

The New College Academic Program Glossary

Introduction

We Novo Collegians like to think of our academic program (and ourselves) as unique. In keeping with that image, over the years we have developed our own idiosyncratic jargon, and have managed to supplement it with an assortment of potentially confusing acronyms. Although this “glossary” will not answer all your questions, it is designed as an introduction to our quaint – and often confusing -- colloquialisms.

More important, it offers a quick review of the academic policies and procedures that guide both students and Faculty. It will direct you to more detailed descriptions and explanations of the important rules, regulations, procedures, and bureaucratic requirements that can be found in a variety of written sources available on campus and on-line.

Keep in mind that this is just a brief guide – it does not include important details that you will need to know. For answers to specific questions, be sure to consult the appropriate “official” source (e.g., the Registrar, the Provost’s Office, the most recent *New College Catalog*, or Chapter 6 of the *New College Faculty Handbook*).

Abbreviations

A/Y	Academic year
AOC	Area of Concentration
BACC/bacc	Baccalaureate
ELOA	Emergency Leave of Absence
Eval	Evaluation
INC	Incomplete evaluation
IRP	Independent Reading Project
ISP	Independent Study Project
IRB	Institutional Research Board
LAC	Liberal Arts Curriculum
LOA	Leave of absence
NSE	National Student Exchange
OCS	Off-campus study
Sat	Satisfactory evaluation
SASC	Student Academic Status Committee
Unsat	Unsatisfactory course evaluation or contract
WAD	Work All Done

Academic Calendar

<http://www.ncf.edu/registrar/Calenders/Calendar.htm>

Academic Dishonesty

Cheating and *plagiarism* are serious violations of the New College community's standards and expectations. Any form of *academic dishonesty* can result in the student's dismissal from New College. A definition of *academic dishonesty* and a description of the official steps that will be taken in the event it is suspected to have occurred can be found in the *Faculty Handbook* and *General Catalog*.

Academic Year (A/Y)

The academic year at New College consists of two fourteen-week semesters and a January *interterm*, or *Independent Study Period*. Each semester is divided into two seven-week modules by a one-week break, and is followed by a one-week testing and evaluation period. Typically, Orientation for first-year and transfer students begins the third week of August; Fall Semester classes begin Monday of the last week in August, and end on the Friday of the first week of December. The ISP usually begins the second Monday of January and ends the last Friday in January. Spring classes begin the first Monday in February and end in mid-May.

Add/Drop Form

This is another name for the *Contract Renegotiation* Form, a form that students use to add and drop courses or make other changes to their semester contract during the first twelve weeks of the semester (See *Contract Renegotiation*).

Advisor (See also *Sponsor*)

Although often used interchangeably with *sponsor*, the term *advisor* normally is used to describe the faculty member first assigned to meet with new students upon their arrival at New College. More often than not, this faculty orientation advisor will sponsor the student's first *contract*.

Area of Concentration (AOC; See also *Thesis Prospectus*)

An area of concentration is New College's version of what other schools usually refer to as an academic "major." During the student's fifth semester (that is, fifth academic contract) at New College, he or she is required to "declare" an area of concentration. The student may concentrate in an academic discipline, or may choose a multidisciplinary focus, which might include a double area of concentration, a *joint-disciplinary concentration*, a concentration in one of the *Divisions* (Natural Sciences, Social Sciences or Humanities) or *General Studies*. It also may be possible (with faculty guidance and support) for the student to develop or pursue a "*special program*" *area of concentration*. As usual, there is an official form (*Provisional Area of Concentration Plan*) that must be signed and submitted and an important submission *deadline* (5:00 p.m. on the first Friday of second module of the student's fifth semester). In addition to declaring a provisional area of concentration, the form includes a section for the student to outline his or her future program of study. The student will need to obtain the support and signatures of two faculty members in order to declare a concentration in a discipline, special program area, or division (three signatures are needed for Social Sciences). These Faculty review the student's program to assure that it will meet the requirements of the specific AOC. The student will update (and finalize) the area of concentration when complete *Thesis Prospectus* is completed during his or her sixth semester.

