Physics (2014); A.B. 1977, University of Michigan; Ph.D. 1993, Wayne State University.

MARK G. ATWOOD (2019) Lecturer of Civil Engineering (2019); B.S., Civil Engineering 1990, Norwich University; M.S. Civil Engineering 1992, Purdue University; Registered Professional Engineer.

BEN DAVIS BARNES (2026) Lecturer of Earth and Environmental Science.

EMMA J. BARRETT (STE. MARIE) (2021) Assistant Professor of Chemistry (2021); B.S. 2015, Emmanuel College; Ph.D. 2020, University of Vermont.

MICHAEL BATTIG (1998/2020) Professor of Computer Science (2020), Director of the School of Cybersecurity, Data Science, and Computing (2020); B.S. 1984, Miami University; M.S. 1991, University of North Texas; Ph.D. 1998, Mississippi State University.

SEAN BEEBE (2012) Assistant Professor of Military Science (2012).

JACQUES N. BENEAT (2002) Chair of Electrical and Computer Engineering (2022); Professor of Electrical and Computer Engineering (2015); DEA 1990, Université de Brest; Ph.D. 1993 Worcester Polytechnic Institute; Doctorate 1994, Université de Bordeaux.

COREY BENNETT (2019) Lecturer of Nursing (2019); A.S.N. 2011, Castleton State College; B.S.N. 2018, University of Vermont; M.S.N. 2019, Norwich University; Registered Nurse.

ZACHARY M. BENNETT (2022) Assistant Professor of History (2022); B.A. 2010, Northern Michigan University; M.A. 2013, Miami University; Ph.D. 2019, Rutgers University.

JAMES BERNARD (2022) Donald Wallace Visiting Assistant Professor of Mechanical Engineering.

KYLIE BLODGETT (2016) Assistant Professor of Health Science (2022); B.S. 2010, Norwich University; M.S. 2011, University of Michigan. M.S. 2015, University of New Hampshire; PhD. 2020, Walden University.

DAVID J. BLYTHE (1991) Director of the School of Business (2016); Associate Professor of Management (2010); B.S. 1981, Rutgers University; J.D. 1986, Vermont Law School.

MATTHEW W. BOVEE (2010) Associate Professor of Computer Science (2019); B.S. 1981, Arizona State University; M.A. 1986, The University of Kansas; MSISA 2018, Norwich University; Ph.D. 2004, The University of Kansas; AccessData Certified Examiner v6 (2018); Cellebrite Certified Mobile Examiner (2020).

DAVE BRIGHAM (2024) Co-Director of The Leadership Center; B.S. 1988, Norwich University; M.S. 2004, Naval War College; National Security Fellow 2011-2012, Harvard University; International Studies Fellow 2016-2017, Massachusetts Institute of Technology.

CHARLES BRINK (2018) Assistant Professor of Military Science (2018); B.A. 2003, Michigan State University. Major, U.S. Army.

JOHN BROOM (2006) Associate Program Director of Academics, M.A. in Military History program (2008); B.A. 1976, University of Minnesota; M.A. 1989, Norwich University; Ph.D. 1993, Union Institute.

RYAN BROWN (2025) Assistant Professor of Aerospace Studies (2025), B.S. 2017, Norwich University; M.A. (2022), American Military University; Captain, U.S Air Force.

ROWLAND BRUCKEN (2001) Professor of History (2013); Homer L. Dodge Award Recipient (2007); B.A. 1991, College of Wooster; M.A. 1993; Ph.D. 1999, Ohio State University.

LUKE BURTON (2026) Adjunct Instructor of the Department of Global Humanities.

TIMOTHY BYNION (2026) Assistant Professor of Political Science (2026).

ANGELA D. CARPENTER-HENDERSON (2020) Senior Lecturer of Physical Education (2026); B.S. 2008, Castleton State College; M.E. 2015, Southern New Hampshire University.

NATALIE A. CARTWRIGHT (2019) Professor of Mathematics (2019); B.S. 1993, University of Vermont; M.S. 2000, University of Vermont; Ph.D. 2004, University of Vermont.

JOSEPH E. CATES (2015) Curator of Education and Public Programs; Assistant Professor (2020); B.A. 2000, Auburn University at Montgomery; M.A. 2002, University of Southern Mississippi.

KRISTIN CHANDLER (2006) Lecturer of Criminology and Criminal Justice (2006); B.A. 1985, Colgate University; J.D. 1992, Seattle University.

CHARITY CERMINARA (2016) Clinical Placement Coordinator and Advisor for Special Programs (2020); B.S.N. 2013, Norwich University; M.S.N. 2016, Norwich University; Registered Nurse.

FAITH CHAPMAN (2022) Lecturer of Nursing (2022); B.S.N. 2019, Norwich University; Registered Nurse.

MOLLIE CLARK (2025) Assistant Professor of Naval Science (2025); B.A. Political Science, Norwich University; Lieutenant U.S. Navy.

WILLIAM H. CLEMENTS (1987) Professor of Criminology and Criminal Justice (2001); Vice-President for Academic Affairs (2011), Dean of the College of Graduate and Continuing Studies (2005); B.S. 1980, Clarkson University; M.A. 1982, University of Delaware; Ph.D. 1987, University of Delaware.

HENRY COLLIER (2014) Assistant Professor (2019); Program Manager Bachelor of Science Cybersecurity (2014); Program Manager Bachelor of Science Computer Science and Information Systems (2019); B.S., Information Technology (2008), M.S., Managing Innovation & Information Technology (2011); Ph.D. 2021, University of Colorado.

NICHOLAS M. CONNIZZO (2021) Head of LAM Systems and Digital Services; Assistant Professor (2021); B.A., 2006, Dartmouth College; M.L.I.S., 2011, University of Maryland; Certified Information Governance Professional.

WILLIAM H. CONROY (2024) Assistant Professor of Naval Science, Marine Officer Instructor (2024); B.A. Political Science 2019, Norwich University; Captain U.S. Marine Corps.

FRANCIS BRETT COX (2002) Charles A. Dana Professor of English (2018); B.A. 1981, University of South Carolina; M.A. 1984, University of South Carolina; Ph.D. 1992, Duke University.

WENDY COX (2000) Professor of Architecture (2021); B.S. 1981, Miami University; M. Arch. 1989, University of Colorado; M.S. 2018, Southern California Institute of Architecture; Registered Architect.

MICHAEL CROSS (2015) Assistant Professor of Electrical and Computer Engineering (2020); B.S. 1997, Rochester Institute of Technology; M.S. 2000, University of Vermont; Ph.D. 2005, University of Vermont.

MARTHA CURTIN (2022) Assistant Professor of Nursing (2022); B.S. Biology and Psychology 1990, University of Rochester; M.S. Human Genetics 1994, Howard University; A.A.N. 2013, State University of New York at Alfred; Registered Nurse.

KATY CROWE (2025) Lecturer of Mathematics.

CAITLIN DAILEY (2026) Assistant Professor of Naval Science (2026); B.S. Biochemistry, Norwich University; Lieutenant U.S. Navy.

ELEANOR D'APONTE (2000) Associate Professor of Architecture (2016); B.A. 1988, Barnard College; M.Arch 1991, University of Virginia. Registered Architect.

JAMES DALTON (2014) Assistant Professor (2019); Manager, Master of Arts in Strategic Studies (2017), Bachelor of Science in Strategic Studies and Defense Analysis (2014), Bachelor of Science in National Security Studies (2016); B.S., Secondary Education-Social Studies, 1987, University of Missouri; M.A. National Security and Strategic Studies, 2006, United States Naval War College.

CEVAT DARGIN (2025) Assistant Professor of History (2025); B.A. 2007, Bogazici University; Ph.D. 2021, Princeton University.

SERGIO DIAZ-LUNA (2024) Assistant Professor of Spanish (2024); B.A. 2005, Pontificia Universidad Javeriana; Ph.D. 2016, University of California, Davis.

MEGAN A. DOCZI (2011) Professor of Biology (2023), Chair of the Department of Biology (2019); B.A. 2003, Drew University; Ph.D. 2010, University of Vermont.

HEATHER E. DRISCOLL (2011) Research Associate Professor (2021); B.S. 1994, University of Wisconsin-Madison; B.S. 2002, University of Vermont; M.S. 2005, University of Vermont.

MARIEL DUNN (2026) Coordinator of Biology (2026).

RICHARD K. DUNN (2000) Charles A. Dana Professor of Geology (2014); Chair of the Department of Earth and Environmental Sciences (2025); B.A., B.S. 1987, University of Minnesota Duluth; M.S. 1990, Wichita State University; Ph.D. 1998, University of Delaware.

CHAUNTELLE ECKHAUS (2019) Senior Lecturer of Mathematics (2026); Development Mathematics Coordinator (2021); B.A. 1995, University of Colorado; M.A. 2019, Aurora.

MATTHEW FISCHER (2019) Associate Professor of Criminology and Criminal Justice (2026); A.A.S. 2004, University of Wisconsin; B.A. 2006, University of Wisconsin; M.A. 2009, University of Michigan; ABD 2019, University of Louisville.

KEVIN FLEMING (2006) Professor of Psychology (2009); Chair of Department of Psychology and Education (2015); B.A. 1985, Lehigh University; M.A. 1987, University of New Hampshire; Ph.D. 1990, University of New Hampshire.

MATTHEW P. FOISY (2026) Professor of Aerospace Studies (2026); Chair of Aerospace Studies; B.A. (2002), Norwich University; M.A. 2008, American Military University; Colonel U.S. Air Force.

TONYA M. FORCIER (2012) Visiting Professor of Architecture (2021); B.S. 2004, Norwich University; M.Arch. 2005, Norwich University.

CATHY M. FREY (1985) Professor of Mathematics (2001); B.S. 1983, University of Vermont; M.S. 1985, University of Vermont.

R. DANNER FRIEND (2003) Professor of Mechanical Engineering (2016), Chair of Department of Mechanical Engineering (2017); B.S. 1987, Virginia Military Institute; M.S. 1991, Clemson University; Ph.D. 1999, Texas A&M. Registered Professional Engineer.

TRAVIS FRISBEY (2019) Military Science Instructor (2019); Staff Sergeant; U.S. Army.

ROMMY FULLER (2019) Visiting Associate Professor of Education (2019); Director of Education (2019); BA, 2000, University of New Hampshire; M.Ed., 2002, University of New Hampshire; Ed.S., 2010, Simmons College; Ph.D. 2015, Simmons College.

JEAN-SEBASTIAN GAGNON (2019) Associate Professor of Physics (2025); B.Sc. 1999, Laval University; M.Sc. 2001, McGill University; Ph.D. 2007 McGill University.

SARAH K. GALLANT (2017) Associate Dean of College of Arts and Sciences (2026); Associate Professor of Chemistry (2026); B.S. 2014, University of Maryland; Ph.D. 2019 Dartmouth College.

JASON GALLIGAN-BALDWIN (2008) Associate Professor of Studio Art (2014); B.F.A. 2001, University of Louisiana; M.F.A. 2004, University of Mississippi.

DEANDRE L. GARNER (2018) Assistant Professor of Military Science (2018). B.A. 2002, Saint Martin's University; M.A. 2007, Webster University. Lieutenant Colonel, U.S. Army.

BRIAN GLENNEY (2015) Associate Professor of Philosophy (2020); B.A. 1999, University of Washington; M.Litt 2000, University of St. Andrews; Ph.D. 2007, University of Southern California.

EMILY GRAY (2007) Professor of History (2020); Homer L. Dodge Award Recipient (2015); B.A. 1996, Utah State University; Ph.D. 2004, University of Pennsylvania.

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ANITA FREGOSI RISTAU (1972-1993) Professor Emeritus of Nursing B.S.N., 1959, University of Vermont; M.S., 1977, St. Michael's College.

H. STEWART ROBERTSON, JR. (1990) Professor of Spanish (2002), Homer L. Dodge Award Recipient (1997); B.A. 1970, State University of New York; M.A. 1974, State University of New York; Ph.D. 1986, University of Texas.

ROBERT THOMAS ROTONDI (1977-2010) Professor Emeritus of Accounting, B.S., 1969, and M.B.A., 1971, Fordham University. Certified Public Accountant. Certified Fraud Examiner.

JAMES E. RYAN (1997-2012) Professor Emeritus of Criminal Justice, B.A., 1969, University of Vermont; M.P.A., 1974, SUNY Albany; D.P.A., 1985, SUNY Albany.

ARTHUR SCHALLER (1999) Professor of Architecture (2015); B.S. 1969, University of Cincinnati. Registered Architect.

EDWIN SCHMECKPEPER (2009-2023) Professor Emeritus of Civil Engineering; Professor of Civil Engineering (2013), Grenville M. Dodge Chair of Engineering (2017-2020), Chair of Civil Engineering (2012); B.S., Civil Engineering 1978, Valparaiso University; M.S. 1986; Ph.D. 1992, University of New Hampshire. Registered Professional Engineer.

ROBERT EDWARD SCHMIDT (1981-2009) Professor Emeritus of Architecture B.S.C.E., 1968, Newark College of Engineering; M.S., 1979, University of Vermont.

EUGENE ANTHONY SEVI (1975-2013) Professor Emeritus of Civil Engineering; Sc.B., 1968, Brown University; M.S., 1969, University of Colorado. Registered Professional Engineer; Diplomat, American Academy of Environmental Engineers.

STANLEY K. SHERNOCK (1985-2018) Charles A. Dana Professor Emeritus of Criminal Justice (2018); B.A. 1968, University of California, Berkeley; M.A. 1971, Indiana University; Ph.D. 1979, University of Virginia.

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FLOYD CHARLES STUART (1965-2003) Charles A. Dana Professor Emeritus of English; B.A. 1963, Fordham University; M.A. 1965, John Carroll University; Ph.D. 1972, SUNY Binghamton.

RAHMATHULLAH SYED (1984-2016) Professor Emeritus of Physics; B.Sc. and M.Sc. 1963, Sri Venkateswara University, India; M.S., 1980, Ph.D. 1983, The Catholic University of America.

PAUL TARTAGLIA (1977) Professor Emeritus of Mechanical Engineering (2017); B.M.E. 1967, The University of Detroit; M.S. 1968, Northwestern University; Ph.D. 1970, The University of Detroit.

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WILLIAM CLAYTON TILL (1982-1992) Professor Emeritus of Electrical Engineering B.S., 1956, and M.S., 1962, Case-Western Reserve University.

WACLAW TIMOSZYK (1988-2019) Professor Emeritus of Mathematics; M.Sc., 1967, Technical University of Wroclaw, Poland; Ph.D., 1974, University of Wroclaw, Poland.

ERNEST D. TRUE (1974-2016) Professor Emeritus of Mathematics; B.A. 1962, University of Maine; M.A. 1964, University of Maine; Ph.D., 1972, Montana State University.

DAVID S. WESTERMAN (1982-2017) Professor Emeritus of Earth and Environmental Science; Charles A. Dana Professor of Geology (2000), Associate Vice President for Research (2007); B.S. 1969, Allegheny College; M.S. 1971; Ph.D. 1972, Lehigh University.

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FREDERICK EUGENE WHITE (1983-2013) Professor Emeritus of Civil Engineering; B.S.C.E., 1967, and M.S. Sanitary Engineering, 1969, Virginia Polytechnic Institute; Ph.D. Environmental Engineering, 1980, Pennsylvania State University. Registered Professional Engineer.

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STEPHEN A. WIITALA (1980-2009) Professor Emeritus of Mathematics; B.A., 1968, M.A., 1971, Western Washington University; M.A., 1973, and Ph.D., 1975, Dartmouth College.

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[Registry](#)

Board of Fellows

Mission

As a volunteer arm of Academic Affairs, The Board of Fellows works closely with the Office of the Senior Vice President of Academic Affairs & Dean of the Faculty, College Deans, faculty, and students to improve the overall student academic experience and brand recognition of Norwich in the national marketplace. This includes

advising/participating in attracting higher quality students, developing extra-curricular programs to insure better student outcomes, and providing strategies to enhance the reputation and recognition of Norwich as a quality provider of academic programs of study.

EXECUTIVE COMMITTEE		
Patty Leavenworth, 87 ExCom Chair (Departing)	Sean O'Brien '90 ExCom Chair (Incoming)	Keith Gelinas '84 ExCom Vice Chair (Incoming)
Samantha Allen '05	Lisa Crockett '06M	Joseph Fantony '08
Eric Judge '97	Eric Kuchar '96	Shaili Patel '16
Jana Raymond '90	Stephan Rockwell '96	Michael Shoen '92
Matthew Smith '93		
Dr. Lea Williams, Acting Provost and Dean of the Faculty		

MEMBERS		
James Aird '13	Samantha Allen '05	Anela Arcari '91
Gretchen Archambault '96	Rob Arone '90	Robert Aronson '83
Jeffrey Bacon '97	Lauren Barclay '11	Kellie Barhight '00
Richard Barrett '06	Ronald Batcher '02	Damon Becknel
Rebecca Blair '13	Cherylene Caddy '90	David Casey '80 (Liaison)
Monica Cerminara '09	Ashleigh Chambers	Carol Cluff '88
Rea Colby '96	Jeanette Comerford '00	Jen Corey '97
Lisa Crockett '06 (M)	Edward DeWolfe '94	Jim Dohr '94
Eric Douchette '92	James Dryjanski	Joseph Fantony '08
Cam Featherstonhaugh '07	Paul Fousek '01	Cynthia Freudenthal '10
Tammy Fugere '02	Randy Gaetz '75	Keith Gelinas '84
J. Patrick Gibbons '90	James Goetschius '95	Bruce Gourlie '85
Brian Grissler	Jason Hartling '97	John Hayden '85
Jacob Head '97	Tom Heptig '06 (M)	Aleks Jancic '96
Jarold Johnston	Eric Judge '97	Kelly Julian '23 (M)
Emma Kaplan '22	Brian Kelly '05 (M)	Michael Kilkelly '95
Christopher William Kiss '99; '04 (M)	Eric Kuchar '96	Bryce Kuykendall '14
Dan Lay '83	Mike Lee '12; 13 (M)	William Lewis '97
Sonise Lumbaca '95; '09	Dan MacDonnell '85	Joseph Mezzetti '93
Sean O'Brien '90	David Ortiz '98; '06 (M)	Heidi Passalacqua '90
Shaili Patel '16	Steve Peters '86	Alexis Presti-Simpson '00
James Rapley III '94	Jana Raymond '90	Kevin Reen '99
Adam Rice '91	Stephan Rockwell '96	Dean Rondeau '85
Olga Ryan '94	Vincent Sava '80	Ryan Schwab '18
Michael Shoen '92	Justin Simeone '97	William Sitzabee '89
Matthew Smith '93	Michael Smith '88	Leo Soucy '69

MEMBERS		
Guy St. Louis '98	Ronald Stephens '00; '12 (M)	Pamela Stevens '12
Ed Sullivan '91	Janie Szalajeski-Hull '94	Albert R. Thompson, Jr. '12 (M)
Michele Turner '12	Kimberly Tuttle '05	Kerrin Ulsh '05
Beverly Van Citters	Robert Vincent '01	Tim Williams '92
HONORARY MEMBERS		
James C. Abare '57 (Deceased)	Peter V. Aliferis '68	Charles Adams (Deceased)
Frank W. Allen '58	Alan Anderson '09	Frederick G. Bashara, Jr '63
Andrew Boggs (Deceased)	David C. Briggs '68	Robert Briggs (Deceased)
Shawn Brennan '96	Vivian Bryan (Deceased)	Edward Bryan (Deceased)
Neal Burgess '52 (Deceased)	Anthony R. Caprio '60	Robert W. Christie '44
Ferdinand Collins '58 (Deceased)	Gary J. Confessore '63	Tobias F. Danforth '69
Carlo W. D'Este '58 (Deceased)	Donald E. Edwards '59 (Deceased)	Jack Finian '56 (Deceased)
George Garrison (Deceased)	R. Rand Garbacz '61	John R. Greenway '56 (Deceased)
Robert R. Harriman '58	Walter A. Henry, III '45 (Deceased)	Calvin Hosmer, III '55
Robert M. Johnson '60	Virginia R. Houston	William B. Lewis '04
George Kingston (Deceased)	Reinhard M. Lotz '60	Angus Macaulay '66
Hugh March '51 (Deceased)	William E. McIntosh, III '67	R. John Mitchell
Charles Nettleship '85	Earle Newton (Deceased)	Margaret Novack
Dalton Oliver (Deceased)	Adelle C. Park	Joanne Holbrook Patton W'00
Charles H. Perenick '56	Helen Philbrook (Deceased)	Mary H. Prouty '54 (Deceased)
Gordon R. Pyper (Deceased)	John T. Quinn '58	Richard F. Reidy, Jr '58
Barbara Roll (Deceased)_	Roger Samia '61 (Deceased)	Edward Shyloski, Jr. '66
George Styer (Deceased)	Elizabeth C. Veach '92	Conrad D. Whitney '51
George P. Wisell, Jr '67		

Alumni Association

Mission

The Norwich University Alumni Association (NUAA) promotes the Norwich experience and the bond that exists between the university and its alumni. The NUAA champions the vision, guiding values, principles and traditions of Norwich to build camaraderie, commitment, and lifelong relationships.

Vision

The NUAA is committed to creating a unified, informed, and proud body of alumni that is involved and committed to the interests and activities that perpetuate Norwich University and the Norwich family.

General

The NUAA was founded in 1852, and is one of the oldest collegiate Alumni Associations in the nation. It represents the largest of the university's constituencies: Norwich alumni past and present from both the graduate and undergraduate programs. NUAA programs foster the connection between alumni and their alma mater, and with each other. These programs include the annual Homecoming Weekend, the NU Club network, the Legacy of Learning continuing education series, networking and social events, and professional development opportunities. Norwich graduates automatically become lifetime members of the Association and are encouraged to participate in all alumni activities. For additional information about the NUAA, visit www.alumni.norwich.edu/nuaa.

Alumni Association Board Officers

President, Joey Mac Dizon '11

First Vice President, Patrick Enriquez '07

Second Vice President, Sara Margalus '01, M'14

Secretary, Joseph Slavinsky '92

Treasurer, Meaghan Meadow '18

President Emeritus, Brian Dunne '13

ALUMNI ASSOCIATION BOARD MEMBERS		
Brian Bisacre '89	Marc Henderson '99, M'08	Peter Lambert '88
Carin Caselli '02	Preston Huntington '14, M'17	David McQuillan '22
Brian Caton '15	Peter Hynd '94	Sandra Merolla '83
Paul deGategno '70	Jennifer Johnson VC'93, P'18	Jennifer Zarycki '20, M'22
Chris Delmas '98	Marc Kolenko '84	John Zwack '13
James DiGiacomo '89	Robert Kumpf '13	
Alicia Fuller '95, M'23	Alex G. Kwmuntis '16	

School of Nursing Student Handbook



Welcome Letter

Congratulations on your acceptance to Norwich University School of Nursing (NUSoN)!

At NUSoN, our mission is to empower students to achieve their academic and professional goals. With a team of dedicated faculty and program staff, we are committed to supporting your educational journey. The programs are designed to build upon your academic foundation, equipping you with the knowledge, skills, and leadership qualities necessary to thrive in the healthcare profession.

Our vision of excellence is realized through a rigorous and intellectually stimulating curriculum that fosters your growth as a nurse and a leader. At Norwich, we emphasize the importance of leadership, communication, and collaboration—core skills that nurses use to improve health outcomes in diverse populations. These principles are reflected in every aspect of the NUSoN experience, from faculty and staff support to partnerships with our clinical affiliates.

As a proud member of the American Association of Colleges of Nursing (AACN), NUSoN fully endorses the AACN's Position Statement on Diversity, Equity, and Inclusion in Academic Nursing. This commitment underscores our belief that diversity, equity,

and inclusion are essential to improving nursing education, addressing health inequities, and advancing leadership in the profession. We aim to prepare nurses who can provide culturally congruent, high-quality care to individuals, families, and communities. For more details on this statement, visit: [AACN Position Statement on Diversity, Equity, and Inclusion](#).

This handbook has been carefully prepared to help you navigate the policies and practices at NUSoN, particularly those specific to the nursing program. It should be used in conjunction with the Norwich University Catalog to ensure you have access to all relevant information. Please note that policies and procedures may be updated periodically, and it is your responsibility to remain informed about any changes.

On behalf of the faculty and staff, we warmly welcome you to Norwich University and wish you great success as you embark on this exciting journey. We look forward to working with you as you prepare to make meaningful contributions to the nursing profession and to the health of your community.

Best regards,

Dr. Wood and the Faculty and Staff of the Norwich University School of Nursing

Accreditation

The baccalaureate degree program in nursing, master's degree program in nursing, and post-graduate APRN certificate programs at Norwich University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

The baccalaureate degree program in nursing, master's degree program in nursing, and post-graduate APRN certificate program at Norwich University are approved by the Vermont State Board of Nursing.



Disclaimer

The information in this publication is accurate as of the time of publication. Any updates to this handbook will be published on this site. The provisions are subject to change without notice and do not constitute a contract with Norwich University. The University is not responsible for any misunderstandings of its requirements or provisions that might arise as a result of errors in the preparation of this publication. Norwich University and the School of Nursing reserve the right to change or withdraw courses; to change the fees, rules, and calendar for admission, registration, instruction, and graduation; and to change other regulations affecting the student body at any time.

NUSON Contacts
Undergraduate Programs

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FACULTY AND STAFF	CONTACT
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Graduate Programs

FACULTY AND STAFF		CONTACT
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	Nursing Education and Clinical Nurse Leader Tracks	Brenda Wiles, DNP, RN, CNL, CNE Lead Faculty bwiles@norwich.edu
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	Clinical Placement and Advising	Anne Benjamin Clinical Placement Coordinator and Student Support Advisor amclucki@norwich.edu
		Tay McMiller Clinical Placement Coordinator and Student Support Advisor kmcmliller@norwich.edu

Mission

The mission of Norwich University's School of Nursing is to prepare our students to be globally minded nurse leaders and scholars through innovative and diverse experiential education and research.

Philosophy

Nursing at Norwich University is grounded in the core essentials of baccalaureate education and predicated on the profession's ideals of compassionate care, respect, integrity, and social justice. Recognizing emerging trends in population health, technology, and cultural diversity and inclusion as inherent components of professional nursing practice, we prepare students for professional nursing roles in a transforming, complex, and dynamic healthcare environment. The faculty members believe that through participation in direct clinical care and simulated clinical experiences, students will acquire the knowledge, skills, and attitudes necessary for nursing competence in promoting optimal health outcomes for individuals, families, and communities.

The faculty further believes that teaching and learning evolve, through a seamless progression, in competency-based nursing practice. Graduates become proficient in patient-centered care with emphasis on quality improvement methods and patient safety.

The responsibility of the professional nurse is complex, requiring expertise in leadership, communication, and teamwork.

School of Nursing Goals

- BSN Graduates: Educate BSN graduates to deliver safe, evidence-based, patient-centered care, making ethical decisions, and collaborating effectively with diverse teams.
 - MSN Graduates: Prepare MSN graduates with the ability to collaborate, think critically, and make informed decisions in advanced nursing roles.
 - Student Success: Promote student achievement through challenging programs that apply best practices and address diverse learning needs.
 - Lifelong Learning: Inspire continuous education and nursing research.
 - Faculty Contribution: Empower faculty to lead, research, and practice, benefiting the University, community, and the nursing field.
 - Program Development: Create programs that address the changing needs of students, communities, and the healthcare sector.
-

Philosophical Framework

The nursing curriculum is built upon the following concepts of Nursing Profession, Patient, Health, and Environment:

- Nursing Profession
 - The faculty embrace the nursing profession as identified by the following values:

- Acknowledging the importance of core nursing knowledge that provides a foundation for the development of clinical judgment and critical thinking.
- Embracing the responsibility of professional nursing to commit to lifelong learning, and the ongoing acquisition of nursing expertise as the profession and healthcare standards evolve.
- Demonstrating ethical conduct in concert with accepted standards of practice.
- Acknowledging the importance of human diversity and global health perspectives.
- Accepting accountability and responsibility for one's professional judgment, actions, and competencies.
- Incorporating approaches to clients that are appropriate to their development, age, and cultural identity in all healthcare settings.
- Participating in and encouraging scholarship for nursing practice, including synthesis, translation, application, and dissemination of knowledge to improve health outcomes.
- Engaging with partners in healthcare to support nursing education and nursing practice to improve healthcare outcomes across populations.
- Embracing nursing leadership for improving nursing education and nursing practice for optimizing health outcomes.
- Patient
 - The faculty recognize healthcare needs of individuals, family, and populations across the lifespan in a variety of settings. Faculty support respectful, compassionate, and coordinated care, recognizing individual differences, preferences, and values, and the impact of diverse cultural, ethical, and social backgrounds. Actions of the faculty promote shared goal setting through:
 - Respecting the individual, spiritual, and psychological worth of patients.
 - Teaching the students personal accountability while promoting autonomy in professional nursing practice.
 - Demonstrating comprehensive understanding of holistic and just care supported by evidence and inclusive of the concepts of pain, suffering, palliative care, and quality of life.
 - Expressing awareness of the social trends and culture within the community.
- Health
 - The faculty recognizes the importance of health in a variety of settings. The actions of the faculty promote this behavior through:
 - Advocating health promotion, risk reduction, and disease prevention.
 - Engaging in evidence-based practice.
 - Teaching the concept of the health-wellness continuum.
 - Teaching the importance of the nurse's responsibility to provide health education to patients and families.
 - Optimizing health through the encouragement of clinical prevention and population health activities.
- Environment
 - The faculty conveys to the students the importance of nurses functioning in the everchanging modern day environment of healthcare by:
 - Stressing the principles of effective communication.

- Encouraging the recognition of the synergy among the socio-political, economic, and physical environment and the need for disaster-preparedness.
- Identifying quality and cost effectiveness as essential characteristics of healthcare efficiency.
- Promoting knowledge of and participation in healthcare policy, finance, and regulatory environments.
- Incorporating the use of informatics, including healthcare and information technologies, recognizing these as essential skills for managing and improving nursing care and delivery of healthcare services for optimal outcomes in an ever-changing healthcare environment.

Overall Student Learning Outcomes*

Graduates of the Norwich University School of Nursing are prepared to meet the following outcomes, which vary at the level of competency for pre-licensure or advanced practice nursing:

1. Apply insights from diverse fields to enhance nursing practice, foster innovation, and use sound clinical judgment.
2. Integrate scientific knowledge into nursing practice, addressing diverse needs and emphasizing person-centered care.
3. Collaborate with diverse stakeholders for the promotion of equitable public health outcomes through prevention and disease management.
4. Demonstrate proficiency in applying and sharing nursing knowledge to improve health outcomes and transform healthcare delivery.
5. Apply quality improvement principles to enhance care, reduce risks, and improve performance.
6. Demonstrate intentional collaboration with all involved parties to optimize care delivery, improve healthcare experiences, and enhance outcomes.
7. Exhibit proactive leadership to navigate healthcare challenges, promote positive outcomes, and deliver safe, high-quality care to diverse populations.
8. Use informatics for data collection, analysis, and safe, high-quality care delivery adhering to regulatory and professional standards.
9. Formulate a professional identity reflecting nursing values, ethics, accountability, collaboration, and standards.
10. Engage in self-care, reflection, lifelong learning, and leadership development for nursing expertise.

**Adapted from: American Association of Colleges of Nursing. (2026). The Essentials: Core competencies for professional nursing education. Accessible online at <https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2026.pdf>*

School of Nursing Student Handbook

The Essentials: Core Competencies for Professional Nursing Education

The baccalaureate and graduate-level curricula in the School of Nursing have been developed, implemented, and revised to incorporate the following components of *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2026).

Domains for Nursing:

1. Knowledge for Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for the Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

Concepts for Nursing Practice:

1. Clinical Judgment
2. Communication
3. Compassionate Care
4. Access, Connection, and Engagement
5. Ethics
6. Evidence-Based Practice
7. Health Policy
8. Social Determinants of Health

Competencies:

- 1.1 through 10.3

The baccalaureate curricula in the School of Nursing have been developed, implemented, and revised to incorporate the following additional component of *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2026).

Four Spheres of Care (across the lifespan and with diverse patient populations)

1. Wellness, disease prevention
2. Chronic disease care
3. Regenerative/restorative care
4. Hospice/palliative care

American Association of Colleges of Nursing. (2026). The Essentials: Core competencies for professional nursing education. Accessible online at <https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2026.pdf>

Code of Professional Conduct and Professional Behavior Expectations

ANA Code of Ethics

The Norwich University School of Nursing adheres to the standards and codes developed by the American Nurses Association. It is expected that all students will adhere to this professional code in all of their nursing activities. The faculty reserves the right to recommend the withdrawal of a student at any time without prejudice, who does not maintain an acceptable level of behavior as defined in the ANA Code of Ethics for Nurses (2025).

Code of Professional Conduct

Students in the School of Nursing assume an obligation to conduct themselves in ways that are compatible with professional standards and reflective of Norwich University's Guiding Values. Behavior standards are based on academic integrity, personal integrity, and respect for others. Students are expected to conduct themselves in a civil manner that represents professional behavior and contributes to a positive learning environment for all. Unprofessional or disrespectful behavior is uncivil and will not be tolerated. Uncivil behavior will result in a review of a student's behavior for determination of appropriate action. This action may range from a warning to dismissal from the program.

Professional Behavior Expectations

Norwich University School of Nursing students are expected to develop and demonstrate professional behavior in all educational settings. This includes, but is not limited to, the classroom, simulation, clinical, virtual class activities, all interactions with faculty and staff, and interactions with clinical partners. The following behaviors are included in professional behavior expectations of students (this list may be expanded as needed).

- Adhering to the American Nurses Association Code of Ethics for Registered Nurses (<https://codeofethics.ana.org/provisions>).
- Being respectful and professional while at Norwich University, all of our clinical partners, and at any time while wearing your NUSON uniform (or your NU nametag).
- Behaving with civility at all times.
- Being respectful and professional in all correspondence and communication (verbal and written). To do otherwise is uncivil behavior and will not be tolerated. Examples of uncivil behavior may include but are not limited to:
 - Use of profanity or unprofessional offensive language.
 - Use of sarcasm.
 - Use of language that threatens or teases anyone in any way.
 - Communication and/or behaviors that can be characterized, at the discretion of faculty and/or leadership, as racist, homophobic, misogynistic, hateful, untruthful, slanderous, libelous, or otherwise offensive.