Disciplinary AOCs at New College:

Anthropology	Literature
Art	Mathematics
Art History	Music
Biology	Philosophy
British & American Literature	Physics
Chemistry	Political Science
Classics	Psychology
Economics	Religion
French Language & Literature	Russian Language & Literature
German Language & Literature	Sociology
History	Spanish Language & Literature
Languages: Foreign Languages & Literature	

Baccalaureate Committee (See also *Baccalaureate Exam*)

In order to submit the *Thesis Prospectus* in the sixth semester, the student will need the approval and signatures of three faculty members, who will then become the student's baccalaureate committee. Of those three, two are normally required to be from within the designated area of concentration, one of which will be the *thesis sponsor*. The thesis sponsor works closely with the student on the senior project (*thesis*). The other members of the committee consult with the student on the progress of the project, read the final thesis, and participate in and evaluate the student's performance on the *baccalaureate exam*.

Baccalaureate Exam (a.k.a. BACC or bacc)

The baccalaureate examination is the last step (some might say final hurdle) in the senior *thesis* process before graduation. This oral examination is primarily a defense of the senior thesis, but also may include questions about any aspect of the student's academic career at New College. As often happens, the term "BACC" has morphed into a verb, and students often speak of completing the baccalaureate exam as "to BACC," or "BACC-ing." During the exam, the student responds to questions from his or her *baccalaureate committee*. Immediately after the exam is completed, these faculty discuss and evaluate the student's performance. All of the members of the committee must certify that the student has satisfactorily completed the exam. The times and locations of baccalaureate exams are posted, and all or portions of the exams are open to all members of the New College community.

Breadth Requirement

Each New College graduate is expected to acquire the skills, abilities, and experiences that characterize a high-quality liberal arts education. In order to demonstrate depth, graduates must have satisfactorily completed the equivalent of at least one course in each Division. The *Liberal Arts Curriculum Guidelines* outlines the alternatives available for meeting this requirement.

Buckley Amendment

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment (Statute: 20 U.S.G. 1231; Regulations CFR Part 99) protects the *privacy* of a student's education records. "Education Record" is defined very broadly. The Act applies to all institutions that receive federal funding. FERPA applies at the point an applicant becomes a student. Students can inspect and seek to amend their education records. Students also can designate others to have access to their education records.

Career Services

The Office of Career Services and Off-Campus Study offers students professional career development services and career counseling, graduate school applications advising. The office, located in PME provides career counseling, a career library, job and internship postings, and information on graduate and professional schools. The Office of Career Services sponsors career preparatory workshops and guest speakers, and has compiled online resources for employment opportunities.

Catalog, General

The most recent edition of the New College catalog is online at:

<http://www.ncf.edu/catalog/catalogindex.htm>.

The catalog contains most information needed to find one's way through the New College academic maze. It contains useful sections that describe the academic program, the disciplines and regular *areas of concentration*, and the members of the New College faculty. The *academic calendar* and descriptions of *academic regulations* will help students plan their academic career.

Certification Criteria (See also *Mutual Satisfaction*)

In designing a contract at the beginning of each semester, the student and contract *sponsor* decide on what will be required in order for the *contract* to be considered *satisfactory*. These requirements, or criteria, are described in the section of the contract form labeled "certification criteria." Usually, the criteria consist of the number of courses that must be satisfactorily completed (e.g., "four out of five semester-length courses"). Occasionally other activities (e.g., fieldwork, service learning, *internships*) or specific deadlines may be included as part of the certification criteria. If the agreed-upon criteria are not met, the contract will be certified as *unsatisfactory*.

Computer Literacy

All enrolled students are required to obtain and use an official ncf.edu e-mail account. In order to do so they must satisfactorily complete *online computer training* administered by campus computing.

Concentration (see *Area of Concentration*)

Contract

The academic contract is the core of the New College academic program. The contract should be the product of focused dialogue between student and *sponsor*. Both can use this opportunity to discuss and articulate the student's short- and long-term goals, and to monitor progress toward completion of the chosen *area of concentration* and *graduation requirements*. From a bureaucratic standpoint, the timely submission of each contract is critical because it officially "registers" the student in courses and other activities. Although a contract can be *renegotiated* prior to the final two weeks of the semester, students may not change *contract sponsors* during the semester.

Contract Certification

At the end of each semester, the contract *sponsor* reviews the instructors' *evaluations* of the student's work, and based on those evaluations, determines whether the contract *certification criteria* have been met. If so, the *contract* can be certified as "satisfactory." Contract certifications for the previous semester are due on the second Wednesday of the new semester. The Contract Certification form is used to summarize the student's work during the semester, and highlights areas of academic strength and interest, as well as areas that need attention.