- Upholding the shared responsibility of students, staff, and faculty to create and sustain a culture of respect, free of incivility, bullying, and violence consistent with the ANA 2015 position statement on Incivility, Bullying, and Workplace Violence. <https://www.nursingworld.org/globalassets/practiceandpolicy/nursing-excellence/workplace-violence--ana-position-statement.pdf>
- Being prepared and ready to learn at the start of every learning experience. It also includes completing assignments prior to the start of class as assigned.
- Actively participating in all learning experiences.
- Electronic devices should only be used for educational purposes as directed by the instructor.
- The learning environment should be a safe place for all students and faculty. Students are expected to be respectful of faculty and peers during all learning experiences.
- Notifying course faculty in advance of an unusual circumstance that you will be late, unable to attend any learning experience, or unable to meet the requirements of the learning experience.
- Students are expected to attend and be on time to all appointments made with NUSON faculty and staff.
- Adhering to the Norwich University Honor Code and Guiding Values at all times in all learning situations.
- Participating actively in own learning by identifying areas of weakness and seeking out assistance from support services offered on campus and from the nursing faculty.

Faculty have control over the instructional area and may take measures to maintain discipline following the rules and regulations of NUSON, NU, and our clinical partners.

Occurrence Form

A written occurrence may be given to a student for unsafe, unsatisfactory, unprofessional, or other events that occur in any NUSON learning environment.

Web and Email Etiquette

All students must adhere to standard and professional behavior when communicating on the Internet. Some rules to remember:

- Be safe—never give sensitive personal information online, like your user ID or password.
- Be polite—always use an appropriate salutation and the person's name to personalize your message; always use a digital signature at the end of an email to validate the message.
- Be clear—always use a descriptive subject header or title so recipients can easily identify the focus of your email.
- Be courteous—never defame, send insults, or respond to these types of emails; do not forward SPAM, chain letters, or other unsolicited advertising or messages.
- Be brief—if your email needs to be longer than several paragraphs, identify that in the opening lines so the recipient can be prepared to read a longer email, or save the email for later.
- Be smart—represent yourself intelligently by proofreading and checking your spelling and grammar before sending your message.
- Be appropriate—do not use foul or inappropriate language; if you have a question as to whether your language is too strong or emotional, don't send your message.
- Be legal—obey copyright laws, and don't use other's content or images without permission.

Academic Integrity and Artificial Intelligence Policy

Academic Integrity

Upon entering a program of study to become a master's-prepared nurse, whether Nurse Practitioner, Nurse Educator, or Nurse Leader, each student assumes the responsibility and trust that society places in the nursing profession, as well as the obligation to adhere to those values, standards, and ethical behavior set forth by the profession.

A basic principle of nursing practice at all levels is respect for the dignity and worth of each individual and the individual's right to privacy and confidentiality. Master's prepared nursing students are accountable for the care or other activities they provide within the context of the program.

Truthfulness in all matters is necessary to ensure professional standards of nursing care. In addition, accepting responsibility for one's own actions and seeking consultation and direction from the faculty and/or preceptor is expected.

Freedom from illegal, mind-altering, or addictive substances that can impair judgment is imperative if the health, welfare, and safety of persons within the healthcare environment are to be protected.

All students are expected to carry out their academic responsibilities, both in the classroom and clinical practice, in a manner consistent with standards of the nursing profession, the Mission of the School of Nursing, and legal guidelines according to the Nurse Practice Act in the state in which they practice.

Artificial Intelligence (AI) Policy

The Norwich University School of Nursing recognizes both the resourcefulness and limitations of generative artificial intelligence (AI) technologies in education. As AI continues to evolve and integrate into professional settings, it is essential to ensure its ethical and appropriate use in academic settings.

Approved Uses of Generative AI

- Refining work: It may assist in improving grammar, spelling, and formatting (e.g., APA).
- Preliminary research: AI can be used as a supplementary tool to explore general topics but not as a definitive source of evidence-based materials.

Prohibited Uses of Generative AI

- Generative AI may not be used to complete assignments or tasks that require original analytical thinking or evidence-based content, including:
 - Written work includes, but not limited to, essays, research papers, discussion board posts, responses, and short-answer assignments.
 - Care plans, case studies, grand rounds presentations, and SOAP notes.
 - Quantitative assignments including, but not limited to, statistical or mathematical problems.
 - Clinical work includes, but not limited to, any clinical data in research, clinical charts, or practice due to privacy concerns and ethical considerations.

- Other work as specified by your course instructor.

Additional Guidelines

- Originality and Academic Integrity: Materials generated by AI are not considered original work. Students must ensure that submissions are in their own words and reflect their critical thinking.
- Citations: If AI contributes to a submission in any form, its use must be explicitly acknowledged and cited using APA formatting.
- Accountability: Students are responsible for the accuracy and originality of their work. Upon request, students must provide documentation of how AI was used in their submissions.

Consequences for Violations

- Failure to adhere to this policy or related University academic integrity standards may result in disciplinary action, up to and including dismissal from the Norwich University School of Nursing.
- For clarification on specific assignments, please consult your course instructor.

School of Nursing Student Handbook

Grading Standards

Grades are assigned according to the following grading scale:

GRADE RANGE	LETTER GRADE	QUALITY POINTS
93-100	A	4
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
Below 60	F	0.0

School of Nursing Student Handbook

Formal Complaint, Petition, and Grievance Procedures

Formal Complaint Definition

A complaint is considered a formal complaint once it is submitted to the Director of the School of Nursing. A complaint in a school of nursing is a written statement submitted by a student, faculty member, or other stakeholder that outlines a specific grievance regarding academic policies, faculty conduct, clinical experiences, administrative decisions, or other concerns affecting the educational environment. The complaint should clearly describe the issue, provide supporting evidence if applicable, and request a resolution in accordance with the institution's policies and procedures. Formal complaints typically follow an established process that includes submission to the appropriate office, review by designated officials, and a structured response within a specified timeframe.

Academic Policy Petition

A student who believes there is an extenuating circumstance warranting an academic petition to policy must provide a rationale addressing the extenuating circumstance. Incomplete rationales will not be approved and submitting a petition does not guarantee approval. A program's curricular requirements do not require a formal petition unless the student wishes to appeal the department's decision. Academic Petition forms are located on the Registrar's SharePoint site.

Appeal of Academic Policy Decision

A decision that is denied by the Dean may be appealed to the Committee on Academic Standing and Degrees within ten (10) business days of the outcome. An appeal must include additional arguments to show a reason for the Dean's decision to be appealed. The outcome from the Committee on Academic Standing and Degrees is final.

Academic Grievance

A student who has a complaint related to academics may submit a grievance. Also refer to any applicable student handbook and its guidelines specific to that area or department's procedure.

Steps

1. To begin the grievance process, discuss your desired resolution with the person in question.
2. When a mutually agreeable solution is not reached, a written appeal with the desired outcome must be provided by the student to the next-level supervisor. The student can repeat this process if a mutually agreeable solution still has not been reached and ultimately ends with the Provost. The Provost will review the material, arrange additional discussion as necessary, and provide a response.
3. When the original grievance is against the Provost, the grievance will be reviewed by the President.

Simulation

Norwich University School of Nursing simulation suite provides students with the opportunity to practice cognitive, affective, and psychomotor domains of learning in a safe learning environment. Simulation scenarios enable students to practice and learn clinical reasoning and decision-making through demonstration, videos, mid- and high-fidelity patient care simulators. Scenarios and skill practice range from fundamental to advanced progressively throughout the curriculum. The student learning experience is facilitated through faculty supervision and debriefing.

Student Role During Simulation

- Students are expected to treat the simulators as patients. This includes adhering to all clinical guidelines in this handbook.
- The simulators are sensitive to most dyes and inks. No solutions should be used on the patient care simulators unless instructed by the faculty. DO NOT use iodine, betadine, and INK on patient care simulators.
- NO PENS are allowed near the simulators. Pens must be left near the documentation area specified in each lab.
- Gloves MUST be worn when handling patient care simulators as the oils from our skin can degrade and stain them.
- Students are to come to simulation prepared to fully participate in the simulation experience. Failure to meet the pre-simulation assignment requirements may result in dismissal of the student from the simulation experience.

Safe Environment

The Norwich University Simulation Suite is a safe learning environment for all participants. All experiences are intended to provide opportunities to increase the student's critical thinking and clinical reasoning skills as they relate to specific disease processes and

direct patient care. Students' performance will be evaluated according to defined learning objectives. If a student does not successfully meet the learning objectives, they may be required to remediate a simulation experience.

All participants involved in a simulation group are expected to conduct themselves with respect towards their classmates and Faculty. Failure to support the safe learning environment may result in dismissal from the simulation experience.

Audio and Video Recording of Simulation Experiences

Simulation experiences may be recorded. The recorded videos may be used for the following purposes: debriefing of the simulated event, future classroom demonstration, student requests to review their simulated experience, documentation of a student's progress, and/or for research purposes. All audio/visual recordings are the property of Norwich University.

NUSON Program Specific Requirements

Undergraduate Program

Visit the [Undergraduate Nursing Policies and Procedures](#) page for additional specific policies and procedures for the traditional 4 year BS in Nursing, accelerated BS in Nursing, and RN to BS in Nursing programs.

Graduate Program

Visit the [Graduate Nursing Policies and Procedures](#) page for additional specific policies and procedures for the Master of Science in Nursing and post-graduate certificate programs.

Baccalaureate Nursing Program Outcomes*

1. Synthesize and apply multidisciplinary knowledge to assess, prioritize, and deliver holistic, innovative care using clinical judgment and therapeutic communication.
2. Demonstrate the ability to apply public health concepts, analyze complex health issues, and collaborate with diverse stakeholders to promote equitable health outcomes through disease prevention and management.
3. Apply evidence-based nursing knowledge to practice, evaluate interventions in complex care, and contribute to healthcare transformation by sharing best practices to improve patient outcomes.
4. Integrate quality improvement principles to analyze processes, apply interventions, and develop strategies that enhance patient care, reduce risks, and improve healthcare performance.
5. Demonstrate effective collaboration and communication, evaluate their impact on care delivery and outcomes, and develop strategies to optimize healthcare experiences and improve results.
6. Demonstrate leadership by applying foundational concepts, evaluating strategies for complex healthcare challenges, and developing proactive approaches to deliver safe, high-quality care and improve outcomes for diverse populations.
7. Integrate informatics to improve data collection, analysis, and care delivery, while ensuring safe, high-quality care that meets regulatory and professional standards.
8. Develop a professional identity by integrating nursing values, ethics, accountability, and collaboration into practice, while reflecting on these principles to guide growth and excellence.
9. Foster nursing expertise through self-care, reflection, lifelong learning, and leadership development, while evaluating their impact on personal and professional growth in practice.

**Adapted from: American Association of Colleges of Nursing. (2026). The Essentials: Core competencies for professional nursing education. Accessible online at <https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2026.pdf>*

Baccalaureate Nursing Program Academic Goals

1. Prepare graduates with the knowledge, clinical judgment, and professional competencies necessary to meet eligibility requirements for and achieve successful completion of the NCLEX-RN examination and entry into professional nursing practice.

2. Provide a curriculum of study that incorporates logical course sequencing and integrated didactic, laboratory, simulation, and clinical learning experiences to support progressive development of nursing knowledge and practice competencies.
3. Provide high-quality educational opportunities that prepare graduates to deliver evidence-based, person-centered, culturally responsive care and promote health outcomes across individuals, families, communities, and populations.
4. Provide an educational experience that meets national standards for baccalaureate nursing education and supports achievement of professional nursing competencies, leadership development, ethical practice, informatics integration, and lifelong learning.

Undergraduate Nursing Policies and Procedures

Technical and Professional Standards

Students enrolled in the School of Nursing must have abilities and skills in the following four areas: communication, observation, motor function/endurance, and behavioral. Reasonable accommodations may be made for students with documented disabilities in accordance with the Americans with Disabilities Act (ADA). More information can be found on the Norwich University Course Catalog [Americans with Disabilities Act \(ADA\)](#) page. Students enrolled in the School of Nursing must be able to perform minimum technical standards in a reasonably independent manner, with or without reasonable accommodations.

Communication

- Must be able to communicate effectively with patients, families, and members of the healthcare team through oral, written, and interpersonal means.
- Must be able to obtain information, describe patient situations, and perceive both verbal and non-verbal communication.
- Must be able to speak, comprehend, read and write in English at a level that meets the need for accurate, clear, and effective communication; examples include but are not limited to: giving clear oral reports, detecting the passage of time to the level of seconds, interpreting data and graphs, understanding documents printed in English, communicating legibly in printed English, discriminating subtle differences in medical terminology.
- Must be able to utilize information technology-based systems in the classroom, laboratory, online, and clinical environment, including computers, iPads, electronic health records, electronic monitoring systems, and other internet and technology-based equipment and systems.

Observation

- Must be able to observe a patient accurately; examples include but are not limited to: detecting heart and breath sounds; interpreting the appearance of a surgical wound; detecting bleeding, unresponsiveness, or other changes in patient status; detecting the presence of foul odor; and palpating an abdomen.
- Students are expected to notify faculty and nursing staff of any abnormalities noted during physical exam of a patient.
- Must be able to detect and respond to emergency situations, including alarms (e.g., monitors, call bells, fire alarms). In consultation with faculty and nursing staff, students are expected to activate appropriate systems (e.g., Rapid Response) to aid in an emergency.

Motor Function and Endurance

- Must have sufficient strength and mobility to work effectively and safely with patients and carry out related nursing care; examples include but are not limited to: lifting and positioning patients (lifting up to 50 pounds, carrying up to 25 pounds), transferring patients in and out of bed, cardiopulmonary resuscitation, preparation and administration of medications (oral, injection, intravenous, including hanging IV bags at shoulder height), interpreting and emptying body fluid collection devices below bed level, application of pressure to stop bleeding, clearing/opening an obstructed airway, and provision of daily hygiene care.
- Must be able to complete assigned periods of clinical practice, including up to 12-hour shifts (including days, evenings, nights, weekends, and selected holidays).
- Must be able to respond at a speed sufficient to carry out patient assignments within the allotted time.

Behavioral

- Must possess mental and emotional health required for total utilization of intellectual abilities.
- Must be able to tolerate physically taxing workloads.
- Must be able to respond and function effectively during stressful situations.
- Must be capable of adapting to rapidly changing environments and responding with flexibility in uncertain situations.
- Must be able to interact appropriately with others (patients, families, members of the healthcare team) in various healthcare contexts and settings.

Physical Requirements in Clinical Setting

Clinical agencies may have additional or agency-specific technical standards, which take precedence over NUSON technical standards. If a student meets NUSON standards, but not those of the clinical agency, the student may be moved to a comparable environment if one is available.

Sample Curriculum Maps (Admission Prior to 2026)

Traditional 4-Year BS in Nursing

TERM 1	CREDITS	TERM 2	CREDITS
BI 215 Human Anatomy & Physiology I *	4	BI 216 Human Anatomy & Physiology II *	4
EN 110 Writing and Inquiry I	3	EN 111 Writing and Inquiry II	3
NR 103 History of Nursing and Health Promotion (Gen Ed History) *	3	MA 232 Elementary Statistics	3
PY 211 Introduction to Psychology	3	HHPR 200 Nutrition (Gen Ed Goal 4) *	3
Total	13	Total	13
TERM 3	CREDITS	TERM 4	CREDITS
SO 101 Intro to Sociology	3	BI 220 Microbiology *	4
NR 206 Health Assessment Across the Lifespan *	3	NR 215 Client, Psychological/Mental Health Problems *	3
NR 232 Technology and Informatics in Healthcare *	3	NR 215L Client, Psychological/Mental Health Problems Clinical *	2
MA 100:499 (Gen Ed Math) *	3	NR 217 Simulation for Nursing Practice *	4
PY 220 Developmental Psychology	3	NR 261 Pathophysiology *	3
Total	15	Total	16

TERM 5	CREDITS	TERM 6	CREDITS
NR 225 Research for Evidence-Based Practice *	3	NR 321 Nursing Leadership *	3
NR 316 Care of the Adult I *	3	NR 331 Care of Women and Childbearing Family *	3
NR 316L Care of the Adult I Clinical *	3	NR 331L Care of Women and Childbearing Family Clinical *	2
General Education Ethics	3	NR 341 Care of Children/ Childrearing *	3
NR 211 Pharmacology I for Nurses *	3	NR 341L Care of Children/ Childrearing Clinical *	2
		General Education Literature	3
Total	15	Total	16
TERM 7	CREDITS	TERM 8	CREDITS
MG 360 Healthcare Economics and Policy	3	NR 421 Coordinator of Care *	3
NR 416 Care of the Adult II *	4	NR 421L Coordinator of Care Practicum *	4
NR 416L Care of the Adult II Clinical *	4	NR 431 Promoting Health in Communities *	3
NR 361 Pharmacology for Nurses II *	3	NR 431L Promoting Health in Communities Practicum *	2
General Education Arts/Humanities	3	NR 441 Nursing Capstone *	4
Total	17	Total	16

Program Total: 121 Credits

*Must receive a grade of C+ or higher

Accelerated BS in Nursing

TERM 1	CREDITS	TERM 2	CREDITS
NR 103 History of Nursing and Health Promotion (1st 8 weeks)	3	MG 360 Healthcare Policy and Economics (1st 8 weeks)	3
HHPR 200 Nutrition (2nd 8 weeks)	3	NR 232 Technology and Informatics (2nd 8 weeks)	3
NR 206 Health Assessment Across the Lifespan (1st 8 weeks)	3	NR 316 Care of the Adult I (full)	3
NR 217 Simulation in Nursing Practice (full)	4	NR 316L Care of the Adult I Clinical (full)	3
NR 261 Pathophysiology for Nursing (2nd 8 weeks) Hybrid	3	NR 211 Pharmacology for Nurses I (full)	3
NR 225 Research for Evidence Based Practice (2nd 8 weeks)	3	NR 215 Client, Psychological/Mental Health Problems (2nd 8 weeks)	3
		NR 215L Client, Psychological/Mental Health Problems Clinical (2nd 8 weeks)	2
TOTAL	19		20

TERM 3	CREDITS	TERM 4	CREDITS
NR 331 Care of Women and Childbearing Family (1st 8 weeks)	3	NR 421 Coordinator of Care (full)	3
NR 331L Care of Women and Childbearing Family Clinical (1st 8 weeks)	2	NR 421L Coordinator of Care Practicum (full)	4
NR 341 Care of Children/Childrearing (2nd 8 weeks)	3	NR 431 Promoting Health in Communities (1st 8 weeks)	3
NR 341L Care of Children/Childrearing Clinical (2nd 8 weeks)	2	NR 431L Promoting Health in Communities Practicum (1st weeks)	2
NR 416 Care of the Adult II (full)	4	NR 441 Nursing Capstone (1st 8 weeks)	4
NR 416L Care of the Adult II Clinical (full)	4	NR 321 Nursing Leadership (2nd 8 weeks)	3
NR 311 Pharmacology for Nursing II (full)	3		
TOTAL	21		19

Program Total: 80 Credits

*Students must earn a C+ or above in all Nursing courses.