Contract Sponsor

The faculty member that signs a student's academic *contract* is the contract sponsor. Students meet with their contract sponsors and discuss alternative educational activities, which are recorded in written form on the semester contracts. The contract sponsor approves any *renegotiation* of the contract, and certifies at the end of the semester whether the contract was satisfactorily completed. Once a faculty member has signed a student's academic contract, that person remains the sponsor for the entirety of that semester. Students are free to change sponsors from semester to semester.

Contract Renegotiation

The academic contract is open to renegotiation during the first twelve weeks of the semester. The student and contract *sponsor* use the *Contract Renegotiation Form* to document any changes that both agree to make in the contract entries (deletions or additions) or contract *certification criteria*. The deadline for *renegotiation* and submission of the form is 5:00 p.m. on the Friday of the twelfth week of the semester.

Deadlines

Students and faculty should make note of and observe published deadlines for registration, the submission of contracts, *ISPs*, the *Provisional Area of Concentration Declaration*, the *Thesis Prospectus*, and applications for *off-campus study* and *leaves of absence*. Important deadlines are listed on the annual academic *calendar*, which is posted on the Registrar's website. Failure to meet deadlines may result in students incurring financial penalty, disqualification from programs, or termination of enrollment.

Discipline Concentration (See also *Area of Concentration*)

Students may declare an *Area of Concentration* in a specific discipline (e.g., Biology, or Anthropology). The requirements for completing areas of concentration in each discipline are described in the *General Catalog*. Students should review these requirements periodically with their sponsors and other faculty members in the discipline. The *Provisional Area of Concentration* form, which “declares” the student’s area of concentration and describes remaining coursework to be completed, must be signed by two faculty members in the discipline. The Provisional Area of Concentration Form is completed and submitted in the student’s fifth term.

Dismissal

Academic dismissal is an action that the SASC can recommend to the Provost of New College after reviewing the record of a student that has encountered academic difficulties. Generally, first semester students are not dismissed unless there is no evidence of satisfactory academic involvement during the semester. Students can only be dismissed academically if they have an *unsatisfactory* or *incomplete* contract. Normally, students who have been dismissed from New College may not reenter the College until at least one full semester has elapsed since the dismissal.

Division

New College has three academic divisions—Humanities, Natural Sciences, and Social Sciences. The disciplines within each Division are listed below.

Humanities

Art
Art History
British & American Literature
Classics
French Language & Literature
German Language & Literature
Literature
Music
Philosophy
Religion
Russian Language & Literature
Spanish Language & Literature

Natural Sciences

Biology
Chemistry
Mathematics
Physics

Social Sciences

Anthropology
Economics
History
Political Science
Psychology
Sociology

Divisional concentration (See also *Area of Concentration*)

Students may decide to declare an *Area of Concentration* in one of the three academic *divisions*. The catalog contains descriptions of the guidelines for each divisional area of concentration. Divisional concentrations require the endorsement of two faculty members (usually from different disciplines) from within the appropriate Division and fulfillment of Divisional requirements. A Social Sciences concentration requires the endorsement of three faculty from that Division.

Double Major

May be accomplished in one of two ways: (1) Two *Thesis Prospectus/Area of Concentration* forms are filed and all requirements for a concentration in each discipline are met, including two theses and two baccalaureate examinations (see disciplinary concentration above). (2) One thesis satisfying the requirements of both concentrations is completed and one baccalaureate examination completed. One Thesis Prospectus/Area of Concentration form is filed having the endorsement of two faculty members from each discipline declared. All requirements of each discipline are met.

Early Graduation

Students may graduate after completion of six contracts by successfully petitioning the Student Academic Status Committee (SASC), prior to beginning their sixth semester, for a waiver of the seventh semester. A *Thesis Prospectus/Area of Concentration* form must be submitted either before or with the petition.

Student work must be of superior quality and must meet both the *Liberal Arts Curriculum* requirement and the Area of Concentration requirements. The student must obtain the support of his or her senior thesis advisor and a second faculty member who has signed the Thesis Prospectus/Area of Concentration form. Failure to complete all graduation requirements by the end of the sixth semester requires enrollment for a seventh semester. The requirement of four on-campus contracts cannot be waived by a request for early graduation. Thus, a transfer student who enters New College with credit for three contracts is not eligible for early graduation.

Educational Policy Committee

The EPC is one of several standing committees of the New College faculty. The charge to the Committee is described in section 3.5.1 of the New College *Faculty Handbook*. In part it indicates that the EPC is “To serve as the focus in the college community for suggestions and information bearing in educational policy.”