RN to BS in Nursing

Grade of C+ or higher in each of the following:

COURSE TITLE	CREDITS
NR 103 Nursing History and Health Promotion	3
HHPR 200 Nutrition	3
NR 232 Technology and Informatics in Healthcare	3
NR 225 Research for Evidence-Based Practice	3
NR 261 Pathophysiology for Nursing	3
NR 321 Nursing Leadership	3
MG 360 Healthcare Economics and Policy	3
NR 431 Promoting Health in Communities	3
NR 431L Promoting Health in Communities Practicum	2
NR 441 Nursing Capstone	4
Total Credits	30

Undergraduate Nursing Policies and Procedures

Sample Curriculum Maps (Admission Beginning in Fall 2026)

Traditional 4 Year BS in Nursing

TERM 1	CREDITS	TERM 2	CREDITS
BI 215 Human Anatomy & Physiology I	4	BI 216 Human Anatomy & Physiology II	4
EN 110 Writing and Inquiry I	3	EN 111 Writing and Inquiry II	3
PY 211 Introduction to Psychology	3	MA 232 Elementary Statistics	3
MA 101 Mathematics: A liberal Art 1	3	HHPR 200 Nutrition (Gen Ed Goal 4)	3
NR 103 History of Nursing and Health Promotion (Gen Ed History)	3	SO 101 Intro to Sociology	3
Total	16	Total	16

TERM 3	CREDITS	TERM 4	CREDITS
PY 220 Development Psychology	3	NR 217 Fundamentals for Nursing Practice	3
NR 206 Health Promotion & Health Assessment Across the Lifespan	3	NR217L Nursing Fundamentals Clinical (long term care-chronic conditions) (50 hours)	1
NR 206S Health Assessment SIM Lab	1	NR217S Fundamentals SIM Lab	1
NR 211 Pharmacology for Nursing I	3	NR 232 Systems, Quality, and Health Informatics	3
NR 261 Pathophysiology for Nursing	3	BI 220 Intro to Microbiology	4
HHPR 102 Resilient Bodies	1	Gen Ed Literature	3
		NR 298 BSN Intensive level A&B Outcomes demonstration (0 cr) S/U	
Total	14	Total	15
TERM 5	CREDITS	TERM 6	CREDITS
NR 215 Client, Psychological/Mental Health Problems	3	NR 321 Nursing Leadership	3
NR215L Client, Psychological/Mental Health Problems Clinical (50 hours)	1	NR 331 Care of Women and Childbearing Family	3
NR 316 Care of the Adult I	3	NR 331L Care of Women and Childbearing Family Clinical (50 hours)	1
NR 316L Care of the Adult I Clinical (100 hours)	2	NR 341 Care of Children/Childrearing Families	3
NR 225 Nursing Research and Evidence-Based Practice	3	NR 341L Care of Children/Childrearing Families Clinical (50 hours)	1
NR 361 Pharmacology for Nursing II	3	Nursing elective	3
		General Education Ethics	3
		NR 398 BSN Intensive level C Outcome Demonstration (0 cr) S/U	
Total	15	Total	17

TERM 7	CREDITS	TERM 8	CREDITS
MG 360 Healthcare Economics and Policy (Advocacy)	3	NR 421 Coordinator of Care	4
NR 416 Care of the Adult II	3	NR 421L Coordinator of Care Clinical (200 Hours)	3
NR 416L Care of the Adult II Clinical (100 hours)	2	NR 441 Capstone	4
NR 431 Population Health in Nursing	3	Nursing Elective	3
NR 431L Population Health in Nursing Clinical (50 hours)	1	NR 498 BSN Intensive level D Outcome Demonstration (0cr) S/U	
Gen Ed Arts/Humanities	3		
TOTAL	15	TOTAL	14
		Program TOTAL Clinical Hours Total Simulation Hours Total	122 650

Accelerated BS in Nursing

TERM 1	CREDITS	TERM 2	CREDITS
NR 103 History of Nursing and Health Promotion (Gen Ed History (1 st 8 weeks)	3	NR 232 Systems, Quality, and Health Informatics (1st 8 weeks)	3
HHPR 200 Nutrition (Gen Ed Goal 4) * (2 nd 8 weeks) (pre-requisite)	3	MG 360 Healthcare Policy and Economics (1 st 8 weeks)	3
NR 206 Health Promotion & Health Assessment Across the Lifespan (1 st 8 weeks)	3	NR 316 Care of the Adult I (1 st 8 weeks)	3
NR 206S Health Promotion & Health Assessment SIM Lab (1 st 8 weeks)	1	NR 316L Care of the Adult I Clinical (full)	2
NR 217 Fundamentals for Nursing Practice (FULL)	3	NR 215 Client, Psychological/ Mental Health Problems (2nd 8 weeks)	3
NR217L Nursing Fundamentals Clinical (long term care-chronic conditions) (50 hours) (2 nd 8 weeks)	1	NR 215L Client, Psychological/ Mental Health Problems Clinical (2 nd 8 weeks)	1
NR217S Fundamentals SIM Lab (1 st 8 weeks)	1	NR 361 Pharmacology for Nursing II (2 nd 8 weeks)	3
NR 261 Pathophysiology for Nursing * (1 st 8 weeks)	3	NR 298 BSN Intensive level A&B Outcomes demonstration (0 cr) S/U	0
NR 211 Pharmacology for Nursing I (2 nd 8 weeks)	3		
TOTAL	21	TOTAL	18

TERM 3	CREDITS	TERM 4	CREDITS
NR 331 Care of Women and Childbearing Family (1 st 8 weeks)	3	NR 421 Coordinator of Care (full)	4
NR 331L Care of Women and Childbearing Family Clinical (1 st 8 weeks)	1	NR421L Coordinator of Care Clinical (full)	4
NR 341 Care of Children/Childrearing Families (2 nd 8 weeks)	3	NR 431 Population Health in Nursing (full)	3
NR 341L Care of Children/Childrearing Families Clinical	1	NR431L Population Health in Nursing Clinical (full)	1
NR 416 Care of the Adult II (1st 8 weeks)	3	NR 441 Nursing Capstone (full)	4
NR 416L Care of the Adult II Clinical (full)	2	NR 321 Nursing Leadership (full)	3
NR 225 Nursing Research and Evidence-Based Practice	3	NR 498 BSN Intensive level D Outcome Demonstration (0cr) S/U	0
NR 398 BSN Intensive level C Outcome Demonstration (0 cr) S/U	0		
TOTAL	16	TOTAL	19
		Program TOTAL Credits	73
		Clinical Hours	650
		Simulation Hours	162

RN to BS in Nursing

COURSE	CREDITS
NR 103 History of Nursing and Health Promotion	3
HHPR 200 Nutrition	3
NR 232 Systems, Quality, and Health Informatics	3
NR 321 Nursing Research and Evidence-Based Practice	3
NR 261 Pathophysiology for Nursing	3
NR 321 Nursing Leadership	3
MG 360 Healthcare Policy and Economics	3
NR 431 Population Health in Nursing	3
NR 431L Population Health in Nursing Clinical (50 hours)	1
NR 441 Nursing Capstone	4
Nursing Elective	3
NR 398& NR 498 RN-BSN Level A-D Outcome Demonstration (0 credits; S/U)	0
TOTAL Credits	32

Undergraduate Nursing Policies and Procedures

Special Events and Study Away Opportunities

Study Away Opportunities

In furthering the NU Mission, NUSON is proud to offer study away opportunities. These programs are subject to change, as they are dependent upon faculty availability and adequate student enrollment.

NUSON Special Events

Pinning Ceremony

Students who have successfully completed all Nursing requirements are honored in a Pinning Ceremony that takes place upon completion of their final semester. Nursing faculty and staff, as well as family members and friends, are invited to celebrate with students at this special event. The highlight of the ceremony is the presentation of the Norwich University nursing pin to each graduating senior. Graduates should wear this University symbol with pride as it is an indication and symbol of accomplishment; other awards may also be presented at the ceremony in recognition of students' achievement.

Students are encouraged to participate in this ceremony and are asked to notify the Director of Nursing if they do not plan to attend. Attire for the event is business or formal.

White Coat Ceremony

The White Coat Ceremony was designed in 1993 by The Arnold P. Gold Foundation as a way to welcome new students to healthcare practice and to formally impart them with the responsibility of maintaining humanism in healthcare. In 2014, a new collaboration between the Arnold P. Gold Foundation and the American Association of Colleges of Nursing was formed to recognize student nurses in a rite of passage to welcome these students to healthcare practice and to elevate the value of humanism as the core of healthcare. The White Coat Ceremony provides a powerful emphasis on compassionate care in combination with scientific excellence and proficiency in medicine and nursing. The Arnold P. Gold Foundation works with physicians and nurses in training and in practice, as well as other members of the healthcare team, to instill a culture of respect, dignity, and compassion for both patients and professionals. For more information, visit: <https://www.gold-foundation.org/programs/white-coat-ceremony/>.

All students are required to participate in the White Coat ceremony, accepting the responsibilities that follow clinical rotations. Attire for the White Coat Ceremony is the nursing school uniform.

Undergraduate Nursing Policies and Procedures

Progression Requirements, Dismissal, and Reinstatement

First Requirement:

- Students must achieve a minimum average grade of 77% on NCLEX-style quizzes and exams in the following courses: NR 206, NR 215, NR 217, NR 316, NR 331, NR 341, NR 416, NR 421, and NR 431. Failure to achieve the 77% quiz or exam average, exclusive of any other additional graded assignments, will result in a final grade of C or lower and the inability to progress to the next sequential courses.
- Nursing students must earn a minimum grade of C+ in all nursing (NR) courses including theory and practicum courses.
- A nursing student who does not earn the required minimum C+ in a nursing course may repeat the course only once. A student must receive a grade of C+ or higher in the repeated nursing course to progress in the nursing program. If a student receives less than a C+ when repeating a nursing course, the student will be dismissed from the nursing program. Failure to achieve the minimum required C+ in two nursing courses will result in dismissal from the nursing program.
- Students must pass both the theory and clinical components of linked nursing courses to progress in the nursing program. If the student does not achieve the minimum required C+ in one component, the student must retake both components for progression in the program.
- Each grade in a linked course will be recorded individually as achieved. If a student does not achieve the minimum required C+ in both components of a linked course, this is considered two nursing course failures, and the student will be dismissed from the nursing program.
- ** Linked nursing courses: NR 215/NR 215L; NR 316/NR 316L; NR 331/NR331L; NR 341/NR 341L; NR 416/416L; NR 421/NR 421L; and NR 431/NR 431L.
- Example: If a student achieves a C in the theory component of a linked course and a B in the clinical component, each grade will be recorded, however both components must be repeated to progress.

Second Requirement:

- Nursing students must earn a minimum grade of C+ in all courses: . Nursing and science courses must be taken in the order presented on the curriculum map in the appropriate catalog. Deviation requires approval from the School of Nursing.
- Students who earn below a C+ in any course in the nursing curriculum may choose to repeat a course at an institution other than Norwich. The student must have the course
- approved by the advisor in advance. When the transfer transcript arrives, the new grade will be used only for progression purposes.

Failure to achieve a grade of C+ on the second attempt of any repeated course requiring a C+ or better, will result in dismissal from the program. These requirements apply to non-nursing major students seeking a transfer to the nursing program.

Dismissal from NUSON

Criteria for dismissal from NUSON:

- Failure to receive the required minimum of C+ in two nursing courses during enrollment in the nursing program.
- Failure to achieve a minimum grade of C+ in any repeated nursing course.
- Withdrawal from the same nursing course two times.
- Failure to maintain a cumulative GPA of 2.0.
- Unsafe laboratory/clinical practice as determined by NUSON.
- Violation of Professional Behavior Expectations.
- Violation of the ANA Code of Ethics and/or ANA Standards of Practice.
- Failure to achieve a C+ on the second attempt of any course required in the Nursing Curriculum.
- A student who has not been active in nursing major courses for one semester without prior approval of advisor and Director of Nursing.

Dismissal from the nursing program DOES NOT mean the student is dismissed from Norwich University.

Upon dismissal from the nursing program, the student will receive a letter from the Director stating the reason for the dismissal. After receipt of the letter, if the student wishes to remain at Norwich they must meet with their advisor and select a new major.

If a student wishes to challenge a progression issue or dismissal, they should follow the NU grievance procedure outlined in the catalog:

<https://norwich-catalog-prod-preview.coursedog.com/academicpolicies/grievance>

Reinstatement

Any student separated from the School of Nursing, including those unable to progress for academic reasons, for one or more semesters will be required to demonstrate competency in previously learned class content and clinical skills before progressing to future nursing courses. This includes validation of clinical skills, medication

administration, health assessment, and/or other identified needs at the discretion of faculty. The student may also be required to take examinations on course content of pre-requisite classes. If a student does not show competency in class content or clinical skills, they may be required to repeat prior courses.

Technology Standards

Students in the NUSON are expected to be proficient in the use of technology. This is necessary for success in the healthcare environment where nurses need to be able to utilize and interact with technology in the workplace. NUSON will ensure that accessibility standards are followed. Students who encounter accessibility issues with test-taking or remote proctoring may reach out to the course professor and the Center for Academic Success and Achievement (CASA) for assistance.

- Students are responsible for ensuring their own access to modern computing technologies outlined below:
 - Students are required to have a laptop computer that meets one of the following requirements:
 - **For a PC:**
 - Windows 10 version 22H2 or higher (Microsoft is deprecating Windows 10 in October of 2025 and will no longer receive security updates). Windows 11 version 23H2 is recommended.
 - Intel i3 Generation 9 processor (i5 Gen. 13 recommended) or higher or AMD equivalent recommended.
 - 8 GB RAM (16 GB highly recommended).
 - 256 GB solid state storage (512 GB if in a program that needs higher end software).
 - **For a Mac:**
 - macOS Ventura or higher (any macOS version released before Ventura is considered end of life and receives no security updates).
 - Intel i5 processor or any M series Apple Silicon (essentially, any Apple computer made after 2020).
 - 8 GB RAM (16 GB highly recommended).
 - 256 GB solid state storage (512 GB if in a program that needs higher end software).
 - **Broadband Internet:** download and upload speeds of greater than 5 Mbps (high-speed broadband via fiber available on campus).
 - Quizzes, tests, and examinations will be administered in a computerized format. This is designed to prepare students for taking the NCLEX computer adaptive test.
 - At certain times, it may be necessary for students to utilize remote proctoring services to take exams. By enrolling in courses where this is a requirement, students consent to the use of remote proctoring software and the \$5 exam fee that will be applied to their student account for such services. Students with accommodations that are incompatible with remote proctoring should reach out to the course professor and CASA in advance of the scheduled test for an alternative arrangement.

- Students must be able to use electronic health records in the clinical setting, and in the laboratory, and simulation settings when available.
- Students are expected to turn in all assignments on Brightspace as designated by course faculty.
- Students are expected to check for communications sent from NUSON faculty and staff via Brightspace and email.
- Students are expected to check NU email at least once per day and respond within 24 hours (on weekdays) to faculty and staff. Faculty will not communicate with students through personal email.
- All written communication, including email, must be professional and respectful.

If students need technical support, they are expected to reach out to the appropriate support services. This may include NU User Services Help Desk and customer service/ tech support for the program being used (for example: Lippincott or ATI).