Evaluation

For every course or project a student undertakes for *transcript* entry or as part of requirements towards graduation (the Senior *Thesis*, the *Baccalaureate Examination*) the student will receive an evaluation of *Satisfactory* or *Unsatisfactory*. For the *ISP*, courses, and contracts, students may receive an evaluation of *Incomplete* with a deadline indicated for completion of work. It is important to review the implications that incomplete evaluations have for scholarship awards.

Faculty Handbook

The New College of Florida Faculty Handbook is the primary source and authority for all programs and procedures at New College. Changes to the Handbook are made periodically in accordance with actions taken by the New College Faculty. The Faculty Handbook is available both in hard copy and online, at http://www.ncf.edu/Provost/documents/FacHand2005_06.pdf. The Academic Program is discussed in Chapter 6 of the Handbook.

General Studies

A student may declare an *Area of Concentration* in General Studies, which assumes a broad exposure to disciplines in each of the three academic *divisions*, but without the more intensive work in a discipline or a division which the discipline or *division concentration* entails.

Goals

In the first of four sections on the academic *contract*, a student lists long- and short-term academic goals. Goals change over time, and the goals section of the contract provides a guide to the future, and as successive contracts bring new influences and mastery, a record of the changes in the student's intellectual career.

Graduation Requirements

The requirements for the New College of Florida Bachelor of Arts degree are:

1. Seven satisfactory semester *contracts*;
2. Completion of the *Liberal Arts Curriculum* and Math and *Computer Literacy* requirements;
3. Three satisfactory Independent Study Projects (*ISPs*);
4. Satisfactory completion of the College-Level Academic Skills Test (required by the State of Florida; students may be exempted from this requirement on the basis of college entrance exam scores or previous college-level work);
5. A satisfactory senior project or *thesis*;
6. A satisfactory *baccalaureate examination* (usually in the form of an oral defense of the senior project).

Incomplete (See also *Evaluation*; *One Year Rule*)

A course, ISP, or contract may be deemed incomplete by a faculty member.

Course: If the student does not finish the required work for a course, the instructor may agree to designate the work as *incomplete* on the term *evaluation*. Any evaluation that is designated incomplete must specify a deadline for completion. An incomplete evaluation automatically becomes an unsatisfactory evaluation one year after the beginning of the course.

ISP: January *ISPs* may be evaluated as incomplete, with a deadline for completion specified by the ISP sponsor. *ISPs* not completed by the first day of the subsequent Fall semester are automatically deemed unsatisfactory.

Contract: If the student has incomplete course evaluations and has not *satisfactorily* completed sufficient work to meet the contract *certification criteria*, the academic *sponsor* may certify the contract as incomplete.

Instructional Evaluation

At the end of each semester students are asked to evaluate each course and the performance of each instructor. These instructional evaluation forms become a part of each faculty member's permanent records and are used in reviews of faculty members and in the tenure and promotion process. Normally, the forms are distributed and completed by students in class during the last week of the module or semester. Completed instructional evaluation forms are forwarded to the Provost's Office.

Interdisciplinary

Six Interdisciplinary areas of concentration are described in the General Catalog. Two of these areas, Gender Studies and Theater, must be combined with a regular discipline as a *joint-disciplinary* area of concentration. The other four are free-standing interdisciplinary areas of concentration.

1. Environmental Studies
2. Gender Studies
3. International & Area Studies
4. Medieval and Renaissance Studies
5. Public Policy
6. Theater

Internship (See also *Off Campus Study*)

Internships are often completed off campus during the summer or during the January *ISP*. (For more information on study abroad, see <http://www.ncf.edu/studyabroad/checklist.html>.) New College students are encouraged to incorporate experiential learning into their academic contracts. An internship may reflect a formal arrangement with an external employer or organization, or may be a more informal (yet structured) experience designed by the student in collaboration with his or her faculty sponsor and the organization or employer. Students should work closely with their faculty *sponsors* and any other involved faculty when planning an internship to assure that it can be integrated into an academic contract.

Interterm (See also *ISP*)

The "January Interterm," or *ISP* period, is an integral part of the New College academic calendar. Fall semester ends in early December, and during January students complete their *independent study projects* (ISPs). Spring semester begins in early February.

Independent Reading Project (IRP)

Independent Reading Projects are similar to *tutorials*. Students collaborate with faculty to design a specific focus of study; however, the student usually works more independently and meets less frequently with the faculty member than he or she would for a tutorial.

Independent Study Project (ISP)

ISP is the acronym for the Independent Study Period (during the January interterm), as well as the academic project that is accomplished during that time. An *ISP description form* must be completed by the student, and signed by both the *sponsor* of the project and the student's contract sponsor. The *deadline* for submission of the form is usually December 1st. One purpose of this project is to allow students to devise, structure, and carry to completion an intensive study independently. Alternatively, students can use the Interterm for a group project or special course that requires a block of time free from competing activities (for example, production of a play or instruction in electron microscopy). Faculty remain in residence during the ISP to assist students in carrying out projects. The Educational Policy Committee (EPC) updates and distributes an *ISP Booklet* each Fall Semester. The Booklet (available online on the NCF Intranet) provides guidance and useful information about faculty interests to help students choose and plan a project.

Institutional Review Board (IRB)

The five member *Institutional Review Board (IRB)* safeguards the rights and welfare of human participants in research conducted by college faculty students and staff. The IRB implements policies to ensure that research involving human subject adheres to federal guidelines and complies with an ethical code of conduct. The IRB reviews study protocols and consent forms, and ensures that college researchers have completed training modules. Any research or project that involves obtaining data (e.g., interviews, questionnaires, observations) from human participants must be reviewed and approved by the New College IRB.

Joint-Disciplinary Concentration (a.k.a. "Slash major")

This is a combination of two or more disciplines offered at New College and may be indicated by a slash between the disciplines (biology/chemistry). A *joint-disciplinary concentration* requires the endorsement of three faculty members, at least one from each discipline. This combined concentration is used to indicate a plan of study in which substantial study has occurred in two disciplines, but not enough for a *double area of concentration*.

Lab Fees

Lab fees are collected to cover the cost of expendable supplies for specific studio and laboratory classes. Each semester, the Division of Humanities and the Division of Natural Sciences develop a sheet listing the fees for each studio and lab class. These sheets are included in the packets of information distributed to all students by the *Office of Registrar* at the beginning of the semester.

Liberal Arts

Traditionally, a liberal arts education can be thought of as having two components: breadth requirements ensuring that students acquire knowledge in each of the divisions of the arts and sciences, and depth in the form of a "major," and a sequence of courses leading to the advanced level in a particular academic discipline. New College participates in the tradition that defines a proper undergraduate education as containing significant elements of breadth and depth. To that end, the *Liberal Arts Curriculum* expectations have been defined and must be met by all New College graduates.

Liberal Arts Curriculum (LAC)

There are five goals of the LAC: demonstration of computer proficiency, the completion of at least one LAC-designated course from each division, the completion of at least eight LAC-designated courses, demonstration of basic competence in mathematics, and proficiency in writing and oral communication. These goals can be met by completing eligible New College classes, transfer credit and dual enrollment classes, and satisfactory scores on AP exams CLEP exams or IB exams. The handbook on Liberal Arts Guidelines, available in the Provost's Office, describes the Liberal Arts Curriculum expectations, and contains a LAC worksheet.

Library

The *Jane Bancroft Cook Library's* holdings include the circulating collection of over 260,000 print books in addition to serials, reference books, periodical indexes, CD-ROMs, atlases, audio-visual materials, government documents, and microforms. Cook Library is both a Federal and Florida government depository facility. Electronic resources are extensive and include a catalog of all of the holdings of the State University System of Florida libraries, full-text databases and electronic books and journals, and periodical indices. The library offers both traditional and electronic reserve services to students.

Major (See *Area of Concentration*)

Math Literacy Requirement

Students need to demonstrate basic literacy in mathematics as part of the Liberal Arts Curriculum. This can be demonstrated by completing a New College math class, earning transfer credit for a math class, earning a score of 3 or higher on an AP test in mathematics, earning a score of 500 or higher on the math SAT, earning a score of 21 or higher on the math portion of the ACT, earning a passing score on the math skills section of the CLAST, earning an IB higher level math exam score of 5 or higher, earning a CLEP general math score of 500 or higher, or earning a CLEP math subject test score of 50 or higher.

Module (a.k.a. "Mod")

The semester is divided into two modules each consisting of seven weeks. Most courses are "full-term," and continue throughout the 14-week semester, but occasionally classes are offered as "mod" courses that are taught in either the first seven weeks (Mod 1) or the second seven weeks (Mod 2) of the semester.