- For assistance with account issues, and other Norwich-provided resources, Norwich IT User Support Services is available Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern (*closed at 3:00 p.m. on Thursdays), in-person located in Juckett Hall U101, via (802) 485-2456, or visit <https://its.norwich.edu>
- For assistance with using the ATI software, contact ATI Customer Support at 1 (800) 667-7531.
- For assistance with using the Lippincott CoursePoint/PrepU software, contact Lippincott Customer Support at 1 (800) 468-1128 or techsupp@lww.com.

Undergraduate Nursing Policies and Procedures

Examinations, Assignments, Missed Classes, and Evaluations

Examinations

Students are expected to be present and ready to start on time for all quizzes and examinations. A student who fails to notify the professor of an absence in advance of the quiz or examination will receive a grade of zero for that quiz or examination.

All NUSON exams will be taken online using a computer. Students are expected to adhere to the Norwich University Honor Code available in NU Catalog during all quizzes, tests, and examinations. This includes not navigating away from the testing screen and not using any unauthorized aid. If needed and approved by instructor, students may use a calculator or blank scrap paper during the exam. All scrap paper must be turned in to faculty.

Any student suspected of giving or receiving information during an examination will be reported to the Academic Integrity Officer in accordance with the University's Academic Regulations.

Students may be asked leave all materials (notebooks, cell phones, papers, hats and jackets, etc.) at the front of the classroom during the exam by course faculty.

Once a student begins an exam, they must complete the exam during the examination period. If a student leaves the exam session before completing the exam, the faculty member will grade the student on the work completed during that exam period only. The only exception would be a medical emergency that occurs during the exam. The situation would be considered emergency only if the student requires emergency medical attention in an emergency room.

Documentation from the emergency room physician would be required.

Assignments

Assignments are to be turned into the online Learning Management System classroom drop-box on the date and at the time specified by the instructor. Students should retain an electronic copy of all submissions. Students requiring an extension of the due date must complete and submit a written request to the professor a minimum of 24 hours before the assignment is due in order to be considered for an extension. Grade deductions for late submissions identified in course syllabi.

All formal papers must conform to guidelines of the Publication Manual of the American Psychological Association, 7th edition student version. Faculty expects that all required papers prepared by students will be carefully proofread before submission, and that papers will be well written in terms of composition, grammar, and spelling. The proper citing of references, quotations, etc., is essential to satisfactorily complete written assignments.

Missed Classes

All classes will meet as scheduled by the University. In extenuating circumstances, alternate class experiences may occur.

In the event that a professor is unable to have in-person class, the professor will notify the School of Nursing Office Manager. Additionally, all students will be notified via course announcement in Brightspace.

Class may occur virtually if possible. In this case, students will be expected to log in to the class at the regularly scheduled time. Faculty may assign alternate learning activities in place of missed class.

Evaluations

All students are encouraged to submit evaluations for each nursing course at the end of each semester through the Norwich University course evaluation system.

Students will also complete NUSON-specific evaluations made available to students electronically. These are important to NUSON's accreditation and program improvement efforts.

Clinical and Laboratory Requirements and Policies

Medication Safety

In designated nursing courses, students will be required to take a medication safety test prior to the start of any clinical or laboratory experience. This test may include dosage calculations and principles of safe medication administration. Students must achieve 100% on this test to attend clinical or laboratory experiences. Students will be given two

(2) opportunities to achieve 100%. If the student fails both attempts, the student will be required to participate in a remediation plan developed by the clinical faculty and course coordinator. After remediation, the student will be given a third attempt to achieve 100%. If the student does not achieve 100%, they may be removed from the course (both clinical and classroom components).

Cancellation of Clinical

The decision to cancel a planned clinical experience is made by the clinical instructor in consultation with the clinical placement coordinator and clinical course coordinator. Clinical cancellation will be avoided as much as possible in the interest of student learning and facility availability.

Efforts to minimize the loss of clinical time may result in a delayed-start rather than a complete cancellation. At the beginning of each semester, students and faculty in each course will devise plans for notifying students of cancellations and/or delayed-start times. Clinical experiences missed will be made up whenever possible.

Clinical makeup will be planned by the clinical faculty with the clinical placement coordinator and clinical course coordinator. If alternate course specific content is required, the course coordinator may be asked for recommendations.

Food/Drink Policy in Labs

No food or drink is allowed in the laboratory due to the sensitivity of equipment. Students may have closed water bottles in the seating area away from the manikins and equipment.

Malpractice Insurance

The University carries malpractice liability insurance that covers the clinical instructor and students during the clinical experience.

Clinical Attendance Rules

- Attendance is required for all clinical and laboratory learning experiences. This includes simulation as these are considered clinical experiences.
- Course objectives cannot be met without attending and completing all NUSON lab and clinical assignments as scheduled.
- If a student is unable to attend a scheduled clinical or laboratory, they must notify faculty in the manner outlined in the syllabus at least 2 hours prior to the scheduled experience.

- Students are responsible for completing work missed due to absence.
- Failure to make up missed nursing lab and clinical assignments may result in failure of the nursing course.
- Any clinical and simulation experiences missed will be made up at the expense of the student at \$50.00 per hour.
- Any student exceeding one clinical absent day in a semester and has not completed an approved makeup for the missed clinical day, may be required to withdraw from the course (both clinical/lab and lecture components).

Clinical Placements

Clinical placements are established to provide student learning without conflicts of interest. If there is a conflict of interest; the student is required to notify the Clinical Placement Coordinator. Examples are, but not limited to, current employment, a unit where immediate family is employed or where a family member is a student or patient.

Clinical Suspension

When a student has acted or performed in an unsafe or inappropriate manner, at the discretion and judgment of the clinical instructor, they will be removed from the clinical setting. These situations include, but are not limited to, evidence of recent alcohol or substance use that could impair judgment, patient or agency request, inadequate preparation for assignment, inability to demonstrate technical competence in a skill (previously certified in the laboratory setting), inappropriate dress, illness that may be considered contagious or could impair student's judgment, client endangerment, or violation of the ANA Nurses Code of Ethics.

Transportation

Clinical rotations occur at clinical partner sites throughout Vermont and New Hampshire. Preferences for clinical rotations may be considered; however, there are no guarantees for requested placements. Clinical site availability and student progress and performance are among the considerations. Students are responsible for their own transportation. Carpooling is encouraged when possible. However, for some clinical experiences, carpooling may not be an option.

Undergraduate Nursing Policies and Procedures

Clinical Rotation Requirements

Establish EXXAT ACCOUNT

- Exxat help link: <https://helpcenter.exxat.com/hc/en-us/articles/15824822668177-Reviewing-Student-Timesheets>
- Ensure all REQUIRED Health Documentation is uploaded into your EXXAT Account:
 - Immunizations
 - Background check
 - Urine drug test
 - BLS (American Heart Association)

- Health Insurance Card

Required Health Documentation

- Measles, Mumps & Rubella (MMR): Two-dose series required OR positive Antibody titer for all three components (lab report indicating interpretation) required.
- Varicella (Chicken Pox): Two-dose series required OR positive Antibody titer (lab report indicating interpretation) required. (History of disease is not acceptable.)
- Hep B titers: Titers must be positive before you begin NR 206. OR, if you are “in series,” documentation is required.
- Meningococcal Vaccine (only mandatory if you live on campus): Documentation of a meningococcal vaccine received within the past five years.
- Tetanus, Diphtheria & Pertussis (Tdap): Documentation of a Tdap booster administered within the past 10 years.
- Tuberculosis (TB) – Annual Renewal: Submit documentation of one of the following:
 - Negative one-step tuberculin skin test administered within the past 12 months OR
 - T-SPOT Blood test OR
 - QuantiFERON Gold Blood test OR
 - If positive, submit a clear chest x-ray report AND physician clearance documented on letterhead following the last positive test result within the past 12 months.

Norwich University requires all students to be fully vaccinated for COVID 19, unless the student has an approved Medical or Religious exemption. Please note that clinical partners may have additional COVID 19 vaccine requirements and these will be communicated to students as we are notified. Students will need to comply with the clinical partner site requirements to secure clinical placement and meet the SON program requirements.

Upon annual renewal, submit one of the following:

- Tuberculosis (TB) – Annual Renewal: Submit documentation of one of the following:
 - Negative one-step tuberculin skin test administered within the past 12 months OR
 - T-SPOT Blood test OR
 - QuantiFERON Gold Blood test OR
 - If positive, submit a clear chest x-ray report AND physician clearance documented on letterhead following the last positive test result within the past 12 months.
 - Please note, some clinical partners require this to be renewed within the last six months.
- Current Annual Flu Vaccination: Current flu season vaccination. Must be updated by November 1 of each year.
- Documentation of health insurance (yearly): Upload proof of health insurance through private means or the University.
- CPR Certification): Basic Life Saving (BLS) through the American Heart Association must include adult, child, and infant CPR. Check expiration dates as BLS must be valid throughout your clinical rotation.
*Please note you must complete the course listed above – do not take this course through another organization such as the Red Cross.
- Background Check: Upload and share your CastleBranch© background check to EXXAT

- Child Abuse Registry and Vulnerable Adult Registry: Complete the Vermont Registry Request form and upload to EXXAT.
- Drug Screen: Screening must be done through CastleBranch© agent (Concentra). The drug screen tests for the following substances: Amphetamines, Barbiturates, Cocaine, Cannabinoids, Methaqualone, Opiates, Phencyclidine, Benzodiazepines, Methadone, Propoxyphene, Buprenorphine, Morphine.

YOU ARE RESPONSIBLE FOR ensuring all required health records and clinical placement requirements are current in the CASTLEBRANCH© and EXXAT systems. For your protection, please keep a copy of your records.

Upon entry into the clinical/practicum portion of Norwich University's nursing programs, students must complete a criminal background check and drug screening. Additional screenings may be required based on state regulations and/or specific clinical/practicum facility requirements. The University reserves the right to require additional background checks and/or drug screenings at any time during a student's program in accordance with University Policy or clinical/practicum affiliate requirements. Students must consult with their advisor prior to program progression if they anticipate any issues that may be identified during a background check or drug screening. Please refer to the *Norwich University Background Check and Drug Screen Policy* for further information.

Exposure to Blood-Borne Pathogens

During clinical experiences, students are expected to follow appropriate precautions to minimize exposure to blood-borne pathogens. Students should report any exposure incident to the clinical instructor and follow the facility policy and protocol. https://www.osha.gov/SLTC/bloodbornepathogens/gen_guidance.html

Latex Allergies

Latex allergies involve any physical reaction from exposure to latex products (including rubber products). Students who believe they have the potential to be latex sensitive should seek the attention of their healthcare provider or the Norwich University Health Service.

HIPAA

Students are expected to adhere to all HIPAA provisions and standards related to patient privacy. This applies to all classroom, clinical, simulation, and laboratory settings. Failure to do so may subject the student to disciplinary action under the Norwich University Student Code of Conduct. Violation of HIPAA may result in dismissal from NUSON. <https://www.hhs.gov/hipaa/for-professionals/index.html>

Pregnancy

Pregnancy is recognized as a special health need. Early notification of the faculty is recommended so that consideration for appropriate clinical rotation and patient assignments can be planned.

Uniforms and Clinical Supplies

The nursing student is expected to maintain a clean, neat, and well-groomed appearance in all clinical, simulation and laboratory experiences. The nursing student uniform is required while you are participating in all clinical activities unless otherwise specified by faculty.

NUSON Student Uniform (should be worn clean and wrinkle-free):

- Maroon scrubs with NUSON embroidery on the left chest are required . The link will be sent to you by the Clinical Placement Coordinator.
- NU Student ID Badge or Facility ID Badge will be required to be worn at all clinical rotations
- White close-toed and closed-heel shoes. In inclement weather students may bring their white shoes to change into prior to lab or clinical.
- A plain, white t-shirt (long- or short-sleeved) may be worn under the scrub top.
- Sweaters, sweatshirts, or other over-garments may not be worn in the clinical area.
- Undergarments should not be visible under the student uniform. The uniform top and bottoms must fit with room for movement including bending and crouching.
- During clinical activities where the student uniform is not worn, the student will wear appropriate business attire. When in business attire, student must still wear their NUSON name tag.
- Individual clinical agencies may have specific uniform or dress requirements that students are expected to adhere to.

Hygiene and Grooming

- Hair should be simply styled and well confined so it will not fall in front of the face or into the field of care and must be off the collar/shoulders.
- A simple wedding band may be worn. One pair of stud-type earrings may be worn in the earlobe. Students must adhere to the clinical facility policies regarding piercings and visible tattoos.
- Fingernails should be kept short (no longer than the tip of the finger) and clean. Only colorless or natural-color nail polish may be worn. Artificial/acrylic nails are not permitted.
- Perfumes, colognes, aftershaves, or other highly scented lotions may not be worn in the clinical area.

Other

In addition to the uniform as stated above, each sophomore, junior, and senior student should have and always bring to clinical and laboratory:

- Watch with the ability to count seconds
- Pen light
- Bandage scissors
- Stethoscope with a bell and diaphragm
- Black pen
- Small notebook/pad
- Gum-chewing and/or smoking, including e-cigarettes, are not allowed.

- As a healthcare provider, it is important to set a healthy example and refrain from smoking while in uniform and clinical practice. Patient or faculty complaints of tobacco odor on the students' person may result in dismissal from clinical that day; time lost will be completed per policy at the expense of the student.
- Students who are out of compliance with the uniform rules and supplies list above may be asked to leave the clinical setting. The student will be required to make up the resulting clinical absence.

Undergraduate Nursing Policies and Procedures

Additional School of Nursing Policies and Procedures

Visit the [School of Nursing Student Handbook](#) for additional School of Nursing Policies and Procedures.

MSN and Post-Graduate Certificate Program Outcomes*

1. Apply diverse insights to innovate nursing practice and enhance clinical judgment.
2. Integrate advanced scientific knowledge for person-centered nursing care.
3. Collaborate for equitable public health outcomes through prevention and disease management.
4. Demonstrate advanced proficiency in applying nursing knowledge to improve health outcomes and healthcare delivery.
5. Apply advanced quality improvement principles to optimize care and enhance healthcare performance.
6. Lead intentional collaboration to optimize care delivery and improve patient outcomes.
7. Exhibit proactive leadership in navigating healthcare challenges and ensuring high-quality care.
8. Utilize informatics for data-driven, high-quality care delivery within regulatory standards.
9. Formulate a professional identity reflecting nursing values, ethics, and collaboration.
10. Engage in self-care, reflection, and ongoing learning for nursing expertise.

**Adapted from: American Association of Colleges of Nursing. (2026). The Essentials: Core competencies for professional nursing education. Accessible online at <https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2026.pdf>*

Graduate Nursing Program Academic Goals

1. Prepare graduates with education and experience to meet eligibility for successful completion of certain national certification examinations.
2. Provide a curriculum of study with logical course sequencing and concurrent didactic and clinical experience.
3. Provide high-quality opportunities for nurses to advance to graduate-level practice competency.
4. Provide an educational experience that meets national education standards for advanced nursing education and achievement of core competencies.