Mutual Satisfaction (a.k.a. "Mutual Sat") (See also *Certification Criteria*)

The contract *certification criteria* negotiated between the student and the contract *sponsor* may be designated "mutual satisfaction." At the beginning and the end of the semester student and advisor discuss the student's progress and agree on whether mutual expectations have been met to allow certification of the academic contract. Usually "mutual satisfaction" is agreed upon as the contract certification criteria only late in a student's academic career, after student and sponsor have established a good working relationship, and when flexibility in the number of courses or academic endeavors completed is a viable option.

National Student Exchange

New College belongs to this student exchange organization. The Career Services & Off-Campus Studies director serves as the coordinator for NSE at New College. NSE is an affordable program, which allows students to pay home institution tuition rates in most cases as they attend any of over 177 four-year colleges and universities in the United States. There are limited but cost effective programs for study abroad too. See www.nse.org.

Off-Campus Study

Internships, fieldwork, apprenticeships, and independent research away from campus offer opportunities for students to gain new analytical skills and test career interests. Study at other colleges or universities can expand the range of options available to students, compensating for the limitations of a single college campus. Refer to *the off-campus study booklet* for eligibility requirements and deadlines for submission of the off-campus study declaration.

One Year Rule

Educational activities that are still *incomplete* after one year from the first day of the semester for which the contract was written automatically become *unsatisfactory*.

On-Line Student Evaluation System

The New College of Florida Student Evaluation System is a computer-based information system that is used to store and organize student evaluation information. This system is administered by the Register's Office and operated by Campus Computing, and is intended for the use of New College of Florida Students, Faculty, and Administration. It allows faculty members to evaluate student performance in courses and submit the evaluations electronically to the Office of the Registrar. Faculty may also search for and view their advisees' and other students' records. In addition, students may view their own evaluations on-line. Students can use the system to review the courses, tutorials, thesis seminars, IRPs, and ISPs they are currently registered for as well as the courses completed during the academic year.

Orientation

"Orientation" is a starting point to a successful learning experience. Making a smooth transition to this new educational setting is vitally important, and orientation at New College is a special time set aside for new students. Orientation week precedes the first week of classes and is filled with a variety of programs, workshops, academic forums, and social activities all designed to provide students with a foundation for educational success, personal growth, and creative challenge.

Plagiarism

Any form of *academic dishonesty* (cheating, plagiarism, false citation, falsifying data, information, or signatures) is considered a serious violation of the New College community standards. New College has recently acquired access to the plagiarism prevention services of Turnitin, www.turnitin.com. Contact the Provost's Office for more information on using this system.

The penalties for plagiarism at New College can be severe. For more information on the policies and procedures related to academic dishonesty, consult section 6.2 of the New College Faculty Handbook.

Privacy and Confidentiality

New College of Florida (NCF) complies with the *Family Educational Rights and Privacy Act* (FERPA) of 1974 (*Buckley Amendment*), which gives students the right to 1) review and inspect their education records, 2) request the amendment of education records that the student believes are inaccurate or misleading, 3) consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosures without consent, and 4) complain to the U.S Department of Education concerning alleged failures by New College of Florida to comply with the requirements of FERPA. Further information about the College's policy with respect to the privacy of student records may be obtained from the NCF *Office of the Registrar*.

The Family Educational Rights and Privacy Act permits the release of directory information by NCF to 1) school officials with legitimate educational interests, and 2) school officials of another school in which the student is, seeks, or intends to enroll. NCF reserves the right to release directory information without prior consent of a student unless notified in writing to the contrary. The following items are considered by NCF as directory information: name, date and place of birth, addresses (including electronic), campus box number, phone numbers, field(s) of study or program(s), dates of attendance, enrollment status, sponsors, participation in officially recognized activities, degrees, awards and honors received, previous schools attended, or post-completion placements. Students should notify the Office of the Registrar (PMD-115) if they do not want their directory information to be released.

Probation

A student may be placed on academic probation when his or her academic record fails to meet the academic standards of the faculty. In reviewing the student's record, the *SASC* (see *Student Academic Status Committee*) may recommend academic probation as an alternative to *dismissal*. Probation provides the student the opportunity to demonstrate that he or she is capable of the quality of work required to continue at New College. A student on academic probation will be reviewed by the *SASC* at the completion of the probationary semester.

Provisional Area of Concentration

By the middle of the fifth academic contract (including contracts exempted by transfer credit), a student must complete a Provisional Area of Concentration Plan. The first section of the plan specifies the intended area of concentration. There are six categories of area of concentration: general studies, divisional, disciplinary, joint-disciplinary, double, and special program. The Provisional Area of Concentration Plan is a declaration of the student's intention to pursue a specific program of study. It requires the signatures of two (or three) faculty members qualified to certify the *Area of Concentration*. It must be submitted to the Office of the Registrar by 5 p.m. on the first Friday of Module II during the fifth academic contract (including contracts exempted

by transfer credit). The second section of the Provisional Area of Concentration Plan provides for a description of the student's future program of study. This description should reflect any remaining requirements established as part of the specific program of study. Thus, by completing this section, the student and sponsor acknowledge remaining requirements necessary to complete the Area of Concentration.

Registrar

The Registrar's Office, located in PMD, maintains official student academic records, including *transcripts, contracts, evaluations, and declarations of areas of concentrations.*

Registration

Registration at New College has two components: (1) A student submits a signed Registration form prior to the first day of classes. The form designates one as a full-time student. A \$100 late fee is charged if the registration form is submitted after the first day of classes. Anyone who does not register by the end of the first week of the semester is considered withdrawn from New College. (2) The Academic *contract* is the second part of registration. The deadline is the second Wednesday of the semester. A \$100 late fee will be charged for contracts submitted after the deadline through the second Friday of the semester. Students who do not submit a contract by the second Friday are considered withdrawn.

Renegotiation (See also Add/Drop Form)

Contract: If a student chooses to renegotiate his or her *contract*, the current contract should be revised in consultation with the contract sponsor. Educational activities may be added or dropped, and the *certification criteria* may be changed. The contract *sponsor* must endorse the changes. The deadline for contract renegotiation is Friday of the twelfth week of the semester.

ISP: Like other contracts, *ISPs* may be renegotiated if plans change or unexpected problems develop. They may be renegotiated with respect to the topic, scope, or format at the discretion of the advisor at any time during the ISP period. These changes are documented by filing a revised registration form. Students may change ISP *sponsors* only prior to the end of the interterm in question, and such a change requires the consent of the original advisor.

Area of Concentration/ Thesis Prospectus: Both the *Thesis Prospectus* and *Area of Concentration* form can be renegotiated and the changes can be documented by submitting revised forms. A revised *Thesis Prospectus* form must be submitted at least two weeks prior to the scheduled *Baccalaureate Exam*.

Requirements

Graduation: New College requires the satisfactory completion of seven contracts, three *ISPs* and a senior *thesis* and a *baccalaureate exam*. At New College, there are no specific distribution or core course requirements beyond completion of the *Liberal Arts Curriculum* expectations.

Area of Concentration: Each individual discipline has developed a set of requirements and expectations for its *area of concentration*, which can be found listed in the *General Catalog*.

Student Academic Status Committee (SASC)

When a student encounters academic difficulties, and does not *satisfactorily* complete an academic *contract* and/or *ISP*, he or she is subject to SASC review. Specifically, an *unsatisfactory contract* or two *incomplete* academic units (an academic unit being either a contract or an *ISP*), renders a student "reviewable." The student will be asked to meet with the SASC. The Student Academic Status Committee consists of three faculty members elected by their peers, one from each academic *division*, and two students concentrating in different academic divisions selected by the student body through student government-administered procedures. During its review, the committee will consider previous contracts and *ISPs*, previous SASC reviews (if any), the overall quality of academic work as reported by faculty in evaluations, sponsor support, patterns of incomplete and/or unsatisfactory work; other aspects of progress toward completion of *graduation requirements* (such as *area of concentration* or senior *thesis*), and extenuating circumstances. The committee may offer advice and guidance, may choose to place the student on "academic *probation*," which means their progress will be reviewed at the end of the following semester, or, in unusual circumstances, may choose to dismiss the student.

Senior Project (see *Thesis*)

Senior Thesis (see *Thesis*)

Service Learning

This refers to the application of knowledge learned in school to community agencies or programs. Students can volunteer their time, skills, and knowledge to contribute to and learn from the community outside of New College. Service learning can be incorporated into an academic *contract* or *ISP*. Contact the Student Activities Coordinator and *Career Services* for further information.