Graduate Nursing Policies and Procedures

Sample Curriculum Maps (Admission Prior to Fall 2026)

Nursing Education Track ([KS90uhRZPQ3RZVC74cN7](#) - Missing program)

Healthcare Systems Leadership Track ([Lt5r5QQo4RnxDBNMVnDd](#) - Missing program)

Nurse Practitioner Tracks ([XvMI1oUJbHuFARMTORnR](#) - Missing program)

Graduate Nursing Policies and Procedures

Sample Curriculum Maps (Admission Beginning in Fall 2026)

Scheduling Information

- *Course requires synchronous online class meeting in Weeks 1 and 6
- **Course requires synchronous online class meeting at end of course
- ***Course requires 2-day on campus residency

Nursing Education Track

SEMESTER	SESSION	COURSES		
1	Session A	NR548 Advanced Pathophysiology , NR552 Advanced Pharmacology		
	Session B	NR505 Adv Phys Assess Diagnostc Reas* , NR505L Adv Phys Assess Diagns Clinicl , NR598 Graduate Nursing Intensive A***		
2	Session A	NR601 Population Health , NR603 Person Centered Care Adv Nurse		
	Session B	NR658 Prof Identity Adv Nurs Roles , NR671 Adv Assess Curric Design Sem* , NR671L Adv Assess Curric Design Pract , NR698 Graduate Nursing Intensive B**		
3	Session A	NR721 Facilita Learn Prof Growth Sem , NR721L Facili Learn Prof Growth Pract		
	Session B	NR723 Clinical Nurs Education Sem , NR723L Clinical Nurs Education Prac		
4	Session A	NR725 Bridge Theory Pract Acade Nurs , NR725L Theor & Prac in Acad Nurs Prac , NR798 Graduate Nursing Intensive C**		

Clinical Nurse Leader Track

SEMESTER	SESSION	COURSES		
1	Session A	<u>NR548 Advanced Pathophysiology</u> , <u>NR552 Advanced Pharmacology</u>		
	Session B	<u>NR505 Adv Phys Assess Diagnostc Reas*</u> , <u>NR505L Adv Phys Assess Diagns Clinicl</u> , <u>NR598 Graduate Nursing Intensive A***</u>		
2	Session A	<u>NR601 Population Health</u> , <u>NR603 Person Centered Care Adv Nurse</u>		
	Session B	<u>NR658 Prof Identity Adv Nurs Roles</u> , <u>NR670 Found of Health Lead Sem*</u> , <u>NR670L Found Healthcare Leadshp Pract</u> , <u>NR698 Graduate Nursing Intensive B**</u>		
3	Session A	<u>NR720 Health Resource Management Sem</u> , <u>NR720L Health Resource Manage Pract</u>		
	Session B	<u>NR722 Organization Nurs Lead Seminar</u> , <u>NR722L Organization Nurs Leader Prac</u>		
4	Session A	<u>NR724 Interprof Nurs Leader Sem</u> , <u>NR724L Interprof Nurs Leader Prac</u> , <u>NR798 Graduate Nursing Intensive C**</u>		

Family Nurse Practitioner Track

SEMESTER	SESSION	COURSES		
1	Session A	<u>NR548 Advanced Pathophysiology</u> , <u>NR552 Advanced Pharmacology</u>		
	Session B	<u>NR505 Adv Phys Assess Diagnostc Reas*</u> , <u>NR505L Adv Phys Assess Diagns Clinicl</u> , <u>NR598 Graduate Nursing Intensive A***</u>		
2	Session A	<u>NR600 Adult Health Promo Diagns Mngt*</u> , <u>NR601 Population Health</u>		
	Session B	<u>NR603 Person Centered Care Adv Nurse</u> , <u>NR605 Concepts Reproductive Health*</u>		
3	Session A	<u>NR610 Found Child Adolescent Health*</u> , <u>NR658 Prof Identity Adv Nurs Roles</u>		
	Session B	<u>NR620 Primary Care Across Lifespan*</u> , <u>NR698 Graduate Nursing Intensive B**</u>		
4	Session A	<u>NR700 FNP Seminar I</u> , <u>NR700L FNP Clinical I</u>		
	Session B	<u>NR701 FNP Seminar II</u> , <u>NR701L FNP Clinical II</u>		
5	Session A	<u>NR702 FNP Seminar III</u> , <u>NR702L FNP Clinical III</u>		
	Session B	<u>NR703 FNP Seminar IV</u> , <u>NR703L FNP Clinical IV</u>		
6	Session A	<u>NR704 FNP Seminar V</u> , <u>NR704L FNP Clinical V</u> , <u>NR798 Graduate Nursing Intensive C**</u>		

Adult-Gerontology Acute Care Nurse Practitioner Track

SEMESTER	SESSION	COURSES		
1	Session A	<u>NR548 Advanced Pathophysiology</u> , <u>NR552 Advanced Pharmacology</u>		
	Session B	<u>NR505 Adv Phys Assess Diagnostic Reas*</u> , <u>NR505L Adv Phys Assess Diagns Clinicl</u> , <u>NR598 Graduate Nursing Intensive A***</u>		
2	Session A	<u>NR600 Adult Health Promo Diagns Mngt*</u> , <u>NR601 Population Health</u>		
	Session B	<u>NR603 Person Centered Care Adv Nurse</u> , <u>NR605 Concepts Reproductive Health*</u>		
3	Session A	<u>NR650 Acute Emergency Care of Adult*</u> , <u>NR658 Prof Identity Adv Nurs Roles</u>		
	Session B	<u>NR645 Chronic Complex Care Adult*</u> , <u>NR698 Graduate Nursing Intensive B**</u>		
4	Session A	<u>NR710 AGNP-AC Seminar I</u> , <u>NR710L AGNP-AC Clinical I</u>		
	Session B	<u>NR711 AGNP-AC Seminar II</u> , <u>NR711L AGNP-AC Clinical II</u>		
5	Session A	<u>NR712 AGNP-AC Seminar III</u> , <u>NR712L AGNP-AC Clinical III</u>		
	Session B	<u>NR713 AGNP-AC Seminar IV</u> , <u>NR713L AGNP-AC Clinical IV</u>		
6	Session A	<u>NR714 AGNP-AC Seminar V</u> , <u>NR714L AGNP-AC Clinical V</u> , <u>NR798 Graduate Nursing Intensive C**</u>		

Psychiatric-Mental Health Nurse Practitioner Track

SEMESTER	SESSION	COURSES		
1	Session A	NR548 Advanced Pathophysiology , NR552 Advanced Pharmacology		
	Session B	NR505 Adv Phys Assess Diagnostc Reas* , NR505L Adv Phys Assess Diagns Clinicl , NR598 Graduate Nursing Intensive A***		
2	Session A	NR601 Population Health , NR602 Fund Mental Hlth Assess Diagns*		
	Session B	NR603 Person Centered Care Adv Nurse , NR642 NonPharm Appr Mental Health*		
3	Session A	NR648 Psychopharmacology* , NR658 Prof Identity Adv Nurs Roles		
	Session B	NR655 Mental Health Across Lifespan* , NR698 Graduate Nursing Intensive B**		
4	Session A	NR705 PMHNP Seminar I , NR705L PMHNP Clinical I		
	Session B	NR706 PMHNP Seminar II , NR706L PMHNP Clinical II		
5	Session A	NR707 PMHNP Seminar III , NR707L PMHNP Clinical III		
	Session B	NR708 PMHNP Seminar IV , NR708L PMHNP Clinical IV		
6	Session A	NR709 PMHNP Seminar V , NR709L PMHNP Clinical V , NR798 Graduate Nursing Intensive C**		

Graduate Nursing Policies and Procedures

Technology Standards

- For optimal success in graduate nursing programs, and to ensure that all course materials will be accessible, students must comply with the NU technology requirements. Please carefully review all details in this link: [Technology Requirements | Norwich University - Online](#) Additionally, some courses in the graduate programs include proctored exams using Integrity Advocate. Please review the technology specifications in this link related to Integrity Advocate: [System Requirements](#)
- Students in the Master of Science in Nursing program are expected to be proficient in the use of technology. This is necessary for success in the healthcare environment where nurses must utilize and interact with technology in the workplace.

- Quizzes, tests, and examinations will be delivered through the virtual learning classroom/learning management system. This is imperative in preparing students for the various computer-based National Certification Exams after graduation.
- All exams are remotely proctored. Students are expected to adhere to all guidelines provided by the remote proctoring company used by the Nursing program.
- Students must be able to access learning modules and resources that are assigned and available online.
- Students must be able to use electronic health records in the clinical setting.
- Students are expected to turn in all assignments by the due date specified in the syllabus.
- Students are accountable for all communications sent from program faculty and staff through the virtual classroom and via Norwich email.
- Students are required to check Norwich email regularly and respond to faculty and staff within 24-48 business hours.
- All program communication takes place via the Norwich email. The use of personal email for program-related communication is not permitted.
- All written communication, including email, must be professional and respectful.
- If students need technical support, they are expected to reach out to the appropriate support services. This may include Norwich ITS Helpdesk and customer service/tech support for the program being used.

Graduate Nursing Policies and Procedures

Technical and Professional Standards

“Essential functions” refer to the responsibilities of a job that are of major importance and which, if eliminated from the position, would substantially change the nature of the job. It is expected that graduate nursing students are fully competent and safely practicing registered nurses.

Graduate nursing students must demonstrate good judgment and complete all requirements related to coursework as well as the clinical care of patients and families. Students must communicate respectfully at all times with patients, families, faculty, NUSON staff, peers, and clinical staff. Students should be able to maintain professional relationships that are mature, sensitive, and effective under highly stressful, unpredictable, and rapidly changing circumstances. Students must have the ability to communicate and exchange clinical information effectively, accurately, and in a timely manner. Students must be open to feedback and able to incorporate faculty and staff recommendations into patient care. Students must be able to provide care and communicate effectively in diverse settings with all patient populations and must demonstrate empathy and integrity in all situations.

Under the supervision of an approved preceptor, the graduate nursing student is responsible for direct patient care for assigned individuals during a scheduled shift. A shift varies in duration from 4 to 12 hours and may occur during the day, night, or weekend. Students are also responsible for communicating with families, caregivers, and other staff, be it written, verbal, electronic, or other media in relation to their assignment. Duties may require sitting, standing, walking, lifting, bending, twisting, squatting, carrying, pushing, pulling, reaching, writing, typing, pinching, gripping, manual dexterity, visual acuity, hearing, and/or touch.

Graduate nursing students must have abilities and skills in the essential areas of communication, observation, evaluation, motor function and endurance, and professional behavior. Reasonable accommodation may be made for students with documented disabilities in accordance with state and federal law requirements.

To request an accommodation, please follow the process outlined in the Norwich University Course Catalog [Americans with Disabilities Act \(ADA\)](#) page.

Students must be able to perform the following minimum technical standards in a reasonably independent manner, with or without reasonable accommodation:

Communication:

- Must be able to communicate effectively with patients, families, and members of the healthcare team through oral, written, and interpersonal means.
- Must be able to obtain information, describe patient situations, and perceive both verbal and non-verbal communications.
- Must be able to speak, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication; examples include but are not limited to: giving clear oral reports, detecting the passage of time to the level of seconds, interpreting graphs, understanding documents printed in English, communicating legibly in printed English, discriminating subtle differences in medical terminology.
- Must be able to utilize information technology-based systems in the classroom and clinical environment, including computers, iPads, electronic health records, electronic monitoring systems, and other internet and technology-based equipment and systems.
- Must be able to write orders and patient documentation, under the supervision of a preceptor.
- Must be able to communicate with all members of the interdisciplinary team involved in the patient's care.

Observation:

- Must be able to assess patients' mental and physical health.
- Must be able to observe a patient accurately; examples include but are not limited to: detecting heart and breath sounds; interpreting the appearance of a surgical wound; detecting bleeding, unresponsiveness, or other changes in patient status; detecting the presence of foul odor; and palpating an abdomen; identifying signs and symptoms related to changes in mental health or mental status.
- Students are expected to notify the preceptor of any abnormalities noted during patient interview or physical examination.
- Must be able to detect and respond to emergency situations, including alarms (e.g., monitors, call bells, fire alarms).

Evaluation:

- Must be able to evaluate subjective and objective patient data and develop a plan of care under the direction of a preceptor.
- Must be able to identify patient diagnoses, under the supervision of a preceptor.
- Must be able to identify appropriate treatments and interventions for patients based on evidence.
- Must be able to function independently within the supervised clinical rotation in delivering direct patient care.
- Must be able to assess, evaluate, and plan patient care.

Motor Function and Endurance:

- Must have sufficient strength, mobility, and dexterity to work effectively and safely with patients.
- Must be able to complete assigned periods of clinical practice, including up to 12-hour shifts including days, evenings, nights, weekends, and selected holidays.
- Must be able to respond at a speed sufficient to carry out patient assignments within the allotted time.
- Must be able to perform complex or varied tasks

Professional Behavior:

- Must possess mental and emotional health required for total utilization of intellectual abilities.
- Must be able to tolerate physically taxing workloads.
- Must be able to respond and function effectively during stressful situations.
- Must be capable of adapting to rapidly changing environments and respond with flexibility in uncertain situations.
- Must be able to interact appropriately with others (patients, families, members of healthcare team) in various healthcare contexts and settings.
- Must be able to role model effective advanced practice nursing care.
- Must be able to respond to and carefully manage stressful situations.

Physical Requirements in Clinical Setting:

- Clinical agencies may have additional or agency-specific technical standards, which take precedence over NUSON's technical standards. If a student meets NUSON standards, but not those of the clinical agency, the student will work collaboratively with the clinical placement coordinator to be moved to a comparable environment if one is available. If there is not one available, the student accepts the risk of not being able to complete a clinical rotation in that term until a new site is found.

Graduate Nursing Policies and Procedures

Progression Requirements, Repeating a Course, Dismissal, and Reinstatement

Graduate Progression Requirements

- Students must achieve a minimum average grade of 83% in all nursing (NR) courses (including both seminar/didactic and clinical/practicum courses) to progress to the next sequential courses in the program.
- A student who does not earn the required minimum B (83%) in a nursing course may repeat the course only once. A student must receive a grade of B (83%) or higher in the repeated nursing course to progress in the nursing program. If a student achieves less than a B (83%) in a repeated nursing course, the student will be dismissed from the nursing program.
- Failure to achieve the minimum required B (83%) in two nursing courses will result in dismissal from the nursing program.

- Students must pass both the theory and clinical components of linked nursing courses to progress in the nursing program. If the student does not achieve the minimum required B (83%) in one component, they must retake both components for progression in the program.
- Each grade in a linked course will be recorded individually as achieved. If a student does not achieve the minimum required B (83%) in both components of a linked course, this is considered two nursing course failures and the student will be dismissed from the nursing program.
- Linked nursing courses include the following: NR 611/612, NR 613/614, NR 615/616, NR 617/618, NR 621/622, NR 623/624, NR 625/626, NR 627/628, NR 631/632, NR 633/634, NR 635/636, NR 637/638. NR 505/505L, NR 670/670L, NR 720/720L, NR 722/722L, NR 724/724L, NR 671/671L, NR 721/721L, NR 723/723L, NR 725/725L, NR 700/700L, NR 701/701L, NR 702/702L, NR 703/703L, NR 704/704L, NR 710/710L, NR 711/711L, NR 712/712L, NR 713/713L, NR 714/714L, NR 705/705L, NR 706/706L, NR 707/707L, NR 708/708L, NR 709/709L, NR 611/612, NR 613/614, NR 615/616, NR 617/618, NR 621/622, NR 623/624, NR 625/626, NR 627/628, NR 631/632, NR 633/634, NR 635/636, NR 637/638.
- Example: If a student achieves a C+ in the theory component of a linked course and a Satisfactory in the clinical component, each grade will be recorded; however, both components must be repeated to progress. There may be instances when a student will be granted a grade of Incomplete, or "I", for the linked clinical course in order to repeat the didactic course and finish clinical in the next term.
- Any forms requiring submission to a certification organization (e.g., verification of education forms to the ANCC) will not be sent before the end of the final term of the program. Completion of forms may extend two weeks past the deadline for entering final grades.
- A student may only "stop out" of the program once and be permitted re-entry without nursing leadership approval. If more than one "stop out" occurs, the student must petition to the Director of the School of Nursing for permission to return to the program.
- The Master of Science in Nursing must be completed within five years of admission and registration of first course. The post-graduate certificate must be completed within three years of admission and registration of the first course.

Repeating a Course

Students who are repeating a course must abide by the following guidelines:

- No materials are to be used that were obtained or developed from previous enrollment in the course.
- No materials are to be used that were distributed by the instructor who previously taught the course. These materials include, but are not limited to, the instructor's lecture notes, the instructor's homework solutions, the instructor's exam solutions, the instructor's grading sheets, the instructor's supplementary examples and answers to students' questions, materials posted by the instructor and/or students in the discussion areas, and e-mail correspondence.
- No materials are to be used that were developed by the student previously in the course. These materials may include, but are not limited to, notes, homework answers, exam answers, essays, projects, discussion posts, or e-mail correspondence.

A violation of these guidelines may warrant a referral to the Academic Integrity Committee.

Dismissal from Graduate Nursing

- Failure to achieve minimum grade of B (83%) in two Nursing courses during enrollment in the Nursing program.
- Failure to achieve minimum grade of B (83%) in any repeated Nursing course.
- Failure to maintain cumulative GPA of 3.0.
- Withdrawal from the same nursing course two times.
- Unsafe laboratory or clinical practice.
- Violation of Professional Behavior Expectations.
- Violation of the ANA Code of Ethics and/or ANA Standards of Practice.
- A student who has not been active in Nursing major courses for more than one semester without prior approval from advisor and the Director of Nursing.

Graduate nursing students may be suspended or dismissed for violations of the University Honor Code, violation of the ANA Code of Ethics, violation of the Code of Conduct and/or Professional Behavior Expectations, violation of the Academic Integrity or Academic Dishonesty policies, or for unsafe practice in a clinical or practicum site.

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 (GPA less than 3.0) have no restrictions. Suspended students are eligible to enroll for classes only after approved readmission.

Reinstatement in Graduate Nursing Programs

Any student separated from the MSN program or the post-graduate certificate in nursing for reasons other than dismissal from the program or University, including those unable to progress for academic reasons, may petition the Program Director to be reinstated.

Students returning to the MSN program are required to demonstrate competency in previously learned didactic content and clinical skills before progressing in the program. Any student who does not demonstrate competency in class content or clinical skills will be required to repeat prior courses. The 3P courses (Advanced Pharmacology, Advanced Physical Assessment, and Advanced Pathophysiology) must also have been completed within five (5) years.

Graduate Nursing Policies and Procedures

Exams, Assignments, Late Work, Evaluations

Examinations

Assessment of student learning in the program will occur through a testing process. This provides the opportunity for the student to prepare for taking national certification examinations. Examinations must be taken within the time frame established in the course syllabus. Students are expected to adhere to University testing policies and procedures including proctoring processes.

If a student has an emergency, he/she/they must consult with the instructor to see if there is a possibility of a makeup exam. This will be evaluated on a case-by-case basis.

Any student suspected of giving or receiving information during an examination will be reported to the Academic Integrity Committee in accordance with the University's Academic Regulations.

Written Assignments

Written assignments are uploaded to the virtual classroom as a MS Word document (.doc or .docx) by the date/time specified in the course syllabus. All assignments must be submitted with the following file nomenclature: LastName_FirstInitial_NRXXX_week X. Students should retain an electronic copy of all written assignments. Students requiring an extension of the due date must submit a request to the professor a minimum of 24 hours before the assignment is due to be considered for an extension. Unexcused late assignments may be subject to point deductions for every day the assignment is late per the policy in the syllabus.

All written assignments must conform to guidelines of the Publication Manual of the American Psychological Association, current edition Professional version. Faculty expect that all required papers prepared by students are carefully proofread before submission, and that papers are well written in terms of composition, grammar, and spelling. The proper citing of references, quotations, etc., is essential to satisfactorily complete written assignments.

Grading rubrics that detail these expectations appear in each course syllabus.

Unless otherwise specified by the instructor, the use of artificial intelligence for assignments is prohibited and will be considered a violation of the academic integrity policy.

Late Work

All graded assignments are due on Saturday at 11:59 p.m. Eastern Time. Because of the sequential nature of course content and the intense study schedule, it is particularly important that the written assignments be completed at the identified times.

Late work received without a granted extension will be downgraded 10% for each day the assignment is late, except in unusual circumstances and with prior approval from the instructor.

Students need to request an extension no later than 24 hours before the assignment is due.

Evaluations

All students must submit evaluations for each course at Week Three and at the end of each course. Students are also asked to complete a program-specific evaluation at the conclusion of the program and at intervals following graduation. These are important to the program's accreditation and improvement efforts.

Graduate Nursing Policies and Procedures

Clinical and Practicum Experiences Overview

Placement Overview

Clinical and practicum-based education is an integral component of the curriculum, allowing students to apply the advanced nursing skills they learn in the classroom to actual practice across a variety of settings.

NUSON is dedicated to assisting all students in securing high-quality clinical and practicum experiences. Students are responsible for identifying appropriate clinical/practicum sites and preceptors with the assistance of the School of Nursing and Clinical Placement Coordinator.

All clinical placement sites and preceptors must be approved by NU. Please note, NU neither evaluates nor recommends any professional preceptor placement service. Any preceptor secured through an outside service will still be required to meet NU's approval.

Student Responsibilities

As professionals practicing in the facility, students are expected to review and understand the mission and values of the clinical/practicum site and adhere to its policies and procedures. The student should familiarize themselves with the surrounding community and its available resources.

Upon entry into the clinical/practicum portion of Norwich University's nursing programs, students must complete a criminal background check and drug screening. Additional screenings may be required based on state regulations and/or specific clinical/practicum facility requirements. The University reserves the right to require additional background checks and/or drug screenings at any time during a student's program in accordance with University Policy or clinical/practicum affiliate requirements. Students must consult with their advisor prior to program progression if they anticipate any issues that may be identified during a background check or drug screening. Please refer to the Norwich University Background Check and Drug Screen Policy for further information.

Additionally, clinical/practicum sites often have strict policies about what is required of students prior to being placed. Students are expected to submit required documentation into their Exxat accounts no later than one week prior to beginning their clinical/practicum experience. Failure to do so will result in the student being administratively dropped from the clinical/practicum course and any linked didactic course for the upcoming term.

Students are required to utilize their Exxat account, enabling NUSON to track their clinical/practicum compliance items, clinical/practicum hours, and patient logs (if applicable).

Students are ultimately responsible for finding their own preceptor and for the assumption of all clinical/practicum clearance-related fees.

If a student changes their state of residence and/or state in which they are completing their clinical or practicum hours, the student must inform the clinical placement coordinator at least 30 days in advance. A student may be dismissed from the program for failure to inform the clinical placement coordinator, or if the new state of residence or clinical/practicum hour completion is in a state where the program is not authorized.

Affiliation Agreement and Clinical/Practicum Documentation Deadline

Before a student may begin their clinical experience at a clinical or practicum site, students must receive clinical clearance approval by the Clinical Placement Coordinator. Furthermore, Norwich University must maintain an active affiliation agreement with any clinical sites requested by students. These agreements outline the legal obligations of both Norwich and the clinical site, they allow Norwich to ensure a quality educational experience, and they provide a means to ensure student safety, among other benefits.

If a student intends to begin their clinical experience at a clinical site Norwich does not maintain an affiliation agreement with, the student must work with the Clinical Placement Coordinator at Norwich to determine whether an affiliation agreement with the clinical site is possible. Norwich requires students to work with the Clinical Placement Coordinator to secure such an agreement NO LATER THAN ONE (1) WEEK PRIOR to the beginning of the clinical or practicum term. Students must also have received clinical clearance approval NO LATER THAN ONE (1) WEEK PRIOR to the beginning of the clinical or practicum term in order to start their clinical rotation.

This deadline provides sufficient time for both Norwich and the clinical site to identify and evaluate preceptors, ensure student clinical compliance, conduct site visits, contract with clinical faculty, ensure adequate student accommodations, and complete other site-specific requirements. While the prerequisite steps may depend on the specific site, or the state the site is located, there are prerequisite steps Norwich and the clinical site must complete prior to the beginning of each term.

If a student fails to meet this deadline, it could result in insufficient time for Norwich and the clinical site to complete such prerequisites. In that case, the student will be administratively dropped from the upcoming clinical course (and any applicable linked didactic courses), and wait an additional term before they may begin their clinical experience. By enrolling in any Norwich University nursing program, students acknowledge and understand the following:

- I understand it is my responsibility to work with the Clinical Placement Coordinator to secure an affiliation agreement no later than one (1) week prior to the clinical term.
- I understand that failure to do so may result in my inability to attend clinical or practicum courses during my desired term.
- I understand that I may withdraw from the upcoming term at any time prior to the term start date if my clinical site arrangement falls through or if I do not remain in 100% compliance with the clinical placement requirements.
- I understand that by remaining enrolled without having clinical clearance and/or not having an approved, secured clinical site (including active affiliation agreement), I put myself at risk of paying for part of my tuition obligations even if I am unsuccessful in securing my clinical or practicum placement.
- I understand my potential financial obligations and have reviewed the Cancellation and Refund schedule below.

Cancellation and Refunds

Students may cancel enrollment at any time prior to the first day of the term without any financial penalty. The following link provides a breakdown of the financial penalty a student incurs based on the date of withdrawal after the start of the term: <https://www.norwich.edu/offices/bursar/online-student-resources/withdrawals/cancellations-refunds>.

Guidelines for Clinical/Practicum Settings and Experiences

- Documentation of all clinical/practicum hours must occur within Exxat. All patient personal identifiable information must be removed prior to documentation. Student clinical/practicum hours and entries are reviewed/approved by the preceptor and/or clinical faculty.
- Students must complete the requirements for a mid-term and final evaluation in all clinical/practicum courses. Failure to complete either may result in failure of the course.

- Students may be dismissed or sent home from the clinical/practicum setting for being unprepared, unprofessional, or unsafe.
- Students must follow the policies and procedures of NU and the affiliated clinical/practicum facility.
- Students must attend clinical/practicum well-rested and ready to assume responsibilities for their patients.
- Students may not exceed 12 hours in a clinical/practicum setting on the same day.
- Students who have significant illness, injury, hospitalization, or surgery during their clinical/practicum rotations must be cleared to return by their healthcare provider. Please contact the clinical placement coordinator for information about the medical clearance process.
- Students must follow the clinical/practicum site policies related to illnesses and absences.
- Students must follow the dress code of their clinical/practicum site. Students are required to always wear their Norwich University ID badge.
- Students are responsible for arranging their own transportation to and from the clinical/practicum site, including all related transportation costs. Commuting time cannot be counted towards clinical/practicum hours.
- Students must attend a clinical/practicum rotation at least once per week and must complete the required number of hours per course as stated in the syllabus. All clinical/practicum hours must be completed before progressing to the next clinical/practicum course.
- Students may only complete clinical or practicum rotations at their place of employment if they are on a different unit and the preceptor is not their direct report and/or does not have input into their annual evaluation.
- Clinical and practicum timesheets and patient log entries must be submitted at a minimum frequency of once per week.

Clinical Clearance Requirements

Health Clearance Requirements (NR 505L and all NP-track clinical courses)

Students must submit documentation of the following health clearance items to Exxat and must be marked as fully compliant before beginning a clinical rotation. Should compliance status expire during a rotation, the student will be removed from the clinical site and is at risk of not completing the course, progressing in the program, and even delaying graduation. Students who request medical or religious exemptions to the COVID-19 or influenza vaccines may have limited opportunities for clinical placements and/or may be required to wear personal protective equipment while providing patient care. **Clinical sites may refuse unvaccinated student participation in certain patient care settings.**

- Tuberculosis (TB) Screening
 - Negative one-step tuberculin skin test administered within the last 12 months, OR
 - T-SPOT blood test, OR
 - QuantiFERON Gold blood test (Lab reports required)

- *If screening produces a positive result, students must submit a clear chest x-ray report (valid for 1 year) AND physician clearance documented on letterhead following the last positive test result within the past 12 months (required annually).
- **Note: some clinical agencies may require TB screening more frequently than once per year.
- Immunizations/Titers
 - Tetanus, Diphtheria, and Pertussis (Tdap) administered within the past 10 years, or documentation of previous Tdap dose and a current Td booster within the past 10 years
 - Hepatitis B
 - Completed series of Hepatitis B vaccine OR the HBsAB titer (with lab report indicating interpretation).
 - If a titer is submitted and is negative/low/equivocal, student must repeat 3-dose series followed by another HBsAB titer.
 - If the series is in process or the 3-dose series has been completed within the last two years, students must also submit a HBsAB titer.
 - If a repeat titer is negative, student must submit a non-convertor letter from their provider.
 - If the series is incomplete at the start of clinical nursing courses, the student will receive temporary health clearance to complete their series.
 - Full health clearance is granted when the immune titer shows immunity, or the series has been completed.
 - Measles, Mumps, and Rubella (MMR)
 - Two MMR vaccines required, or positive antibody titer (with lab report indicating interpretation) required for all three components
 - If the titer is negative/low/equivocal, student must repeat the 2-dose series or booster dose as recommended by their healthcare provider
 - Varicella (Chicken Pox)
 - Two-dose series required, or positive antibody titer (with lab report indicating interpretation). If the titer is negative/low/equivocal, student must repeat the 2-dose series or booster dose as recommended by their healthcare provider.
 - Influenza
 - Current annual influenza vaccination administered during the current influenza season. Prescriptions/receipts are accepted.
 - Exemptions are accepted (with upload of appropriate form).
 - COVID-19 Vaccine/Booster
 - One dose of J&J COVID-19 vaccine and/or a booster, OR
 - Two doses of previously available Pfizer/Moderna/AstraZeneca vaccines and/or a booster, OR
 - One dose of the bivalent/2022-2023 vaccine, OR
 - Two doses of Novavax vaccine, OR
 - One dose of Novavax vaccine along with primary vaccination of J&J/Pfizer/Moderna/AstraZeneca, or one dose of Pfizer (COMIRNATY) or Moderna (SPIKEVAX) received after 9/11/23.
 - Exemptions are accepted (with upload of appropriate form).

Other Requirements (NR 505L and all NP-track clinical courses)

- HIPAA certification and background check
 - Students must complete a standard background and criminal history check, as well as HIPAA certification, through CastleBranch. Any student background check and criminal history check that indicates a flag will be sent to NUSON leadership for review to determine if the student may proceed with attending clinical.
 - Students must upload documentation of both to their Exxat accounts.
- OSHA certification
 - Student must complete through their clinical site.
- CPR certification
 - Students must hold active Basic Life Saver (BLS) for the healthcare provider certification obtained through the American Heart Association (AHA).
 - No other certification is accepted, including that obtained through the American Red Cross.
- Student Health Insurance
 - In accordance with NU policy and Vermont state law, all students are required to have health insurance. The NU School of Nursing encourages students to have insurance that is sufficient to cover any medical expenses that might be incurred during a clinical experience.
 - Students who experience a health incident/occupational accident, including but not limited to, a needlestick, splash injury, or fall, should follow all affiliated agency-specific policies and procedures.
 - Students injured in the clinical setting will be responsible for expenses incurred while receiving treatment. Students are viewed as guests, not employees, so affiliated agencies are not responsible for injuries occurring in the clinical setting. Students are generally evaluated in the agency's emergency room/offices. In the event of a clinical incident or injury, students should notify their Clinical Faculty and the CPC immediately.
- Facility-Specific Requirements
 - Students may be required to complete additional orientation and/or training to their clinical site facility. Site-specific orientation and training do not count as clinical hours.
 - Any other site-specific requirements (e.g., additional state-specific background and criminal history checks, state-specific registries such as Child Abuse or Elder Abuse, notarized ID, resume/CV, etc.).
- RN Licensure
 - Students are required to hold and maintain an active, unencumbered/unrestricted RN license in their state of residence and in the state where they are completing their clinical rotation.
- Affiliation Agreement
 - NUSON will work with a clinical site to ensure that an affiliation agreement is established. Students may not begin a clinical rotation until there is a standing, active affiliation agreement in place.

Preceptor and Site Requirements

All potential preceptors and clinical/practicum sites are subject to approval by the track coordinator. Clinical/practicum sites and preceptors may be rejected for any reason, including but not limited to, an inadequate learning experience, a clinical/practicum site that does not provide the experience corresponding with the didactic content, a preceptor that does not fit the guidelines, an inability to see the required number of patients, and more. A preceptor must have at least one year of experience in clinical practice.

All students enrolled in NR 505L

- Students must complete clinical hours in direct care settings that provide opportunities for in-person patient encounters involving assessment, diagnostic reasoning, and clinical decision-making.
- Clinical sites must be sufficient to facilitate opportunities for health history collection, physical examination, diagnostic interpretation, and clinical reasoning discussions.
- Clinical experiences must support direct care, defined as professional nurse-patient encounters that include assessment, planning, implementation, and evaluation aimed at achieving patient health outcomes.
- Students are expected to actively participate under preceptor supervision rather than observe care passively.
- Acceptable clinical sites include, but are not limited to:
 - Primary care settings
 - Community health centers
 - Outpatient specialty clinics
 - Urgent care centers
 - Hospitals
 - Nursing homes
 - Hospice settings
- Unacceptable clinical sites include, but are not limited to:
 - Settings that do not allow for independent assessment opportunities (e.g., procedural-only settings)
 - Operating rooms or procedure suites without patient assessment responsibilities
 - Observation only, administrative, research, or non-clinical academic settings
 - Home health settings
 - Telehealth settings
- For **Nurse Practitioner students**, clinical preceptors for NR 505L must hold a license as a nurse practitioner (NP), medical doctor (MD), doctor of osteopathy (DO), physician associate (PA), certified nurse midwife (CNM), or clinical nurse specialist (CNS).
- For **Nursing Education and Clinical Nurse Leader students**, clinical preceptors for NR 505L must hold a license as a nurse practitioner (NP), medical doctor (MD), doctor of osteopathy (DO), physician associate (PA), certified nurse midwife (CNM), clinical nurse specialist (CNS), or a registered nurse (RN) holding an MSN degree or higher that provides advanced direct care to patients.
- Clinical preceptors for NR 505L are required to have been prepared at the graduate level in the application of pathophysiology, pharmacology and advanced physical assessment, and must be engaged in delivering advanced patient care in a specialized field beyond basic bedside nursing care.

AGNP-AC Track

- Preceptor must hold an active, unencumbered license as a nurse practitioner (NP), nationally certified in the population focus they are precepting, in their state of practice.
- If allowed in the student's state where they are completing clinical, a student may also utilize preceptors with the following license types: medical doctor (MD), doctor of osteopathy (DO), physician associate (PA), or certified nurse midwife (CNM).
- Some examples of acceptable clinical sites include hospital inpatient units, hospital specialty units, urgent care centers (you may not see anyone under the age of 18), emergency rooms, trauma centers, intensive care units, and specialty care.

PMHNP Track

- Preceptor must hold an active, unencumbered license as a nurse practitioner (NP), nationally certified in the population focus they are precepting, in their state of practice.
- If allowed in the student's state where they are completing clinical, a student may also utilize preceptors with the following license types: medical doctor (MD), doctor of osteopathy (DO), or physician associate (PA).
- Some examples of acceptable clinical sites include inpatient psychiatric units, community mental health clinics, intensive outpatient programs, partial hospitalization programs, private practices, and more.

FNP Track

- If allowed in the student's state where they are completing clinical, a student may also utilize preceptors with the following license types: medical doctor (MD), doctor of osteopathy (DO), physician associate (PA), or certified nurse midwife (CNM).
- Some examples of acceptable clinical sites include primary care offices, urgent care centers, specialty clinics (for a portion of the hours), and private practices.

Nursing Education Track

- Dependent on course and outlined in Clinical/Practicum Experience Requirements

Clinical Nurse Leader Track

- Dependent on course and outlined in Clinical/Practicum Experience Requirements

Graduate Nursing Policies and Procedures

Clinical/Practicum Experience Requirements

General Requirements

- Students are expected to log all clinical/practicum hours in the Exxat timesheet.
- In clinical courses, students are expected to complete a minimum of one patient log per hour of clinical. All required elements of the patient log are required to be completed.
- Number of hours on timesheets must match the number of patient log hours documented in Exxat.