Slash (See *Joint-Disciplinary Area of Concentration*)

Special Program Concentration

A special program concentration is essentially an interdisciplinary concentration that has been given a special title specifying disciplines, areas of study, or topics not found in the *General Catalog*'s "Academic Disciplines" section. The title must accurately describe the area of study. The title of a special program concentration as it appears on the *Thesis Prospectus/Area of Concentration* form and other documents must begin with the designation, "Special Program." A special program concentration requires the endorsement of two faculty. In some cases, where there are limited course offerings at New College that apply to the designated special program, appropriate *off-campus work* will be required.

Sponsor (See also *Advisor*)

There are three different types of New College activities that require sponsorship:

Contract: The New College faculty member with whom a student develops the contract, and who signs it, is the contract sponsor. He or she serves as a mentor to the student during the semester, and helps the student respond effectively to the academic challenges encountered.

ISP: The *ISP* sponsor is the New College faculty member with whom a student agrees to work when undertaking an Independent Study Project. The ISP Sponsor will be the evaluator of the ISP

Thesis: The student will work most closely with the thesis sponsor when completing the Senior Thesis. The Thesis Sponsor is only one of the faculty members that will make up the *Baccalaureate Committee*, but will assume the primary responsibility for evaluating the thesis and assisting the student during the thesis process.

Thesis

All students who graduate from New College satisfactorily complete a Senior Thesis or Senior Project. “To thesis” is often the verb phrase used to describe completing the thesis project. The Thesis usually involves the intensive scholarly exploration a particular academic topic or issue. Completed and approved theses are bound, catalogued, and available in the Jane Bancroft Cook Library.

Thesis Prospectus (See also *Area of Concentration*)

Students must submit the Thesis Prospectus/Area of Concentration Form by the middle of the sixth semester (i.e., the sixth successful contract) at New College. The form includes a declaration of the *Area of Concentration*, a description of the student’s intended future program of study, and a working title, summary, and bibliography for the *Thesis* Project. This form requires signatures of three faculty members, who will make up the *Baccalaureate Committee*.

Transcript

The *Registrar’s* Office maintains two types of transcripts:

Working Transcript: The working transcript is the version of the transcript that is used internally (i.e., not shown to other institutions). It lists all academic work undertaken at New College, such as classes, *tutorials*, *IRPs*, and *ISPs*, and indicates whether they were satisfactorily or unsatisfactorily completed. It also shows incomplete academic units, and courses that were dropped. The items on the working transcript are arranged chronologically, grouped according to semester.

External Transcript: This version of the transcript is the one that may be transmitted to external parties (e.g., employers or post-graduate programs outside of New College). It lists only the academic units that the student has satisfactorily completed, and they are not categorized by semester.

Tutorial

A tutorial is an academic undertaking sponsored by a faculty member that is not offered as a class in the *Course Catalog*. A tutorial often counts toward certification of a *contract*, and the student's work in the tutorial is evaluated by the faculty member. Tutorials may be undertaken alone, or they may be done in groups. They can be completed for semester credit, *module* credit, or no credit.

Unsatisfactory (a.k.a. "unsat." Used as an adjective, noun, and verb.)

Courses, contracts, and ISPs can all be deemed satisfactory.

Course: A class, *tutorial*, or *IRP* can be evaluated by the faculty member as unsatisfactory if the student fails to perform satisfactorily in the class, tutorial, or *IRP*. An unsatisfactory course will not appear on your *external transcript*, but will be listed on the *working transcript*.

Contract: If the *certification criteria* of an academic contract are not met, the contract is declared unsatisfactory. An unsatisfactory contract will not count towards graduation from New College. An unsatisfactory contract is considered to be an academic deficiency, and it can trigger a review by the *SASC* (Student Academic Status Committee).

ISP: An *ISP* evaluated as unsatisfactory will not count as one of the three ISPs necessary to graduate from New College.

Work-All-Done (WAD) Form

The formal title of this form is the Work Completed/Evaluation Pending Form. This form, available from the Registrar's Office, is used to indicate that a student's work for a class or *ISP* has been submitted to the professor/project *sponsor* and is pending evaluation.

Writing Resource Center

The Writing Resource Center (WRC) is open to all New College students who are interested in developing the skills and strategies associated with college-level writing. Trained student writing assistants (SWAs) listen and respond to the needs and concerns of student writers through focused, individualized conferences. The WRC operates on the principle that, no matter their degree of skill, students can benefit from open and objective conversation about their writing. The WRC is located upstairs in Cook Library, inside the Media Center. Also visit online at <http://www.ncf.edu/writingresources>.

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