AGACNP Track

Admission prior to Fall 2026

- A minimum of 660 total clinical hours is required. The hours may be broken down into the following populations per course:
 - **NR 622:** 165 hours in a hospital inpatient unit
 - **NR 624:** 165 hours in an urgent care center or hospital specialty unit
 - **NR 626:** 165 hours in an ER, trauma center, ICU, or other hospital setting
 - **NR 628:** 165 total hours in outpatient and specialty clinics

Admission beginning in Fall 2026

- A minimum of 800 total clinical hours is required. The hours must be broken down into the following populations per course:
 - **NR 505L:** 50 hours in direct care as defined in Preceptor and Site Requirements
 - **NR 710L, NR 711L, NR 712L, NR 713L:** A total of 150 hours is required in any of the following settings: ICU/Critical Care, Inpatient Acute Care (Hospital Medicine), or ED (Emergency Medicine).
 - Students are permitted and encouraged to seek specialty sites (e.g., urgent care, surgery, cardiology, post-anesthesia care units, cardiac catheterization labs, pulmonology, advanced heart failure clinics, pain management services, etc.) to learn requisite skills from checklist not previously acquired in other clinical courses for a maximum of 20 hours per course.

PMHNP Track

Admission prior to Fall 2026

- A minimum of 660 total clinical hours is required. The hours may be broken down into the following populations per course:
 - 50 or more hours with children aged 12 years and younger
 - 115 or more hours with adolescents aged 13-17
 - 120 or more hours with aging adults (aged 65 and older)
 - 165 hours with adults aged 18-64
 - Remaining hours above those previously listed may be completed with adults aged 18-64

Admission beginning in Fall 2026

- A minimum of 800 total clinical hours is required. The hours must be broken down into the following populations per course:
 - **NR 505L:** 50 hours in direct care as defined in Preceptor and Site Requirements
 - **NR 705L:** 150 hours with adults aged 18-64. Students must complete a minimum of 15 hours of supervised psychotherapy experiences during this clinical course, including both individual and group therapy encounters. Students are permitted to seek specialty sites (e.g., ketamine clinics, alcohol/drug rehabilitation facilities, medication assisted treatment/substance use disorder clinics, etc.) for a maximum substitution of 20 of the adult care hours.

- **NR 706L:** 150 hours with adults aged 18-64. Students must complete a minimum of 15 hours of supervised psychotherapy experiences during this clinical course, including both individual and group therapy encounters. Students are permitted to seek specialty sites (e.g., ketamine clinics, alcohol/drug rehabilitation facilities, medication assisted treatment/substance use disorder clinics, etc.) for a maximum substitution of 20 of the adult care hours.
 - **NR 707L:** 100 or more hours with aging adults (aged 65 and older). Remaining hours (50) may be completed with adults aged 18-64. Students must complete a minimum of 15 hours of supervised psychotherapy experiences during this clinical course, including both individual and group therapy encounters. Students are permitted to seek specialty sites (e.g., ketamine clinics, alcohol/drug rehabilitation facilities, medication assisted treatment/substance use disorder clinics, etc.) for a maximum substitution of 20 of the adult care hours.
 - **NR 708L:** 100 hours with children or adolescents under age 18. Remaining hours (50) may be completed with adults aged 18-64. Students must complete a minimum of 15 hours of supervised psychotherapy experiences during this clinical course, including a mixture of individual, family, and group therapy encounters. Students are permitted to seek specialty sites (e.g., ketamine clinics, alcohol/drug rehabilitation facilities, medication assisted treatment/substance use disorder clinics, etc.) for a maximum substitution of 20 of the adult care hours.
 - **NR 709L:** 150 hours with any age group. Students must complete a minimum of 15 hours of supervised psychotherapy experiences during this clinical course, including both individual and group therapy encounters. Students are permitted to seek specialty sites (e.g., ketamine clinics, alcohol/drug rehabilitation facilities, medication assisted treatment/substance use disorder clinics, etc.) for a maximum substitution of 20 of the required hours.
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FNP Track

Admission prior to Fall 2026

- A minimum of 660 total clinical hours is required. The hours may be broken down into the following populations per course:
 - **NR 612:** 165 hours in adult primary care (aged 18-64)
 - **NR 614:** 165 hours in older adult primary care (aged 65 and older)
 - **NR 616:** 165 hours total (90 or more hours in outpatient pediatrics, additional 75 hours may be in adult primary care)
 - **NR 618:** 165 total hours total (90 or more hours in outpatient women's health, additional 75 hours can be in adult primary care)

Admission beginning in Fall 2026

- A minimum of 800 total clinical hours is required. The hours must be broken down into the following populations per course:
 - **NR 505L:** 50 hours in direct care as defined in Preceptor and Site Requirements
 - **NR 700L:** 150 hours in adult primary care (aged 18-84). Students are permitted and encouraged to seek specialty outpatient sites (e.g., dermatology, orthopedics, pulmonology, cardiology, ENT, ophthalmology, urgent care, etc.) to learn requisite skills from checklist not previously acquired in other clinical courses for a maximum substitution of 20 of the required adult primary care hours.

- **NR 701L:** 150 hours in older adult primary care (aged 65 and older). Students are permitted and encouraged to seek specialty outpatient sites (e.g., dermatology, orthopedics, pulmonology, cardiology, ENT, ophthalmology, urgent care, etc.) to learn requisite skills from checklist not previously acquired in other clinical courses for a maximum substitution of 20 of the required older adult primary care hours.
 - **NR 702L:** 90 or more hours in outpatient pediatrics. Remaining hours (60) may be completed in adult primary care. Students are permitted and encouraged to seek specialty outpatient sites (e.g., dermatology, orthopedics, pulmonology, cardiology, ENT, ophthalmology, urgent care, etc.) to learn requisite skills from checklist not previously acquired in other clinical courses for a maximum substitution of 20 of the adult primary care hours.
 - **NR 703L:** 90 or more hours in outpatient women's health. Remaining hours (60) may be completed in adult primary care. Students are permitted and encouraged to seek specialty outpatient sites (e.g., dermatology, orthopedics, pulmonology, cardiology, ENT, ophthalmology, urgent care, etc.) to learn requisite skills from checklist not previously acquired in other clinical courses for a maximum substitution of 20 of the adult primary care hours.
 - **NR 704L:** 150 hours in primary care across the lifespan. Students are permitted and encouraged to seek specialty outpatient sites (e.g., dermatology, orthopedics, pulmonology, cardiology, ENT, ophthalmology, urgent care, etc.) to learn requisite skills from checklist not previously acquired in other clinical courses for a maximum substitution of 20 of the primary care across the lifespan hours.
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Nursing Education Track

Admission prior to Fall 2026

- A minimum of 80 total practicum hours is required. The hours must be broken down into the following settings per course:
 - **NR 568:** 80 practicum hours in an accredited (CCNE, NLN-CNEA, or ACEN) in-person prelicensure nursing education program.

Admission beginning in Fall 2026

- A minimum of 500 total clinical/practicum hours is required. The hours must be broken down into the following settings per course:
 - **NR 505L:** 50 hours in direct care as defined in Preceptor and Site Requirements
 - **NR 671L:** 50 practicum hours in an accredited (CCNE, NLN-CNEA, or ACEN) in-person prelicensure nursing education program.
 - **NR 721L:** 100 practicum hours in a hospital educator setting and/or in an accredited (CCNE, NLN-CNEA, or ACEN) in-person prelicensure nursing education program. At least 25 hours must be in on-line or blended teaching environments.
 - **NR 723L:** 100 practicum hours in an accredited (CCNE, NLN-CNEA, or ACEN) in-person prelicensure nursing education program.
 - **NR 725L:** 200 practicum hours in an accredited (CCNE, NLN-CNEA, or ACEN) in-person prelicensure nursing education program.
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Healthcare Systems Leadership/Clinical Nurse Leader Track

Admission prior to Fall 2026

- A minimum of 80 total practicum hours is required. The hours must be broken down into the following settings per course:
 - **NR 586:** 80 practicum hours in a hospital, clinic, or other healthcare leadership setting.

Admission beginning in Fall 2026

- A minimum of 500 total clinical/practicum hours is required. The hours must be broken down into the following settings per course:
 - **NR 505L:** 50 hours in direct care as defined in Preceptor and Site Requirements
 - **NR 670L:** 50 practicum hours with a charge nurse or CNL in a hospital setting
 - **NR 720L:** 100 practicum hours with a CNL or nurse leader/manager in a community or clinic setting
 - **NR 722L:** 100 practicum hours with a CNL or nurse leader/manager in a hospital setting
 - **NR 724L:** 200 practicum hours with a CNL or nurse leader/manager in a hospital setting

Graduate Nursing Policies and Procedures

Telehealth Policy (PMHNP Students Only)

At the sole discretion of faculty, PMHNP students may have the option to fulfill some clinical hour requirements through telehealth in certain states. Telehealth involves delivering healthcare services remotely using electronic and telecommunications technologies. Students approved for telehealth may deliver patient care using the method outlined below, under the direct supervision of their preceptor. Telehealth services must be delivered via HIPAA-compliant systems, following state Board of Nursing telehealth regulations. Students are permitted to substitute no more than 50% of clinical hours for each course via telehealth.

For this purpose, telehealth is defined as synchronous interactions, where the provider and patient communicate in real-time, such as through video conferencing. The access must include 3-way visual and audio access that includes the preceptor, patient, and student for each encounter. All video telehealth sessions require audio and video to be enabled. Telephone-only patient assessments without video are not allowed. If the patient is remote/virtual via telehealth, while the student and preceptor are together onsite, hours will still be categorized as telehealth since the patient is remote. Any care provided through video and audio systems qualifies as telehealth, regardless of the physical location of those involved.

Telehealth experiences may only be conducted in states in which Norwich University is authorized to operate. Students must hold an active, unencumbered RN license appropriate for the state where telehealth experiences occur and where the patient is located.

Telehealth clinical experiences involve the use of video conferencing with audio support to interact with preceptors and patients. All students must indicate their intention for telehealth experiences in the Exxat My Request application. Applications will be rejected if they do not include a signed Preceptor Agreement form and signed Preceptor Telehealth Questionnaire form. Applications follow the standard review and Affiliation Agreement process before final approval.

Telehealth arrangements must allow for a student to meet the same expected course outcomes and objectives as in-person experiences. Preceptors must provide services and care to the patient population specified in the course's requirements. Preceptors must hold licensure in the state where the patient is located, and must be present, either physically or virtually, during telehealth visits and meet all general preceptor qualifications.

Preceptors must be present at all times during telehealth encounters. Telehealth activities cannot be conducted in the private homes of preceptors or during vacations/illnesses that prevent direct supervision.

Students must have access to each patient's electronic health record (EHR) for learning purposes, including chart review and documentation. If a site denies EHR access, documented encounters may not be accepted.

The Telehealth Policy is subject to change at any time without prior notice.

Graduate Nursing Policies and Procedures

Preceptor Orientation and Resource Guide

Welcome!

The faculty and staff of the Norwich University School of Nursing (NUSON) would like to extend our warmest appreciation to each professional nurse, nurse practitioner, and clinician who serves as a clinical preceptor for our students. Willingness to mentor new members of a discipline is one of the highest forms of professionalism.

It is from your expertise that our students will gain knowledge, confidence, clinical expertise, dedication, and leadership skills. You will be the facilitator, educator, expert, and role model of each student's experience in the clinical area. For this, and so much more, we thank you!

It is our desire to make this endeavor an enriching experience, resulting in personal and professional growth for all preceptors and students.

We have developed this handbook containing orientation materials to assist you in your role as a preceptor. Our program would not be successful without your commitment to the education of our graduate nursing students. The faculty looks forward to working with you.

Please do not hesitate to contact us if you have any questions.

Jessica Wood, DNP, WHNP-BC, RNC-OB, C-EFM

Director, Associate Professor

School of Nursing

Norwich University

(802) 485-2672

Contacts

Visit our [Contacts](#) page for contact information for graduate program faculty and staff.

Guidelines for Clinical/Practicum Settings and Experiences

The following pages provide an overview of the guidelines for clinical/practicum settings and experiences.

1. [Clinical and Practicum Experiences Overview](#)
 2. [Preceptor and Site Requirements](#)
 3. [Clinical/Practicum Experience Requirements](#)
 4. [Telehealth Policy \(PMHNP Students Only\)](#)
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Preceptor Expectations

The preceptor expectations are adapted from the 2022 Standards for Quality Nurse Practitioner Education, A Report of the National Task Force on Quality Nurse Practitioner Education (https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/ntfstandards/ntfs_final.pdf).

Faculty Expectations of Preceptors

- Provision of Documents Required for Accreditation
 - A preceptor must submit the following documents to the student for evaluation by the lead faculty:
 - Recent CV
 - Copy of license
 - Copy of board certification
 - Signed Preceptor Agreement
 - Preceptor Telehealth Questionnaire (if applicable)
- Establishing Clinical/Practicum Rotation
 - Review graduate nursing program policies regarding student placement guidelines.
 - Communicate start date and time with student.
 - Review documents related to the clinical/practicum course (welcome letter, clinical hour requirement, syllabus, course objectives, etc.) and clarify, if needed.
 - Review Family Educational Rights and Privacy Act (FERPA).
- Orientation
 - Orient student to clinical/practicum site, clinical/practicum site policies, EHR, and clinical/practicum team prior to student's patient experiences.
 - Discuss course objectives, course requirements, student learning goals, and clinical/practicum experience expectations with the student.
 - Discuss with student his/her/their experience/background.
 - Outline appropriate tasks, patient cases, and caseload for each clinical/practicum day.
 - Establish plan for student progression from observing to conducting tasks with minimal intervention.
- Clinical/Practicum Experience
 - Model skills with professional/ethical behaviors for student learning.
 - Be present to observe all student clinical/practicum activities.

- Include student as a pertinent part of the healthcare team and encourage interprofessional collaboration between student and other team members.
 - Encourage learning using direct questioning methods and allowing reflection on feedback.
 - Verify student clinical/practicum hours in Exxat. A link will be sent to your email for each student submission.
 - Complete a student evaluation form at mid-term and final. A link to the evaluation form in Exxat will be sent to your email for submission.
 - Communication
 - Guide, counsel, and encourage active student learning through clinical/practicum experiences.
 - Communicate to faculty pertinent feedback regarding student performance and learning progression related to course expectations and requirements.
 - Be available for face-to-face or virtual site visits.
 - Completion of Clinical/Practicum Rotation
 - Submit all documents as outlined in the course.
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Preceptor Expectations of Faculty

- Establishing Clinical/Practicum Rotation
 - Communicate start date and time with preceptor/clinical/practicum site point of contact.
 - Identify preceptor's preferred method of communication.
 - Send documents related to the clinical/practicum course (welcome letter, preceptor handbook, clinical/practicum hours requirement, syllabus, course objectives, etc.) to preceptor/clinical/practicum site point of contact via mail or email.
 - Provide preceptor/clinical/practicum site point of contact with student's credentials and clinical/practicum clearance paperwork.
 - Discuss course objectives, course requirements, student learning goals, and clinical/practicum experience expectations with the preceptor.
- Orientation
 - Provide the contact number/information to the clinical/practicum faculty responsible for the student.
 - Discuss the purpose, frequency, length, and number of site visits with the preceptor.
 - Offer face-to-face or online orientation opportunities to address adult learning/teaching strategies and effective preceptor approaches.
- Clinical/Practicum Experience
 - Assume primary responsibility for the student throughout the clinical/practicum experience.
 - Assess student's clinical/practicum skills, knowledge, and competencies throughout clinical/practicum experience and assess for appropriate progression as it relates to course and clinical/practicum objectives.
 - Support students in connecting knowledge obtained in academic setting with their clinical/practicum experiences.
 - Review and confirm student hours. Review and confirm student logs in Exxat.

- Communication
 - Engage in open communication with preceptor regarding student performance and learning progression related to course expectations and requirements.
 - Schedule virtual or face-to-face site visits.
 - Evaluation
 - Collect and review evaluation forms completed by the preceptor at intervals as outlined in course requirements.
 - Collect and review preceptor evaluation forms completed by the student.
 - Discuss evaluation(s) with student providing constructive feedback on strengths, weaknesses, and a plan for improvement.
 - Initiate plans of remediation based on evaluations, if necessary.
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FERPA Guidelines

Visit the Norwich University Course Catalog [Family Educational Rights & Privacy Act](#) page for an overview of FERPA guidelines and requirements.

Other Resources for Preceptors

- AACN Clinical Preceptor Guide: <https://www.aacnnursing.org/our-initiatives/education-practice/teaching-resources/aprn-education/clinical-preceptor-guide>
 - NONPF Preceptor Portal: <https://www.nonpf.org/page/PreceptorPortal>
 - AACN Fundamental Skills for Preceptors course: <https://www.aacn.org/education/online-courses/fundamental-skills-for-preceptors?tab=Features>.
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Frequently Asked Questions

- Who do I contact for proof of my preceptor hours?
 - Please contact Anne Benjamin, Clinical Placement Coordinator and Student Support Advisor, at amclucki@norwich.edu or (802) 485-2167, or Tay McMiller, Clinical Placement Coordinator and Student Support Advisor, at kmcmlille@norwich.edu or (802) 485-2605.
- How do I obtain an honorarium?
 - Please contact Anne Benjamin, Clinical Placement Coordinator and Student Support Advisor, at amclucki@norwich.edu or (802) 485-2167, or Tay McMiller, Clinical Placement Coordinator and Student Support Advisor, at kmcmlille@norwich.edu or (802) 485-2605. Requests must be submitted within six months of the end of the term for the honorarium to be paid.
- Who do I contact with an issue?
 - Please start by contacting the individual course instructor with whom you are working. Should the issue not be resolved, please reach out to the appropriate lead faculty.

Additional School of Nursing Policies and Procedures

Visit the [School of Nursing Student Handbook](#) for additional School of Nursing Policies and Procedures.